Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Geological Resource Policy	
Position Number	**Community**	**Division/Region**
63-14331	Yellowknife	Mineral and Energy Royalties and Beneficiation

PURPOSE OF THE POSITION

The Manager, Geological Resource Policy is accountable for working collaboratively with colleagues, partners, and stakeholders to develop and implement policies that support the administration of resource governance and royalties administration in the Northwest Territories (NWT).

SCOPE

The Manager, Geological Resource Policy (Manager) is located in Yellowknife and reports to the Director, Mineral and Energy Royalties and Beneficiation (Director). The Manager leads the development, implementation, and interpretation of policy and regulation, and their application to resource governance and the royalty regime in the NWT. The Manager provides technical support by using geological and industry insights to guide policy development and implementation. The Manager's responsibility is to ensure that geological information is included in and interpreted appropriately throughout the decision-making processes. The Manager is considered the Government of the Northwest Territories (GNWT) authority in resource governance and royalty policy.

Mineral and energy development is a foundational contributor to the Northwest Territories' economy and socio-economic well-being. It is essential to ensure that it is responsibly regulated and managed to ensure that northerners receive maximum benefits from the sector while negative impacts are minimized and effectively mitigated.

The Mineral and Energy Royalties and Beneficiation Division is responsible for the management, administration, and collection of resource royalties from mineral and petroleum resource development in the NWT. Mineral and Energy Royalties and Beneficiation is also responsible for facilitating the development of beneficiation industries in the NWT through implementation of the *Beneficiation Policy Framework (BPF).*

The Manager works within a legislative and regulatory framework that includes the NWT Mineral Resources Act and its regulations, the NWT Mining Regulations, the Petroleum Resources Act and Petroleum Lands Royalty Regulations, and the Financial Administration Act, as well as GNWT and ITI policies and procedures. These instruments are highly technical and often interdependent, with interpretations that can be challenging and require careful analysis and sound judgment. The ability to accurately interpret and apply legislation, especially when provisions are nuanced or ambiguous, or require reconciliation across multiple statutes, is important.

The Manager oversees the research and development of procedures, systems, and processes for resource governance and the development of royalty policy. The Manager provides expert analysis, advice, interpretation, and information on resource royalties to Senior Management, Indigenous governments and organizations, other GNWT departments, industry, non-governmental organizations, other NWT stakeholders, and the public.

The Manager is responsible for recommending a resource royalty policy by using best practices in research methods and comparative data analysis and interpreting this analysis in the context of the NWT's unique social, economic, and political environment to make policy development recommendations to decision-makers. The research scope is broad, covering all Canadian and international jurisdictions, and makes effective use of information collected during resource valuation processes and audit fieldwork. The Manager's overall objective is to ensure that the resource royalty regime in the NWT is competitive and results in the best return to the GNWT.

The Manager oversees the research and development of procedures, systems, and processes related to resource extraction and financial resource statements issued by operators of exploration projects and by companies with operating and producing assets. This research supports financial modeling of both current and potential future producers. The Manager will also track and monitor ongoing project activity and determine the point at which detailed financial modeling will be required to assess the impact of new project development or changes to existing operating mines on future royalties.

The manager applies technical, including geological, engineering, and regulatory expertise to support compliance, verification, and oversight of mineral and energy resource extraction operations. The manager supports the Manager, Beneficiation and Royalties Administration (BRA), in developing valuation methodologies for mineral and energy resources. The manager’s unit is responsible for reviewing, validating, and maintaining the confidentiality of statistical returns, technical information, and reporting prior to dissemination within the GNWT and to external government agencies.

The manager provides expert advice in support of lease issuance and renewal, and production licence issuance, through technical evaluation of the Evidence of Deposit Report (EDTR) for lease issuance and renewal, and of pre-feasibility and feasibility studies for mineral and energy extraction projects.

The manager conducts inspections and technical verifications of removal of minerals, exploration and production operations, mine plans, mine production cycles, and sequencing to assess compliance with licence conditions and reporting requirements. The manager will also perform technical reviews of resource production and operational changes to ensure regulatory, technical, and valuation reporting is consistent across the project development cycle.

The Manager provides resource and royalty policy advice on proposed infrastructure initiatives, land claim negotiations, other boards, agencies, and government departments as required. The Manager oversees research on global trends in royalties and mining taxes and the impact of the NWT royalty regime on proposed and operating resource development projects. The Manager is responsible for tracking and researching statements under National Instrument 43-101 Standards of Disclosure for Mineral Projects (NI 43-101), operating plans, and associated financial modelling for NWT resource projects.

The Manager provides expert knowledge of resource development and the specifics of the mineral and energy sectors, providing information and analysis on industry positions related to fiscal impacts on the sector. The impact of mineral and resource royalty policy affects a broad range of stakeholders, including Indigenous governments, other GNWT departments and committees, NGOs, industry, secondary industry, and the general public. The information will be used by industry and, if necessary, modify project elements to ensure compliance with the legal and policy fiscal framework of the NWT. Mineral and energy development proponents in the region will use the resource royalty policy to guide exploration and development programs and understand how the NWT royalty regime will impact the profitability of their proposed projects.

The Manager collaborates closely with the Division's management team regarding information sharing and record processing. The Manager works collaboratively with colleagues across the Department and with the Departments of Finance, Justice, and Executive and Indigenous Affairs. The Manager also works with federal and provincial counterparts.

The Manager leads a team and plans and manages the full scope of royalty and resource production policy and geological resource/reserve research, development, implementation, and interpretation.

The Manager provides expertise as required in the valuation of diamonds and other minerals and petroleum products that lack transparent public pricing. This includes understanding the flow of minerals and petroleum produced in the NWT through various processing stages to determine the pricing point for royalty purposes. The Manager may engage specialist valuation consultants and is accountable for any advice provided based on this work.

RESPONSIBILITIES

1. **Manages the development, implementation, monitoring, and continuous improvement of mineral and petroleum royalty related legislation, policies, procedures, and methodologies.**
   - Ensures that applicable acts, regulations, and policies are adhered to internally and by mining companies.
   - Leads and/or participates in the development of related policies, regulations, guidelines, and best practices, and contributes to the refinement of processes and practices by identifying opportunities for improvement.
   - Monitors data released on royalties under other acts and reports on any inconsistencies in publicly released data.
   - Develops and implements appropriate control systems for mining and petroleum records, reports, summaries, submissions, and materials to ensure the integrity, confidentiality, and security of information.

2. **Leads the development of methodology to determine the value of minerals and petroleum products that lack transparent public pricing**
   - Researches the broad structure of the mineral industry in the context of how competitive the NWT deposits are in the global market.
   - Reviews the process whereby the mineral is brought to a saleable form.
   - Determines what steps are required to prescribe a value for that saleable product, which may involve independent sampling and the use of specialized consulting services.
   - Creates valuation protocols and amendments to regulations if required.
   - Provides the royalty administration unit with training and the tools required to administer the valuation protocol and audit the pricing utilized in the returns.
   - Participates in the audit and valuation process to provide subject matter expertise.

3. **Provides technical geological input for the development of comprehensive economic assessments and financial models.**
   - Develops models to inform long-term strategic planning and revenue forecasting.
   - Supports the forecasting of financial information related to royalties or other collected revenues that are subject to sharing under NWT land claim agreements.

- Oversee monitoring and reporting related to NI 43-101 geological resource and reserve statements, operating plans, and other economic and financial reports (preliminary economic assessments, preliminary feasibility studies, feasibility studies, etc.) for projects in the NWT using data from public sources and received through confidentiality agreements.
- Develops high-level mineral and energy deposit models to assist in the cost-benefit analysis of various infrastructure proposals.
- Provides advice to various land claim negotiating tables on future mineral and energy development opportunities and impacts on current and future royalty sharing agreements.

4. **Contributes to the Department's engagement in government initiatives that are in response to insolvency and bankruptcy proceedings of resource development companies.**
   - Oversee monitoring and reporting related to reserves and resources information for companies or projects, related to developing or operating projects in the NWT, using data from public sources.
   - Identifies major risk factors related to reserve and resource statements that could have a financial impact on the operation.
   - Provides senior management with accurate and timely research, analysis, and recommendations related to the potential for insolvency events.
   - Participate in inter-departmental working groups associated with managing insolvency and bankruptcy events.
   - Ensures the integrity, confidentiality, and security of highly sensitive information.

5. **Supports the regular cycle and year-end valuation of minerals and energy.**
   - Supports Manager BRA in the valuation of goods prior to their export from the NWT.
   - Supports mediation and dispute resolution processes in the event of disagreements between the third-party valuator and the operator with respect to the valuation of the goods.
   - Contributes information and expertise when required to process appeals under the *Mineral Resources Act*.

6. **Cultivates, builds, and maintains personal and business relationships with key stakeholders, individuals, and business associations in Canada and internationally.**
   - Provides ongoing assistance to Canadian and international companies and other clients on the application of legislation, regulations, and guidelines, including the development of written guidelines and processes that guide the interpretation of the legislation as it is applied to royalty calculations, allowable deductions, and payouts.
   - Develops and manages stakeholder management plans within the mining and petroleum context to ensure that relationships are proactively managed.

- Communicates with royalty taxpayers or their financial or legal representatives and GNWT officials in verbal and written form, to explain applicable royalty/tax legislation.

7. **Manages the human resources, financial and administrative functions of the unit to provide effective and efficient services within budgeted frameworks.**
   - Develops and implements annual work plans that establish short and long-term objectives.
   - Manages human resource functions within the unit, including staffing, direction setting, and performance evaluations.
   - Accountable for the effective stewardship of financial, human, and operational resources supporting compliance and enforcement activities, including planning future resource requirements and advising senior management on capacity needs.
   - Prepares terms of reference and statements of work to direct contractors.
   - Develops objectives and performance indicators for the Unit, including individual staff goals, ensuring they are complementary to the Division's and Department's goals and objectives.
   - Provides positive leadership and advice to Mineral and Energy Resources Branch staff.
   - Encourages employee development through performance appraisals, training plans, and professional development opportunities.
   - Supports objectives of succession planning within the unit and the Division.
   - Participates as a member of the Divisional management team in planning the short and long-term objectives for the Division.

8. **Applies technical expertise to support compliance and verification of resource extraction operations.**
   - Develops and maintains methodologies for determining the value of mineral and energy resources to ensure accurate royalty calculations and compliance with legislation.
   - Provides technical and policy support to the MERB division, including interpretation of legislation, regulations, and guidance related to practical mine-site and operational issues.
   - Delivers expert technical advice on the issuance of Production Licences and the review of technical studies for mining and energy resource projects.
   - Verifies and validates Statistical Returns for both exploration and production activities, ensuring accuracy before distributing information to internal and external stakeholders.
   - Evaluates the validity of the Evidence of Deposit Technical Reports (EDTR) including technical assessments on lease renewals and new lease issuances.

9. **Conducts inspections and verification of mine plans and operators.**

- Validates and verifies Removal of Minerals submissions, ensuring that quantities, grades, and valuation align with acceptable methodologies and legislative requirements.

- Conducts inspections of assets, equipment, and operational activities at mine sites to confirm accuracy of reported information and compliance with regulatory and technical standards.
- Performs engineering and technical reviews of proposed operational changes, evaluating potential impacts on production, resource valuation, and compliance.
- Enforces compliance through statutory inspection powers, including the authority to search, inspect, and seize relevant mine plans, records, and documentation as permitted under the *Mineral Resources Act.*

WORKING CONDITIONS

Physical Demands

Most responsibilities are managed in a normal office environment. Travel to remote mine sites in small aircraft on an as-needed basis.

Trips to valuation facilities (in Yellowknife and outside) are required as part of the duties of the position. These trips require the incumbent to participate in search protocols imposed by external operators.

Travel overseas will require immunizations against certain diseases, which are mandatory in some countries.

Environmental Conditions

Visits resource sites, including underground mining operations, oil and gas exploration, and production well sites.

Sensory Demands

The incumbent may experience eye strain when performing inspections based on the mineral types. Long periods of focused concentration on small minerals may be needed.

Mental Demands

Confidentiality and discretion are critical in the mineral and energy industries. The incumbent must sign a confidentiality agreement and disclose all conflicts of interest (real and perceived).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of resource policy and royalty taxation in the NWT and the NWT's mining royalty regime.
- Knowledge of the resource policy and taxation regimes of other jurisdictions.

- Knowledge of financial principles to analyze and provide advice and recommendations on the impact of fiscal legislation, regulation, and policy on resource exploration project development and operating resource projects.
- Knowledge of geo-scientific methods and exploration and mining/oil and gas development practices to provide expert advice on the impact of fiscal initiatives on the resource industry and its activities to support the determination and analysis of economic development potential.
- Knowledge of the theories and principles of economic development to determine the service and information requirements of the client groups, including senior management and other territorial government departments, and to provide expertise and advice on various fiscal resource development incentives and services available.
- Knowledge of the principles of impact analysis, market analysis, and economic modeling to provide input on the effects of the proposed fiscal policies and regulations on resource development, the long-term impact on the regional economy, and resource management implications.
- Knowledge of policy evaluation methods to conduct resource royalty analysis and ongoing policy evaluation at the operational level, to make recommendations regarding regulations, operational policies, and operational policy options to the Director.
- Knowledge of methods, techniques, and practices (related to knowledge base development) to manage the development and maintenance of a knowledge base on domestic and international mineral and petroleum royalty trends.
- Knowledge of statistical software to plan and conduct impact analyses of proposed mining and petroleum royalty initiatives, and to project the long-term impact on the regional economy and resource management implications.
- Knowledge of principles of natural resource management and environmental assessment as they affect the development of non-renewable resources.
- Knowledge of consultation and public participation techniques.
- Knowledge of basic principles of common law, and the development of regulations and regulatory practices.
- Knowledge of the mandates, policies, legislation, responsibilities, and programs of other territorial departments as they relate to broader resource management and non-renewable resource exploration and development activities and their effect on the ability of Northerners to benefit from those activities.
- Knowledge of the relative positions of all stakeholders in the NWT, as related to fiscal aspects of resource development, to gauge responses to departmental initiatives relating to mineral and petroleum resource management, and to analyze and provide expert advice accordingly.
- Knowledge of the role and effect of fiscal policy, legislation, and regulation on the Canadian mining industry to gauge the impact of policy, legislation, and regulation on the health of the NWT non-renewable resource industry and to recommend and develop modern mineral resource fiscal management practices.

- Knowledge of general trends in non-renewable resource management legislation to gauge the relative competitiveness of the NWT and to use these as models for recommending changes in the NWT royalty framework.
- Knowledge of resource industry accounting practices and knowledge of current exploration, development, and mining practices.
- Knowledge of mineral economics and a knowledge of development and reporting of NI 43-101 resource and reserve statements and technical economic reports, such as project operating plans, preliminary economic assessments, pre-feasibility studies, and feasibility studies.
- Knowledge of other jurisdictions' (Canada and abroad) resource valuation practices.
- Knowledge of the techniques and practices used in the mineral and energy industries.
- Knowledge of the physical properties of diamonds, which are used to determine their value and the different methods of valuation.
- Project management, organizational, and time management skills.
- Interpersonal communication skills.
- Ability to exercise tact and diplomacy in dealings with colleagues, operators, and external stakeholders.
- Ability to read, interpret, and understand complex material in public finance, economics, territorial, and relevant international taxation legislation and tax policy.
- Ability to read and comprehend two-dimensional and three-dimensional spatial and graphical information such as maps, drill sections, underground mine level plans, and three-dimensional models.
- Ability to communicate complex subjects clearly and concisely, orally and in writing.
- Ability to handle and safeguard complex, sensitive, and confidential information with integrity, judgment, discretion, and professionalism.
- Ability to work independently and as part of a team.
- Ability to develop the knowledge required for the position. Certain technical knowledge, statutory designations, and certifications may be developed on the job. The Department will provide mandatory training and a structured onboarding plan to achieve the required qualifications within agreed timeframes.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

<u>Typically, the above qualifications would be attained by:</u>

An undergraduate bachelor's degree in a related field (Earth Science, Geological Engineering) and a minimum of five (5) years of experience in resource exploration or development and/or resource policy development, including one (1) year of experience managing a team.

The incumbent must be eligible for registration as a professional in the NWT and Nunavut Association of Professional Engineers and Geoscientists (NAPEG). This may be acquired post-hire.

Specialized training in diamond valuation may be required for this position, but can be acquired post-hire.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

☐ No criminal records check required
☐ Position of Trust – criminal records check required
☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

☐ Required
☐ Preferred