Info Source

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.

It is a legislative requirement for all institutions to make annual updates to their Info Source chapter under Section 5.1 of the *Access to Information Act*.

Info Source
Sources of Federal Government and Employee Information
2017
Sahtu Land and Water Board

Info Source

www.infosource.gc.ca

Contents

General Information

The *Info Source* Chapter is a requirement of all public institutions to communicate their purpose and function to the general public. The Sahtu Land and Water Board, as a public institution, provides the following information on the organization's activities, structure and role as a public institution. The *Info Source* Chapter for the Sahtu Land and Water Board is updated annually by Sahtu Land and Water Board Staff and is made available for viewing at www.slwb.com under the menu item "Access to Information Requests". If you require assistance with accessing any information, please contact Paul Dixon, Executive Director.

Background

The **Sahtu Dene and Metis Comprehensive Land Claim Agreement**, which is a modern treaty, was signed in 1993. This agreement recognizes the Sahtu Settlement Area of the Northwest Territories, and provides benefits and terms of the Agreement to 280,238 square kilometres of land 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.

Section 35 of the *Constitution Act* (1982)[1] recognizes and affirms the existing aboriginal and treaty rights of the aboriginal peoples of Canada. Treaty rights include rights that exist by way of land claims agreements. The **Sahtu Dene and Metis Agreement** and all its contents are protected by the Canadian Constitution.

On December 28, 1998, the *Mackenzie Valley Resource Management Act* (MVRMA) (Bill C-6) came into effect. The MVRMA provides for an integrated system of land and water management in the Mackenzie Valley and for the establishment of certain boards for that purpose. The MVRMA resulted from the **Gwich'in Comprehensive Land Claim Agreement** (1992) and from the **Sahtu Dene and Metis Comprehensive Land Claim Agreement** (1993). The regulatory regime in the Mackenzie Valley region entrenches the benefits and terms established by each of the Gwich'in, Sahtu, and Tlicho (2003) final agreements, through the MVRMA.

Provisions of the MVRMA established the Mackenzie Valley Land and Water Board and four regional panels. In the Sahtu, Gwich'in and Wek'èezhìi (settled claim areas), Regional Land and Water Boards have been established. The Gwich'in Land and Water Board (GLWB), Sahtu Land and Water Board (SLWB), Wek'èezhìi Land and Water Board (WLWB), and Mackenzie Valley Land and Water Board (MVLWB) oversee the land and water management of their respective regions.

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[1] The Canadian Constitution is the supreme law in Canada and is an amalgamation of codified acts and uncodified traditions and conventions.

The Sahtu Land and Water Board (SLWB) is established pursuant to Chapter 25 of the **Sahtu Dene and Metis Comprehensive Land Claim Agreement**, and is empowered by the *Mackenzie Valley Resource Management Act* to regulate land and water use, and deposit of waste, throughout the Sahtu Settlement Area, including Sahtu Private Lands and Territorial Lands.

Responsibilities

The SLWB is responsible for regulating the use of land and water, and the deposit of waste, in the Sahtu Settlement Area by issuing, amending, renewing and suspending land use permits and water licences. This authority extends to all crown, Sahtu, and private lands and waters. The *Mackenzie Valley Land Use Regulations* and the *Waters Act* and Regulations of the Northwest Territories (NWT) are administered by the Board in the Sahtu region.

The SLWB accepts water licence and land use permit applications from proponents and reviews applications to ensure completeness. If deemed complete, applications are accepted, and the Board will then administer the Online Public Review of an application. After the review period, the Board will conduct a Preliminary Screening. A Preliminary Screening is the first step in the Environmental Assessment process of the Northwest Territories, and considers potential environmental and socio-economic impacts of a proposed development. Upon completion of the Preliminary Screening, the Board will decide if the proposed project should be allowed to proceed to the issuance of a permit or licence, or if further assessment is required. If an application is authorized to be licenced or permitted, the Board will prepare a Land Use Permit or a Water Licence for a proponent.

The SLWB is also empowered by the **Sahtu Dene and Metis Comprehensive Land Claim Agreement** to oversee compliance with its decisions, to enforce or secure compliance with its decisions, to establish procedures for the conduct of its business, and to establish policies and guidelines applicable to its licences, permits, and authorizations.

The MVRMA establishes a number of Board responsibilities related to the sharing of information. The Board is required to provide public access to records, including, for each application received and each licence or permit issued, the information prescribed by the regulations. The Board must also establish and maintain a Public Registry containing all documents related to licences and applications, whether current, former, or expired.

The objective of the SLWB is to provide for conservation, development, and utilization of the land and water resources of the settlement area in a manner that will provide the optimum benefit for present and future residents of the Sahtu Settlement Area and the Mackenzie Valley and for all Canadians.

Structure

The SLWB consists of:

- One Chairperson, nominated by the majority of the members;
- Two members nominated by the Sahtu Secretariat Incorporated;
- One member nominated by the Government of the Northwest Territories; and,
- One member nominated by the Government of Canada.

All members, including the Chair, are appointed by the Minister of Indigenous and Northern Affairs Canada (INAC).

Institutional Functions, Programs and Activities

Processing Land Use Permit and Water Licence Applications

Processing applications involves (1) reviewing applications, including all supporting documents, for project eligibility, land use plan conformity and completeness, (2) submitting the applications for a Public Review on the Online Review System, and (3) conducting a Preliminary Screening, with which the Board will make a determination whether the proposed project requires a further level of assessment (Environmental Assessment, conducted by the Mackenzie Valley Environmental Impact Review Board).

The process is guided by strict timelines identified in the *Mackenzie Valley Land Use Regulations* (MVLUR) and the *Waters Act*. Documents reviewed during this process may include:

Application form; proof of registration or incorporation (for companies); maps; engagement record; engagement plan; waste management plan; spill contingency plan; GIS data; draft security estimate; environmental impacts and mitigation measures; quarry permits; licence of occupation; access authorization; lease; oil and gas exploration drilling questionnaire; mining industry questionnaire; mining exploration questionnaire; hydro-electric development questionnaire; municipal water use questionnaire, and; operation and maintenance plans.

These documents may contain personal information such as:

Names of proponents and/or project managers; office phone numbers; corporate addresses and contact information; names of current and/or former GLWB, SLWB, WLWB and MVLWB employees and their office phone numbers and office physical addresses; names of stakeholders and/or community members attending or participating engagement meetings; dates and locations of community engagement events; GIS data such as geographic coordinates, place names, and; photos of proposed development locations.

Board Staff may request additional information and data concerning the proposed use of lands and waters. The information will be used to evaluate quantitative and qualitative impacts of the land or water use. The applicant is required to provide the information if requested.

Once an application has been deemed complete, a letter of acknowledgement is sent to the applicant and the review process can begin. At this time, SLWB staff will also post the application and all supporting documents on the Public Registry database.

Review of Application

SLWB staff, after ensuring the application package is posted on the Online Registry, will post the application package as an Item for Review on the Board's Online Review System (ORS). The application package will be distributed to individuals who are identified as potentially affected parties: those individuals who may be potentially impacted from the proposed activities. Representatives of various departments within federal, Aboriginal, territorial, and municipal governments, representatives of First Nations/Indigenous nations, and other identified individuals/organizations will receive notification of an Item for Review (i.e. the Board's formal request for feedback from parties on any submissions it received that require a decision) and will have the opportunity to provide recommendations directly to the Board.

Public Review Process

The public review process takes place on the ORS, and is accessible and visible to the general public. Reviewers' personal information such as first and surnames, corporate emails, phone numbers, and locations of work, are stored in the ORS as part of the master distribution list(s). Reviewers receive notification through their personal ORS accounts, which are voluntary and proprietary for each individual. Reviewers are made aware that their comments and, in some cases, first and surnames are publicly visible on the ORS, and consent to this through their initial account registration.

Reviewers may also receive notification of applications for review through their personal and/or corporate email. Regulatory staff may send email notifications to all Reviewers, and personal and/or corporate email addresses will be visible by all recipients of the message.

Information Sharing and Collecting

Applications for Land Use Permits or Water Licences are submitted to Board Staff via email, fax, mail, or in person. It is disclosed to proponents that all correspondence to the Board, including emails, letters, faxes and attachments are public documents and may be posted to the public registry.

All documents which are officially received by Board staff as part of an application package are uploaded to the ORS by SLWB staff, and are available for the duration of the public review process for download. After the public review process concludes, these documents remain available on the Public Registry.

Public Registry

The Public Registry exists to store and maintain a database of all applications (incomplete, withdrawn, or unapproved), authorizations (Land Use Permits and/or Water Licences), all submissions to the Board, and all decisions of the Board. In addition to the public-facing Online Registry, there is also a Public Registry located at the physical office of the SLWB, in Fort Good Hope, NT. Please refer to the Additional Information section at the end of this Info Source chapter for details on the location and terms of access of this Registry.

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.

Terminology

Personal Information Bank (PIB)

Personal Information Banks are descriptions of all records created and used to support internal services. The personal information described in a Personal Information Bank has been used, is being used, or is available for an administrative purpose and is under the control of a government institution.

Class of Record (COR)

Classes of Records are descriptions of all records created and used to support internal services. The information described in a Class of Record has been used, is being used, or is available for an administrative purpose and is under control of a government institution.

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 or amending a contract.

[Procurement and Contracting Class of Record](#)

Communications Services

Communications Services involve activities undertaken to ensure that Sahtu Land and Water Board 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 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

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 SLWB comply with applicable laws, regulations, policies, and/or plans.

- Classification of Positions
  - Staffing
- Compensation and Benefits
  - Attendance and Leave
  - Pay and Benefits
- Hospitality (COR)
  - Hospitality (PIB)
- Human Resources Planning (COR)
  - Human Resources Planning
- Labour Relations
  - Discipline
  - Grievances
  - Harassment
  - Values and Ethics Code
- Occupational Health and Safety (COR)
  - Employee Assistance
  - Occupational Health and Safety (PIB)
- Performance Management Reviews (COR)

- o Discipline
- o Performance Management Reviews (PIB)
  - ▪ Recruitment and Staffing
    - o Applications for Employment
    - o Employee Personnel Record
    - o Personnel Security Screening
    - o Staffing
  - ▪ Relocation (COR)
    - o Relocation (PIB)
  - ▪ Training and Development (COR)
    - o Training and Development (PIB)

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

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
  - o 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.

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

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
- Boards and Committees
  - Members of Boards
  - Terms of References for Committees
- Strategic Planning and Governance
- Proactive Disclosure
  - Hospitality
  - Travel
- Security
  - Security Incidents
- Travel
  - Travel

Classes of Personal Information

In the course of conducting the programs and activities of the Sahtu Land and Water 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:

- Document Submission Standards (2012)
- Engagement and Consultation Policy (2013)
- Engagement Guidelines for Applicants and Holders of Water Licences and Land Use Permits (2014)
- Guide to the Land Use Permitting Process (2013)
- Guideline for Geographic Information Systems (GIS) Submission Standard (2016)
- Guidelines for Developing a Waste Management Plan (2011)
- Guidelines for the Closure and Reclamation of Advanced Mineral Exploration and Mine Sites in the Northwest Territories (2013)
- Information for Proponents on the MVLWB's Engagement Requirements (2014)
- MVLWB Creation and Maintenance of Governance Documents (2005)
- MVLWB Policy on Transboundary Applications (2005)
- Operation and Maintenance Plan Templates for Municipal Water Licences: Spill Contingency Plan (November 2015)
- Operation and Maintenance Plan Templates for Municipal Water Licences: Solid Waste Facility (November 2015)
- Operation and Maintenance Plan Templates for Municipal Water Licences: Water Treatment Plan (November 2015)
- Operation and Maintenance Plan Templates for Municipal Water Licences: Wastewater (Sewage) Treatment System (November 2015)
- Rules of Procedure: Including Public Hearings (January 2004)
- Standard Land Use Permit Conditions Template (2017)
- Standard Outline for Management Plans (2013)
- Standard Process for New Conditions (2013)
- Water and Effluent Quality Management Policy (2011)
- Water Use Fee Policy (2013)

Info Source

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.

Mail, fax, or email your letter, or Access to Information Request Form (Access to Information Act), or Personal Information Request Form (Privacy Act), along with any necessary documents, 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

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:

Public Registry

Sahtu Land and Water Board

K'asho Gotine Building

Fort Good Hope, Northwest Territories