



# Direction on General Policy Matters

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## 1.1 Creation & Maintenance of Governance Documents

### A. Direction

The Mackenzie Valley Land and Water Board, the Gwich'in Land and Water Board and the Sahtu Land and Water Board (the boards) will create and maintain governance documents which:

- Are consistent with the legislative and regulatory frameworks of the MVRMA.
- Are consistent with Land Claims
- Provide consistent and appropriate information for stakeholders and staff.
- Are accessible and transparent.

### B. Authority

Section 30, 65 & 106 of the MVRMA

### C. Definitions

**GOVERNANCE DOCUMENTS:** The set of documents which provides direction to the boards toward fulfilling their mandates. These include Rules, Directions on General Policy Matters, Guidelines and Policy, and Administrative and Operational Procedures.

**RULES:** A document which outlines the practice and procedure in relation to all land use permit and water licence applications and their disposition, including the service of documents, the imposition of reasonable time limits, and the submission of documents by the public.

**DIRECTION ON GENERAL POLICY MATTERS:** Specific guidance on general policy matters, which the boards agree require consistent application throughout the Mackenzie Valley.

**GUIDELINES AND POLICY:** Documents produced and approved by the Board or a regional board, which provides stakeholders with specific information respecting licences, permits and authorizations, including their issuance. These will be information tools and will be consistent with the Board's Rules, and with Direction set by the Board.

**OPERATIONAL PROCEDURE:** Detailed instructions produced by a board for their staff, outlining how to implement agreed upon Rules, Direction, Guidelines and Policy.

**ADMINISTRATIVE PROCEDURES:** The processes established by a board to ensure the effective functioning of its office, including financial, personnel and office administration.



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## D. Provisions

### D.1 *Governance Documents Requiring MVLWB Approval*

Amendments of, or additions to Rules or Direction may be suggested by any board member, staff or stakeholder by providing the Chairperson of the MVLWB with a written notice of the proposed change or addition and the reasons the change or addition is requested.

Subject to the By-laws, the Chairperson will determine the appropriate mechanism to examine the suggestion (e.g. Ad Hoc committee, Standing Committee, staff) and will bring the results of that examination forward to the MVLWB for discussion or decision.

Non-substantive changes that do not affect the content of the document, e.g. Numbering changes, grammatical or style changes, changes to staff titles, etc. may be approved by the Executive Director or his/her designate.

### D.2 *Other Governance Documents*

Guidelines, Policy and Procedures shall be created by a board to meet the needs of their staff, members and stakeholders. When a board is creating these types of documents, they will ensure consistency with Rules and Direction, and will share the drafts with the other boards for comment.

A board will be responsible for the creation and approval of these documents for their use as required. For the MVLWB, the Chairperson may delegate responsibility to the Executive Director for the creation and approval of specific guidelines, policies and procedures.

Approved by: \_\_\_\_\_

*T. Bourgeois*

Effective date: \_\_\_\_\_

*Oct 26 '05*