### CAPLA 2016 COURSE CALENDAR
For times and locations, please check the CAPLA website.

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>Sep 27</td>
<td>Surface A&amp;D <em>NEW COURSE!</em></td>
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<td>Acquisitions &amp; Divestments: The Long &amp; Winding Road</td>
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For times and locations, please check the CAPLA website.

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<th>Date</th>
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<tr>
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<td>Lunch 'n Learn: Alberta Land Titles Online (ALTO)</td>
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<td>Lunch, Learn, LEAD!: Lead Yourself - It Starts With You</td>
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<tr>
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<td>Lunch 'n Learn: Emerging Issues in A&amp;D</td>
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<td>Leadership Breakfast: Gary Lepine - Why Zebras Don't Get Ulcers</td>
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<td>Lunch 'n Learn: Oil Sands - Development and Regulations</td>
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### CAPLA 2016 EVENTS
For times and locations, please check the CAPLA website.

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<thead>
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<tr>
<td>Oct 1</td>
<td>Buck Furpees for Breath Challenge</td>
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### CAPLA 2016 ETHICS PROGRAM
For times and locations, please check the CAPLA website.

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<tr>
<td>Sep 15</td>
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</tr>
<tr>
<td>Sep 15</td>
<td>CAPLA Ethics Course – Part Two (afternoon)</td>
</tr>
<tr>
<td>Nov 3</td>
<td>CAPLA Ethics Course – Part One (morning)</td>
</tr>
<tr>
<td>Nov 3</td>
<td>CAPLA Ethics Course – Part Two (afternoon)</td>
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Venues for CAPLA courses are sponsored by companies who support our Adopt-a-Course program. We would like to thank our ongoing sponsors in this program. Without you we wouldn’t be able to offer these great courses. For more information about the Adopt-a-Course program, contact matt@caplacanada.org.
<table>
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<tr>
<td>CANADIAN ASSOCIATION OF PETROLEUM LAND ADMINISTRATION</td>
<td></td>
</tr>
<tr>
<td>Suite 620, 138 4th Avenue SE, Calgary, Alberta T2G 4Z6</td>
<td></td>
</tr>
<tr>
<td>Ph: (403) 452-6497</td>
<td>Fax: (403) 452-6627</td>
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<tr>
<td><a href="mailto:office@caplacanada.org">office@caplacanada.org</a></td>
<td><a href="http://www.caplacanada.org">www.caplacanada.org</a></td>
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<tr>
<td>CAPLA® STAFF</td>
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<tr>
<td>General Manager: Matt Worthy</td>
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<tr>
<td>Membership Services Administrator: Karsten Schaffrick</td>
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<tr>
<td>Bookkeeper: Tanya Marusich</td>
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<td>Communications Specialist: Katherine Matiko</td>
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<td>BOARD OF DIRECTORS</td>
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<td>President: Tracey Stock</td>
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<td>Vice President: Carla Kruschel</td>
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<td>Treasurer: John Wallace</td>
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<td>Past President: Yvette Miller</td>
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<td>Directors: Kirstie Egan, Cathy Lotwin, Norine Miller</td>
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<td>NEXUS EDITORIAL COMMITTEE</td>
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<tr>
<td>Connie Cooper, Stacey Boreski, Keri Bruce, Andrew Lynch, Katherine Matiko, Mandi Zatyko</td>
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<td>COVER PHOTO: Mel Renaud, Land Administrator, Northern Blizzard Resources Inc.</td>
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<tr>
<td>All articles represent the views of the author. Publication neither implies approval of the opinions expressed nor the accuracy of the facts stated.</td>
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<tr>
<td>Please direct all articles submitted for publication or queries about potential article topics to Katherine Matiko at <a href="mailto:katherine@caplacanada.org">katherine@caplacanada.org</a>.</td>
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<td>ADVERTISING OPPORTUNITIES</td>
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<tr>
<td>If you are interested in advertising in NEXUS, please contact Matt Worthy at <a href="mailto:matt@caplacanada.org">matt@caplacanada.org</a>. Our advertising rates may be viewed at caplacanada.org/about/news-publications/</td>
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<td>Effective September 2016, CAPLA's membership is 1900.</td>
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CAPLA: Weathering the Storm

CAPLA was founded during a snowstorm in January 1994. More than 340 people attended its inaugural meeting. Our association has survived many storms since, but few have been as challenging as the recent downturn in Canada’s oil and gas industry and resource contraction in petroleum land administration and analysis.

There are some encouraging market signals suggesting that commodity prices are stabilizing. Some industry watchers predict a cautious recovery in 2017. Within this challenging economic landscape, CAPLA continues to look for opportunities to grow and improve member services while continuing to be resilient and responsive to industry realities.

The Board of Directors is looking forward to the upcoming year with optimism. CAPLA will continue to offer courses designed to meet your educational needs in land asset management. Our newest offering is Surface A&D. It runs on September 27. Instructors Andrea Janska (Paramount Resources Ltd.) and Tomiji Okamura-Sinclair (Shell Canada Limited) have worked with your A&D Education Development Committee to develop a course that explores the value of the surface land administrator’s role in A&D transactions, key surface land A&D tasks, and common assignment/transfer processes in Alberta. Although the course is focused on A&D transactions in Alberta, many concepts can be applied to assets in other jurisdictions.

In keeping with our A&D focus, we have invited Betty Yee, Vice-President Land at CNRL, to speak at our October 20 Lunch ‘n Learn at the Calgary Petroleum Club. Betty will discuss white mapping and its implications for a purchaser, vendors under CCAA or in receivership, vendors in financial distress and their LLR, and on-going challenges with Crown transfer requirements. Her presentation, Emerging Issues in A&D, promises to be very timely and interesting. I hope to see you there.

Please explore CAPLA’s updated website and the other pages of this issue of NEXUS for more information about all of our upcoming courses, lunch ‘n learns, and professional development sessions. If you would like to suggest a topic for an upcoming session, please contact CAPLA’s General Manager, Matt Worthy at matt@caplacanada.org.

Once again this year, we experienced a positive response to our summer volunteer recruitment campaign. On behalf of the Board, I extend a special thank you to all CAPLA members who stepped forward to join a committee. I believe members benefit greatly from experience as a CAPLA volunteer, and, of course, I know CAPLA benefits greatly from volunteer contributions and fresh ideas. Welcome aboard!
Draft One of the model Petroleum Joint Venture Association (PJVA) - Canadian Association of Petroleum Landmen (CAPL) Pad Site Sharing Agreement (PSSA) was released for industry comment on April 28, 2016.

This draft was the result of two years of industry consultation and collaboration, involving members of the PJVA, CAPL, Petroleum Accountants Society of Canada (PASC), CAPLA and the Alberta Energy Regulator (AER). The PJVA and CAPL Boards endorsed the task force in 2015, with the objective of preparing a draft model PSSA. The drafting committee and task force spent a great deal of time going down rabbit holes while discussing this draft and we suspect some of you are exploring rabbit warrens too, while you review it.

We thank you for your time and look forward to receiving comments that will make Draft Two a better document. The task force plans to have Draft Two available for industry comment in early November 2016.

WHAT THE AGREEMENT ISN’T

One of the key things to keep in mind while reviewing this agreement is understanding what it is not meant to do. It is not meant to cover 100 per cent-owned wells drilled on 100 per cent-owned pads, because to draft a contract with your own company would be redundant. It’s also not meant for those jointly-owned wells that are governed by a single land contract, because the land contract, combined with its Operating Procedure, is able to deal with these types of pad sites.

WHAT IT IS MEANT TO DO

This document is meant to be used for those situations where the pad site will have a blended Division of Interest (DOI) resulting from wells that are drilled pursuant to more than one contract or a mix of a land contract and 100 per cent rights. This is the foundational principle of this document, meant to address the gaps that are not covered on the pad site and shared facilities.

The task force is of the opinion that the underlying land agreements do not adequately address the issues in these situations and that there are significant gaps in terms of compliance with prime contractor legislation and adequate liability and indemnity protections with respect to activities anywhere on the pad site. The task force is also of the opinion that a surface-focused joint use or surface sharing agreement will address some of the issues, but believes that these agreements fall short in terms of addressing construction and ongoing management of the shared facilities, cross indemnities, liability coverage, prime contractor legislation, etc.

THE 80 PER CENT SOLUTION

The PSSA model is meant to be an 80 per cent solution, meaning that the task force believes that it will address the ‘typical’ pad site. The task force quickly realized that it was an impossible task to draft a model that could cover every conceivable situation (and others that couldn’t even be imagined in 2016), but our hope was to provide you with a good starting point that would allow easier customization for your own particular circumstances.

We wish we could solve all the problems in the ‘pad site world’ with this model, but we’re not that smart. So instead we started with a concept of a typical pad site based on a survey conducted among the member companies of the task force. The results of this survey had a typical pad site as two to four wells, with minimal capital expenditures on surface lease, road, pipeline and shared facilities, but with the combined capital for drilling and completing the pad site wells ranging between $10MM - $100MM. The model also provides a great starting point for those instances that don’t quite fit the 80 per cent norm.

For those that don’t fit the 80 per cent solution, the model is a template which can be modified to fit the unique business case, and the detailed annotations will provide guidance for some of these situations.

A FEW OF THE CONTENTIOUS AREAS

1. Single site operator is an area that the task force knew would attract comments. The task force obtained a legal opinion regarding prime contractor legislation, spoke with Health, Safety and Environment (HSE) experts, and consulted with the AER. All of these discussions pointed to a single site operator as being the logical recommendation for this model. In this way, the PSSA is similar to a unit agreement: the underlying land agreements and 100 per cent interests continue to exist with its respective operator, but the PSSA will appoint a single site operator for the pad.

This doesn’t prevent companies from entering into a different business arrangement, but the task force believes that companies should only do so when they understand the risks and complications of having more than one operator conducting operations on the site.

The most obvious example is having Operator A conducting a fracking operation while Operator B is...
conducting other operations on the same site. Multiple operators, multiple drilling/completion equipment on site at the same time, responsibility for the single required Emergency Response Plan, etc., complicate the situation significantly. It exponentially increases the likelihood of problems to have more than one site operator, but in some cases it may make sense. Companies are free to customize the model to accommodate these scenarios in the context of their own known circumstances and in a manner that will satisfy regulatory prime contractor requirements.

In lieu of a PSSA, an alternative is that a party could take out a second surface lease adjacent to the original pad site and the second surface lease could have a different site operator.

2. **Interaction with the land agreement** is another area where the task force expects to receive comments. We understand that using the PSSA to modify any rights and obligations under the land contract makes companies uncomfortable, but it does work successfully with unit agreements. Any party in the underlying land agreement can serve an Independent Operations Notice (ION), but only the site operator can conduct the operation on the pad site. In the vast majority of cases, the site operator will also be a Working Interest Operator (WIO) in the ION.

3. **Accounting issues** is another area that the task force expects to generate comments. The PSSA allows parties to choose which vintage of PASC (1996, 2011, or some future version) to attach to the PSSA, and also incorporates by reference the draft *PASC Guidelines for Accounting for Shared Pad Site Costs*.

We encourage companies to review the PSSA in conjunction with the *PASC Guidelines for Shared Pad Site Costs*. The PSSA isn’t meant to dictate which internal processes a company chooses to adopt for cost sharing, but these documents can provide some guidance. Some companies may choose to set up a cost center for the pad site and allocate pad costs to it, while other companies may choose to push these costs to the respective wells on the pad.

The task force looks forward to receiving your comments on this industry draft. As mentioned previously, Draft Two will be ready for industry comment by early November, with an expectation that the model be finalized in 2Q 2017.

We thank you in advance for your input! 🍁
NAVIGATING THE WORLD OF SOCIAL MEDIA & COMMUNICATIONS FOR WORK PRODUCTIVITY

FIRST IN A SERIES SHARING INSIGHTS ON SOCIAL MEDIA, COMMUNICATIONS & COLLABORATION TOOLS

By the Land On-Line Committee

CAPLA’s Land On-Line (LOL) Committee (formerly the Social Media Committee) has been busy using various social media apps as well as online communications and collaboration tools over this past year. There is so much information in our jobs these days that it can become overwhelming and unmanageable. (We all know about email overload.)

Most people are fairly familiar with apps like Facebook, Twitter, Instagram, etc., but there is a lot more out there and it grows each day.

Our committee has been researching, testing and reviewing options that may help people with both communications management and productivity. Many apps that have become familiar for personal time can also be useful for work. Hopefully, we will introduce you to some new tools as well.

We will be publishing a series over the next year sharing some of our team’s insights with our fellow CAPLA members.

FACEBOOK MESSENGER

Messenger lets Facebook users “chat” with friends both on mobile and on the main website, and it can be useful in business as well as for personal use. Being able to confirm your message was received and read is not always possible with emails. With Messenger, you will know if a person received the message and when they read it. In addition, Messenger can be a great way to collaborate with a team (see Groups, below) or to conference with team members via video calls.

We have also tried Messenger for video calls for committee meetings. The plus side is that is free, but the down side is that you cannot conference in multiple callers. Depending on work policies as well, this application may not be available to you in the office.

Below is information taken from the Messenger website that shows some features committee members found helpful.

Texts: Know when messages are delivered and seen. Reach people instantly. You’ll see when your message is delivered to your friend’s phone, plus when they’ve seen it. This way, you can be sure your messages are going through like they are supposed to.

Voice & Video Calls: Call across the world for free. With HD calls, voices sound clearer and closer. And with video calls, you can have face-to-face conversations with friends and family wherever they are. Calls are free, but you’ll get charged for data when you aren’t on Wi-Fi.

Groups: Start group chats with your favorite people. Keep in touch with the important groups of people in your life, like your family and best friends. You can name your group chat and add a photo so everyone can get back to it easily.

GOOGLE APPS FOR WORK

Google Apps is a suite of productivity and collaboration software tools and software offered on a subscription basis by Google, and its Apps for Work continues to grow in both what they offer and in popularity. Communications products include Gmail, Hangouts, Calendar and Google+. You can also store documents in Google Drive and collaborate with colleagues with Docs, Sheets, Forms, Slides and Sites.

Several of these can be used for work. Hangouts is a great tool for communications with co-workers as it offers video, voice or text options. You can even do group conferencing.

Many companies have gone to using Google Apps for their business needs so you may have more ready access to this in your work environment.

. . . Continued on Page 23
LEADERSHIP: TAMARA MACDONALD

As a teenager, I spent most of my weekends and summer holidays working at the various oil and gas companies where my father worked as a landman.

In 1992, I obtained my Bachelor of Commerce degree from the University of Calgary majoring in Petroleum Land Management. My first job out of school was at Northstar Energy Corporation. I was there for five years, had a six-month stop over at Tarragon Oil and Gas followed by another six-month contract at Merit Energy. I joined NCE Petrofund in 1997 as Senior Landman. I left NCE and joined my current team at Crescent Point Energy in 2004. I started as Land Manager and was promoted after my first year to Vice President Land. In January 2016, I was promoted again to Senior Vice President Corporate and Business Development.

TELL US ABOUT YOUR MOST IMPORTANT LEADERSHIP “AHA” MOMENT

There have been a few but one that stands out is when you ask a group of people what they think leadership means, the answer is never the same. Leadership is unique to everyone – including me.

WHAT MYTHS WOULD YOU LIKE TO DISPEL?

Some believe that leading others by intimidation and having your team fearful of you is the most effective method of leadership. Quite the contrary, having your team fear you will not produce positive results. As a leader you need to be respectful and understanding of your team and show them you believe in and support them (and they in you). You must recognize that you are working together toward your common goals as a team and if you want their respect and support, you must show them the same.

WHAT DOES LEADERSHIP MEAN TO YOU?

It means being a great mentor, encouraging, supporting and inspiring others in their roles, providing them with guidance and direction, empowering them to be the best they can be and helping them advance in their careers. It means assisting them through difficult situations, acknowledging their successes and identifying room for improvement.

HOW DO YOU ENGAGE THE YOUNGER GENERATION?

I encourage them to be leaders in all that they do and work hard to achieve their career goals. Sometimes this encouragement is in the form of a challenging task and involves constructive feedback, good and bad. I remind them that I don’t expect them to know everything, but to be resourceful to get the answers or to ask if they don’t know. Recognizing what you don’t know is also a first step in becoming a leader. Pretending you know how to do something when you don’t is a recipe for disaster. I believe in inspiring them to be the best they can be and if they choose to take on a leadership role they need to be dedicated to it. I am always available to share my knowledge and experiences with the younger generation; their success is my success.

WHAT ADVICE WOULD YOU PROVIDE FOR CURRENT OR NEW LEADERS?

Always stay true to who you are. Don’t compromise your values and beliefs. I would also have to say, own your confidence and believe in yourself. If you love what you are doing, persistence will pay off. Let your motivation drive your success. Be engaged in your relationships, teams and the business as a whole. Leaders are surrounded by a team that supports them, so build those relationships. Trust, respect and support are the foundation for any successful leader.

WHAT HAVE BEEN YOUR CHALLENGES/OBSTACLES IN YOUR ROLE AS A LEADER?

Dealing with difficult people and having uncomfortable conversations. However, the more experience you have with these situations, the easier they get. Once you’ve dealt with them and had those conversations, you soon realize how much better things are. 🌟
GLOSSARY OF LAND TERMS 2016

ABANDONED WELL: A well that is permanently closed off (or shut-in) when no viable hydrocarbons are discovered or it is depleted and no longer capable of producing profitably.

ABANDONMENT: Converting a drilled well to a condition that can be left indefinitely without further attention and will not damage freshwater supplies, potential petroleum reservoirs or the environment. Annual rental reviews and payments are still required.

ADDRESS FOR SERVICE: The address(es) of the parties to an agreement where all parties are to look to with respect to notices and other communications.

ADJOINING LAND: Parcels of land that would otherwise connect or corner but are separated by a road allowance or highway; parcels of land on either side of a correction line.

ADMINISTRATOR: As it relates to an estate, an administrator is a person appointed by the court to act on behalf of another person who is deemed incapable of acting for him/herself. It is the role of the administrator to oversee the redistribution of estate property.

ADVERSE EFFECT: Compensation for the nuisance, loss of use or inconvenience caused by a wellsite or access road on the land. This forms part of the initial consideration payment paid under a surface lease.

AFFIDAVIT: A statement reduced to writing and sworn or affirmed before someone who is authorized to administer an oath, such as a Commissioner for Oaths.

ALBERTA ENERGY REGULATOR (AER): A single regulator for upstream oil, gas, oil sands and coal projects in the province of Alberta responsible for regulating energy resource developments from initial application to reclamation.

ANNUAL RENTAL: The monetary amount agreed upon for the right to use real estate, which is usually paid on an annual basis.

AREA OF MUTUAL INTEREST (AMI): An area of land in which multiple natural gas or oil companies hold exploration rights. Companies with rights over an AMI generally draw up contracts to establish what percentage of the area or the resources will be allotted to each company. These contracts typically have a term of one year.

ASSET MANAGEMENT: Any system that monitors and maintains things of value to an entity or group. It may apply to both tangible assets such as buildings and to intangible assets such as human capital, intellectual property, and goodwill and financial assets. Asset management is a systematic process of deploying, operating, maintaining, upgrading and disposing of assets cost-effectively.

ASSIGNEE: The party that is receiving the assigned interest.

ASSIGNMENT: A document outlining the transfer of interest between various parties.

ASSIGNMENT & NOVATION AGREEMENT (A&N): An agreement between two or more parties where a party (assignor) assigns all or a portion of its interest, rights and obligations under an agreement to another party (assignee). The remaining parties (commonly referred to as ‘third parties’) agree to recognize the assignee in place of the assignor and are required to execute the A&N Agreement.

ASSIGNEE: The party that is receiving the assigned interest.

AUTHORITY FOR EXPENDITURE (AFE): Proposed expenses for a particular project. An organization may use an AFE to allot funds to a project. Approval by all working interest owners is required before work is undertaken. Usually sent out by the Operator.

BEST PRACTICES: Management practices or techniques recognized to be the most effective and practical means to develop the resource, while minimizing adverse environmental and other effects.

BENEFICIAL OWNERSHIP: As it relates to land titles, the right to own property by virtue of having signed a binding real estate contract. Even though the buyer doesn’t yet own the property, the buyer does have a “beneficial interest” – that is, the right to own the property once the formalities are completed. For example, property buyers have a beneficial ownership interest in property while the escrow is pending.

BENEFICIARY: Person or other legal entity designated as the recipient of funds or other property under a will, trust, insurance policy, etc.

BONUS OR CONSIDERATION: Refers to a portion of the amount of money paid by a lessee to acquire an interest in land.

BOREHOLE: The wellbore; the hole made by drilling or boring a well.

BORROW PIT: An area where gravel or sand has been removed for use somewhere else.

BRITISH COLUMBIA OIL AND GAS COMMISSION (BC OGC): A single regulator for upstream oil, gas, oil sands and coal projects in the province of British Columbia responsible for regulating energy resource developments from initial application to reclamation.

CAPTURED CARBON DIOXIDE/CARBON CAPTURE: The process of capturing waste carbon dioxide from large point sources, such as fossil fuel power plants, transporting it to a storage site, and depositing it where it will not enter the atmosphere, normally an underground geological formation.
The aim is to prevent the release of large quantities of CO₂ into the atmosphere. It is a potential means of mitigating the contribution of fossil fuel emissions to global warming and ocean acidification.

CAVEAT: A document filed against a Certificate of Title claiming an interest in property covered under the title, such as a mortgage, easement, lien, lease, etc. A warning of caution that there are persons other than the registered land owner with an interest in the lands.

CAVEAT EMPTOR: Latin phrase meaning ‘let the buyer beware’.

CERTIFICATE OF TITLE: A title document evidencing a holder’s interest in the land or real property registered at a Land Titles Office.

CERTIFIED COPY: A copy made from records in a Land Titles Office certified by the Registrar as being an exact copy of the paper on file or of record. This copy has a certification stamp on it that has been initialed.

CHAIN OF TITLE: Recorded transfers in title from patent to present ownership also referred to as a historical search.

CLOSING: The time at which a transaction is finally consummated, as when the seller conveys title and the buyer pays the purchase price.

COMMISSIONER FOR TAKING AFFIDAVITS: May take affidavits and administer other legal oaths, affirmations or declarations in accordance with the Act. Commissioners for taking affidavits are appointed through the Order in Council Administration Office. Generally, they are restricted in their services and the circumstances in which services are provided. Appointed commissioners usually cannot provide services not related to their place of employment or volunteer organization.

COMMISSIONER FOR OATHS: An individual empowered by statute to administer oaths and take and receive affidavits for use within the jurisdiction of their appointment.

COMMON TARGET AREA (see illustration): Where oil and gas targets overlap. Many companies prefer to drill in the common target area if there is a chance to encounter both oil and gas. See Spacing Unit/Drilling Unit.

COMPLETED WELL: A well on which drilling and completion operations have been completed. A well capable of producing.

COMPRESSOR STATION: A facility which monitors and compresses gas to help it flow through a pipeline from one location to the next.

CONTINUATION APPLICATION: Where the lessee of a Crown lease requests that those lands be continued beyond the expiry date of the lease by virtue of a producing well or based on technical information supplied (i.e. offsetting well information, seismic data, geological interpretation, etc.) A continuation application form can be submitted to the AER (Alberta) for continuation under Sections 15, 16, 17 of the PNG Tenure Regulation.

CONTACT: Written agreements that can be enforced by law, listing the terms under which the acts required are to be performed.

CONTROLLED AREA: The land parallel to a pipeline for 30m along each side, without limitation, from the centerline of the pipeline; a prescribed distance within the pipeline regulation as it relates to ground disturbance.

CONVEYANCE: As it relates to titled lands, the act of transferring property or land from one person to another.

CROWN LANDS: Lands that are held (owned) by the Crown or government, either a provincial or federal governing body.

CRUDE BITUMEN: A naturally-occurring viscous mixture, mainly of hydrocarbons heavier than pentane, that may contain sulphur compounds and that, in its naturally-occurring viscous state, will not flow to a well.

DAMAGES: Compensation paid to the surface land owner for actual or potential damage to the surface and crops in the drilling, construction and/or operation of a well or pipeline.

DEEP RIGHTS REVERSION: A provision in some Crown leases and some freehold leases requiring surrender of interest in the P&NG rights below the base of the deepest zone or formations deemed capable of production.

DEFAULT: Failure to fulfill a duty, promise or obligation as required under a lease or contract. An omission or failure to perform a required act.

DELAY RENTAL: A sum of money payable to the lessor of a mineral lease by the lessee for the privilege of deferring the commencement of drilling operations and keeping the lease valid.

DEPTH OF COVER: Helps the pipeline operate safely and minimizes risk to public safety by providing a barrier between the pipeline and the surface. Regulations have minimum standards set but vary from province to province.

DEVELOPMENT WELL: A well drilled for the production of oil or gas from a field already proven by appraisal drilling to be suitable for exploration.

DIRECTIONAL DRILLING: A well drilled at an angle from the vertical. This method can be used when local topography (e.g. river banks or other water bodies) prevents vertical drilling. Under normal conditions, vertical drilling is used (e.g. the bottom of the hole is located beneath the drill rig).

DIRECTIVE 056 (AER): Presents the requirements and procedures for filing a licence application to construct or operate any petroleum industry energy development that includes facilities, pipelines or wells.
DISPOSITION: Any instrument granted by the Crown; any estate or interest in land of the Crown, or any other right or privilege in respect of Crown land that is not an estate or interest in land, grant, a transfer referred to in an agreement; is or has been granted or conveyed by the Crown to any person, but does not include a grant. Dispositions include but are not limited to Mineral Surface Lease (MSL), Licence of Occupation (LOC-access(AB)/LOO (BC)), Pipeline Agreement (PLA) and Pipeline installation (PIL).


DOWER: With respect to real property, the right of one spouse to a life estate in the homestead and the right to withhold disposition of the homestead. These rights only occur if the spouse is not registered on the Certificate of Title.

DRILLING SPACING UNIT: The minimum or maximum land area required by regulation in order to drill/produce a well. In Alberta, standard spacing for oil is 160 acres (64 ha) and for gas is 640 acres (256 ha). These units can be reduced upon application to the AER.

EASEMENT: A right of use over the property of another. While these agreements grant rights, they may also restrict an owner’s use of the affected lands.

EMERGENCY RESPONSE PLAN (ERP): A regularly-updated document that records critical information and emergency response procedures necessary in the event of an emergency.

ENHANCED APPROVAL PROCESS (EAP): Process used by certain clients of Alberta Environment and Parks (AEP) to make surface land use applications; allows Mineral Surface Lease (MSL), Licence of Occupation (LOC-access), Pipeline Agreement (PLA) and Pipeline installation (PIL) disposition applications for oil and gas developments on public land.

ENTRY FEE: Payment required by the Surface Rights Act in Alberta whereby a $500/acre payment (minimum $250 and maximum $5,000) is made to the surface owner prior to entering his/her property to begin construction. This payment is not part of the initial consideration payment.

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT (EPEA): Under the Environmental Protection and Enhancement Act (EPEA), the Department protects Alberta’s land resource base by ensuring that land used for specified industrial activities (specified land) is developed and reclaimed in an environmentally-sound manner. The Act requires operators to employ effective conservation and reclamation measures. These measures ensure that the disturbed land is reclaimed to meet the goal of equivalent land capability.

ESTATE: A piece of landed property that a person leaves at death.

EXECUTOR/EXECUTRIX: A party named in a probated will to carry out the provisions of that will, including the disposition of real property.

EXPIRY: That point in time when lands held under a title document or agreement reach the end of their term.

EXPLORATORY WELL: A well drilled either in search of new (undiscovered) reserves or to extend the limits of a known pool. May also be known as a ‘wild cat’ well. These types of wells usually involve a high degree of risk.

FARMEE: A party who performs the drilling or exploration on the lands or ‘takes’ a Farmout.

FARM-IN AGREEMENT (FI): An arrangement whereby an Operator buys in or acquires an interest in a lease owned by another Operator on which oil and gas has been discovered or is being produced. Often farm-ins are negotiated to help the original owner with development costs and to secure for the buyer a source of crude or natural gas.

FARMOR: A party who grants a Farmout.

FARMOUT AGREEMENT (FO): A contract between two or more parties where one party agrees to perform work, usually on the other party’s land holdings, in exchange for an interest in those land holdings.

FEE SIMPLE: The highest estate or right of ownership of real property. A permanent and absolute tenure of an estate in land with freedom to dispose of it at will, especially (in full fee simple absolute) a freehold tenure, which is the main type of land ownership; the highest estate or right of ownership of real property.

FLARING: The burning of natural gas that cannot be conserved. It is restricted primarily to short term testing, well workovers, or exceedingly rare emergency situations.

FORMATION: A designated geological subsurface layer that is composed of substantially the same kind of rock or rock types.

FRACKING/HYDRAULIC FRACTURING: The process of using high pressure to pump sand-laden gelled fluid into subsurface rock formations in order to improve flow in to a well bore.

FREEHOLD LANDS: Lands that are held (owned) privately, by an individual or company, as opposed to being held by the government.

FREEHOLD OIL AND GAS RIGHTS: Mineral rights not owned by the Province. The federal government, First Nations, corporations or individuals may own these mineral rights.

GRANTEE: A person to whom the property is conveyed. Also, a party receiving a royalty.

GRANTOR: A person who conveys the use of property. Also, a party granting a royalty.

GROSS ROYALTY: A share of production that is free of all costs and is calculated at the wellhead. Also known as a Gross Overriding Royalty.
GROUND DISTURBANCE: Any work, operation or activity that results in a disturbance of the earth including, without limitation, excavating, digging, trenching, plowing, drilling, tunneling, augering, backfilling, blasting, topsoil stripping, land levelling, peat removing, quarrying, clearing and grading, but does not include either exceeding 30cm in depth or permanently reducing the amount of pipeline cover; or deep tillage cultivation practices exceeding 45cm depth.

HOMESTEAD/HOME QUARTER: As per the Dower Act, a parcel of land on which the dwelling house occupied by the landowner as his/her primary residence is situated. Consists of not more than four adjoining lots in one city block or a quarter section of land.

HORIZONTAL WELL: High angle wells (generally greater than 85°) drilled to enhance reservoir performance by placing a long wellbore section within the reservoir.

INTESTATE: Reference to the estate of a person who has died without leaving a will.

INTEREST: Same as a ‘Caveat’ but refers to Land Titles in Saskatchewan.

JOINT OPERATING AGREEMENT ( JOA): A contract agreed to between two or more parties which identifies each party’s interest percentage, appoints an Operator and states how maintenance and future operations will be conducted on the jointly-held lands pursuant to the contract.

JOINT TENANTS: Ownership of land by two or more parties whereby upon the death of one, the survivor(s) take the whole estate. Right of survivorship.

LANDOWNER: Usually synonymous with surface owner.

LAND TITLES OFFICE (LTO): A government office where legal documents relating to land ownership and its encumbrances are registered and maintained. The majority of these relate to freehold as opposed to Crown land.

LANDMAN/LAND AGENT: The individual who negotiates mineral or surface leases with mineral or surface landowner(s), cures title defects and negotiates with other companies on agreements concerning the lease. In Alberta, under the Court of Queen’s Bench, a person must be licensed in order to engage in the activities of a Land Agent including, but not limited to, negotiations with a landowner.

LEASE: An agreement between two or more parties, where the owner of the land grants another party the right to drill and produce petroleum substances and provide for payment of compensation for that right.

LEGAL DESCRIPTION: The geographical description of a real estate property for the purpose of identifying the property for legal transactions.

LESSEE: A party who holds the lease of the property; a tenant.

LESSOR: A party who owns the land and/or minerals rights and grants a lease.

LESSOR ROYALTY: A share of production reserved by the lessor of a mineral lease. The lessee usually sells the production and the proceeds paid to the lessor in cash.

LICENSE: A license to construct and operate a pipeline under the Pipeline Act (Alberta) or any Act or a gas utility pipeline.

LICENSEE: The holder of a license for a pipeline according to the records of the Regulator or the holder of a license for purposes of a gas utility pipeline.

LIEN: As it relates to Land Titles, a right to keep possession of property belonging to another person until a debt owed by that person is discharged.

LIFE ESTATE: An estate whereby an individual holds the exclusive right to possess and use property during their lifetime but cannot devise or leave the property.

LOCAL AUTHORITY: A member of the Executive Council or a municipal corporation or a Métis settlement having the administration or the direction, management and control by or under any Act of the Legislature.

LOSS OF USE: As it relates to landowner payment, the compensation payable to the landowner for the loss of their ability to utilize the land occupied by the oil and gas surface activity; generally payable as a per acre value.

MANITOBA PUBLIC UTILITIES BOARD (PUB): Regulates the construction and operation of natural gas and propane pipelines in Manitoba.

METER STATION: A facility which monitors and measures aspects of gas such as quantity, quality and pressure going on or off a pipeline.

MINERAL INTEREST: The ownership of the minerals on or under the surface, with the owner having the right to capture or recover, and the right to delegate owner rights to another party to recover minerals by negotiating a lease agreement.

MINERAL LEASE: An instrument which sets out the terms by which one party leases the right to explore and produce (if found) certain minerals within a specific tract or tracts of land.

MINERAL OWNER: Owner of the rights and interests in a mineral estate who is entitled to lease the same. Owns what is below the surface clays and marls.

NATIONAL ENERGY BOARD (NEB): An independent federal agency created in 1959 by the Government of Canada; regulates pipelines that cross inter-provincial or international boundaries.

NET ROYALTY: A share of production that is not free of costs (i.e. has deductions).

NON-STANDARD DECISION: As it relates to the AEP and
EAP, where the applicant does not agree to meet the approval standards associated with the proposed activity and location. Non-standard submission requires the applicant to identify alternative mitigation strategies on the Non-standard Mitigation Supplement.

NOTICE OF ASSIGNMENT (NOA): A notice issued by two or more parties where a party (assignor) assigns all or a portion of its interest, rights and obligations under an agreement to another party (assignee). The remaining parties, commonly referred to as third parties, are required to accept such assignment and do not execute the agreement. All parties to the operating agreement must have signed the Industry Agreement prior to the operating agreement date, or the Industry Agreement, in order for a NOA to be used, most previously have amended the original contract.

OCCUPANT: A person, other than the registered owner, who is in actual possession of the land.

OFFSET OBLIGATION: An obligation in some leases that requires the holder of the mineral rights, by virtue of the terms of lease, to drill or take some other action on lands that offset acreage found to be productive. The lessor usually issues this obligation.

OIL BATTERY: A system or arrangement of tanks or other surface equipment or devices receiving the effluent of one or more wells for the purpose of separation and measurement prior to the delivery to market or other disposition.

OIL SANDS: (i) Sands and other rock materials containing crude bitumen; (ii) the crude bitumen contained in those sands and other rock materials, and (iii) any other mineral substances, other than natural gas, in association with that crude bitumen or the sands and other rock materials referred to in (i) and (ii); and includes a hydrocarbon substance declared to be oil sands under section 7(2) of the Oil Sands Conservation Act.

ONTARIO ENERGY BOARD (OEB): Approves new construction of or changes to existing natural gas pipelines and storage facilities, and electricity transmission lines that are more than two kilometers long in Ontario.

OPERATIONS NOTICE: An operation proposed by a party in writing (usually the Operator) pursuant to an operating agreement to participate or not in the joint operation. The notice has a date in which responses must be received.

OPERATOR: The party that is appointed or designated ‘in charge’ under the terms of a contract. The other parties look to the Operator for performance of certain obligations. Usually operates the wells drilled under the agreement and issues and develops plays related to the lands under the contract.

OPTION AGREEMENT: A legal contract between two parties whereby, in exchange for a fee, one of the parties has the right but not the obligation to buy or sell a specified item at a specified price, at a specified date.
**PUMP STATION:** A facility that monitors and adjusts the through-put (pressure) to pump oil along a pipeline from one location to the next.

**QUIT CLAIM:** Document or notice under an agreement that relinquishes to other parties any rights or interests that a party may have in a property. No monetary compensation is involved.

**REAL PROPERTY:** Refers to the ownership of real estate.

**RECLAMATION:** Restoration of land disturbed by man or nature to a state consistent with its original use.

**RECLAMATION CERTIFICATE:** A certificate issued by the *Environmental Protection and Enhancement Act* certifying that land has been satisfactorily reclaimed. Once a reclamation certificate is issued, all terms in respect to the lease are null and void, including rental payments.

**RECLAMATION ORDER:** An order issued under the *Environmental Protection and Enhancement Act* directing work to be done (i.e. destroying weeds).

**REGISTRAR:** Oversees the deputy registrars, examiners of title and other staff employed at a land title office. Registrars and Deputy Registrars must either be lawyers or individuals with significant experience working in a land title office. The Registrars are responsible for maintaining the integrity of the land title register and all registration decisions within their respective land title offices.

**RENTAL:** Includes royalties, dues, fees, rates or charges other than money payable by any person, but does not include money payable as the whole or part of a purchase price.

**RENTAL REVIEW:** A lessee is required, under the *Surface Rights Act*, to review the annual rental being paid to the lessor on a regular basis to ensure the lessor is being compensated at fair or current market value. In Alberta, this is every five years and in Saskatchewan it is every three years. A review does not automatically mean an increase in the rental amount.

**RENTAL REVIEW NOTICE:** The lessee is required, under the *Surface Rights Act*, to send notice to the lessor one year prior to each rental review date advising the lessor that he/she has the right to have his/her rental reviewed the following year. This notice portion of the rental review is not required in Saskatchewan.

**RIGHT OF ENTRY ORDER:** An order of the Surface Rights Board, under the *Surface Rights Act*, granting an operator access to and use of certain portions of the surface of the land for operations involving drilling/production of oil and gas and construction of pipelines.

**RIGHT OF FIRST REFUSAL (ROFR):** When applicable, a party who wishes to dispose of its interest in lands under an agreement, must first offer the interest to its partners before offering the interest to an outside party or accepting offers from outside parties. The governing/operating agreement will indicate whether or a ROFR applies (clause 2601, 2401, or 24.01 in CAPL Operating Procedure).

**ROYALTY:** The portion of the value of the oil and gas produced by a company paid to the Crown.

**ROYALTY COMPENSATION:** Money payable to the Crown as compensation pursuant to regulations.

**ROYALTY INTERESTS:** Royalty interests come in three varieties: ownership royalty interest, nonparticipating royalty interest, and gross overriding royalty (GORR) interest. The first interest, an ownership royalty interest, is the simplest; it is the owners’ royalty interest, given by producers in return for leasing the estate. The second, a nonparticipating royalty interest, is a third-party interest, created when mineral owners convey away a portion of their royalty interest. The interest is so named because its third-party owner has no authority to participate in governance of the mineral estate; for example, a nonparticipating royalty interest owner cannot lease the mineral estate. Finally, overriding royalty interests are owned by producers. They are created when working-interest-owner producers assign their working interest to another producer, reserving for themselves a royalty interest in the new producer’s production.

**SASKATCHEWAN energy and resources / ministry of the economy:** A single regulator for upstream oil, gas, oil sands and coal projects in the province of Saskatchewan responsible for regulating energy resource developments from initial application to reclamation.

**SHALLOW RIGHTS REVERSION:** A provision in some Crown leases and some freehold leases requiring surrender of interest in the P&NG rights above the top of the shallowest productive zone. This may be in addition to the existing deeper rights reversion. Rights between the top of the shallowest productive zone and the base of the deepest productive zone remain in the agreement at continuation.

**SHUT-IN ROYALTY:** Payment to royalty owners under the terms of a lease which allows the lessee to defer production from a well capable of producing but shut in for lack of a market.

**SHUT-IN WELL:** To close the valves on a well so that it stops producing. Usually shut in for lack of market or pending connection to a pipeline.

**SOUR GAS:** Natural gas containing hydrogen sulphide (H2S). Depending on H2S concentrations, sour gas may pose a public safety hazard if released or may result in unacceptable off-lease odours if vented in to the atmosphere.

**SPACING UNIT/DRILLING UNIT:** A boundary designated by a governmental agency as a “common source of supply” of oil and gas for purposes of dividing fairly, among the various owners, production from a particular well or wells. The royalties from a well drilled within a spacing unit must be shared between all mineral owners within the unit based on the amount of the mineral owners’ acreage in the unit compared to the total acreage in the unit.
STANDARD DECISION: As it relates to the AEP and EAP, where the applicant agrees to meet the approval standards associated with the proposed activity and location.

STATUTORY RIGHT OF WAY (SRW): In the nature of an easement, a right held by such persons necessary for the operation and maintenance of the grantee’s undertaking, i.e., power lines, oil or gas transmission lines, utility corridors, etc.

SUMP: Shallow pond lined with plastic adjacent to the drilling rig, used to store drilling fluid.

SURFACE OWNER: Owner of the rights and interests in a surface estate and is entitled to lease the same. Owns the ‘surface’ of the land.

SURFACE RIGHTS BOARD (SRB): A quasi-judicial tribunal that grants right of entry and assists landowners/occupants and Operators to resolve disputes about compensation when Operators require access to private land or occupied crown land to develop subsurface resources such as oil, gas and coal or to build and operate pipelines and power transmission lines.

SUSPENDED WELL: A well that was previously completed but is no longer being produced.

SWEET GAS: Natural gas with no measurable quantities of hydrogen sulphide (H2S).

TARGET AREA: See Common Target Area.

TELECOMMUNICATION LINE: A system or arrangement of lines of wire or other conductors by which telephone or other kinds of communications are transmitted and received by electronic means.

TEMPORARY FIELD AUTHORIZATION (TFA): Authorizations limited to borrow pits, log decks, temporary work spaces, push outs and bank stabilization within identified sizing and proximity limits shown in the TFA guidelines.

TEMPORARY WORKSPACE (TWS) AGREEMENT: Land that is being used for or held in connection with the construction, operation and reclamation of an oil and gas well, battery, oil production site and/or pipeline. Land acquired under a TWS agreement is designated ‘specified land’ and is subject to the same requirements to conserve, reclaim and obtain a reclamation certificate as those for a permanent facility.

TENANTS IN COMMON: Each party owns a portion of the land in the same way that partners own a partnership. Each tenant can individually sell or assign its interest. Upon the death of a tenant, their share goes to their estate and can be sold, etc.

TIE-IN AGREEMENT: Addresses the activities associated with the connection of a production source, such as a well, to a third party facility. With respect to costs, liability and indemnification, the intent is to keep the Operator whole. The Operator maintains control of its facilities during tie-in activities. The tie-in is conducted at the Producer’s sole cost, risk and expense.

TITLE PRESERVING: An independent operation may be proposed in order to maintain the title document or lease by drilling a well. Failure to participate results in forfeiture of the non-participant’s interest in any lands maintained as a result of the operation.

TRANSMISSION LINE: A system or arrangement of lines of wire or other conductors and transformation equipment, whereby electric energy, however produced, is transmitted in bulk, and includes: transmission circuits, insulating and supporting structures, substations, operational and control devices, all property used for the purpose of, or in connection with, the operation of the transmission line. This does not include power plants or electric distribution systems as defined in the Hydro and Electric Energy Act.

TRUST AGREEMENT: A right to hold interest by one party for the benefit of another party. Usually involves an unrecognized party on lease documents.

UNDIVIDED INTEREST: An ownership right to use and possession of a property that is shared among co-owners, with no one co-owner having exclusive rights to any portion of the property.

UNITIZATION/UNIT AGREEMENTS: Joint operations to maximize recovery among separate operators within a common reservoir (or pool).

WATERCOURSE: The bed and shore of a river, stream, lake, creek, lagoon, swamp, marsh or other natural body of water, or a canal, ditch, reservoir or artificial surface feature made by humans; both whether it contains or conveys water continuously or intermittently.

WATER WELL: An opening in the ground, whether drilled or altered from its natural state, that is used for the production of groundwater for any purpose, obtaining data on groundwater, or recharging an underground formation from which the groundwater can be recovered.

WITHHOLDING TAX: Percentage of monies withheld from a non-resident of Canada, which is then sent to Revenue Canada. Different agreements exist between jurisdictions that dictate the details of the amount of tax to be withheld.

WORKING INTEREST: The working interest is the right granted to the lessee of a property to explore for, produce and own oil, gas or other minerals. The owner of the working interest is permitted to make decisions affecting their percentage of interest, obligated to pay all drilling and operating costs and entitled to revenue based on their percentage. Working-interest owners control production at the well. The working-interest owner generally bears the royalty obligation, unless otherwise assigned.

CAPLA’s Glossary of Land Terms is a work-in-progress. If you would like to add a term or definition, e-mail your suggestion to office@caplacanada.org.
Mineral Education Development Committee

By Margaret Dabreo-Dunn, Co-Chair

The Mineral Education Development Committee is a subcommittee embedded within CAPLA's Education Development Committee (EDC).

Committee members devote a minimum of one hour each month to attend committee meetings. In addition, the team spends an immeasurable amount of time collaborating and working on projects that enhance the image of CAPLA and its educational offerings to members.

The committee's optimal goal is to provide CAPLA members with quality, timely education on mineral land matters. We strive to ensure the material is tailor-made to fit the diversified skill level of CAPLA membership. To achieve this goal, the committee works closely with CAPLA management to identify courses and material that would be beneficial to members, provide suggestions for instructors and development, and develop new courses to meet the changing needs of membership, while keeping abreast of changing regulations.

The committee plays a huge role in reviewing and updating courses and material prior to publication and presentation to CAPLA members, as well as identifying and remediing deficiencies in CAPLA courses. Committee members are dedicated to working closely to collaborate and share knowledge on subject matter that would be beneficial and relevant to the work of all CAPLA members.

Members hold different roles in mineral land, work at a range of companies from independent, mid-size to large corporations, and bring a wealth of knowledge to the committee that continues to elevate the profile of land asset management. Over the past year, committee membership has included Angela Nieddu, Gala Pimienta, Katherine Bailey, Shawna Campbell, Teresa Dickie, Julia Loney, Darcy Cosgrove (Secretary) and Margaret Dabreo-Dunn (Co-Chair).

This year, the committee has been actively reviewing a new fee title course which will be targeted at an intermediate to senior audience. We also plan to review and update the freehold mineral rights course aimed at an intermediate audience. In addition, the committee has been instrumental in arranging two new Lunch 'n Learns scheduled for the upcoming fall session: Emerging Issues in A&D (October 20) and Oil Sands – Development and Regulations (November 17).

The Mineral Education Development Committee is very keen to welcome new members. If you wish to join, we invite you to contact Matt Worthy at CAPLA, or any of the committee members. Alternatively, you can become involved by facilitating or sharing expertise through the different educational forums available through CAPLA.

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COMMITTEE REPORT:
Certification Committee

By Glen Sveinson, Co-Chair

The Certification Program is a voluntary program available to all active CAPLA members with five or more years of experience. It provides members with an opportunity to demonstrate to their management, potential employers and, most importantly, themselves that they understand the business in which they have chosen a career. The certification exams provide a yardstick with which to measure a person’s knowledge and expertise in contracts, minerals and/or surface.

The history of our committee in its current form goes back to 1999/2000. A brief history of the committee to 2008 can be found in a February 2008 NEXUS article written by Kevin MacFarlane, former chair of the Certification Committee.

The Certification Committee has always been organized to reflect the three main areas of land asset management duties. There are subcommittees for land contracts, minerals and surface. Ideally, there are four members per subcommittee, but the numbers have varied through the years. Presently there are 11 Certification Committee members. Each subcommittee manages the exams for their specialty. There are four exam sittings per year for each of the three areas. Olds College now arranges these sittings.

The committee’s initial mandate was to oversee the long and challenging process of creating the exams. An initial inventory of exam questions was created, reviewed and approved. Learning Roadmaps were created (and they remain on the website). Exams were set, with contracts chosen as a testing ground. The first contracts exam was offered in 2002, the first minerals exam was in 2007, and the first surface exam was in 2010.

After the exams were created, the mandate changed to management and maintenance of the program. Applications to write needed to be reviewed. Exam updates and procedural updates to keep up with the constantly changing business environment are also necessary. We remain in this phase today.

Recently, all exams were reviewed to ensure they reflected regulatory changes in Saskatchewan. All surface exam questions were updated as needed and the contract exam is being updated to include questions on the newer CAPL documents, focusing first on the 2007 CAPL Operating Procedure.

Since 2011, Deborah Godfrey, Certification Committee Co-Chair, has been running a successful open forum on what potential writers need to know about the certification exams. The open forums continue to be well attended. The presentation can also be found on the CAPLA website.

Current members of the Certification Committee are:

**Land Contracts Administration:** Phyllis Aberle, Karen Morrow and Glen Sveinson (Co-Chair)

**Minerals Administration:** Nicky Cook, Susan Goodwin, Rhiannon Edlund and Deborah Godfrey (Co-Chair)

**Surface Administration:** Heidi Clark, Gloria Greenstein, Theresa Sacha and Connie MacRae-Bosch

Now, you may be asking the question, “Why should I write?” Perhaps we can just refer to the first FAQ on the CAPLA Certification Program site:

**Why should I bother writing the exam?**

To help me answer the following questions: How well do I really understand this business I am working in? In what areas could I use additional training and/or experience to become a more complete Petroleum Land Administrator? How can I demonstrate to my management or a potential employer that my experience and training has taught me what I need to know to do my job as an “accomplished” Petroleum Land Administrator?

The Certification Committee congratulates all recipients of the CAPLA certification designations for their hard work and achievement. For a list of the recipients, please refer to: caplacanada.org/resources/certification-program/certified-members

trapped in this never-ending to-do list that is your life, but keep in mind that no two tasks ever hold the same importance. Take the anecdote about the philosophy professor and the jar – it’s a story that you’re likely already familiar with. In short, this professor stands before his class with a jar filled with rocks. He proceeds to add pebbles, then sand and finally water. After each addition appears to fill the jar, the professor demonstrates there is always room for just a little bit more. What would happen if the professor filled the jar in reverse? With the water, sand and pebbles in the jar first, would there be room for the large rocks? The moral of the demonstration is that if you spend all your time and energy on the small stuff, you’ll never have room for the things that are important to you. You always have time for the things you put first.

3. Be less available. Practice not answering the phone just because it’s ringing or responding to emails just because they pop up. Instead, schedule a time to complete these tasks. It is not necessary for you to be available at every moment of every day and you don’t have to justify your solutions for eliminating distractions.

4. Organize! The importance of items having a place and having some sort of order in your most-used spaces cannot be stressed enough; whether it is your desk, home, work bench, etc. For every minute spent organizing, an hour is earned.

5. Take a break. Stretching, taking a walk, getting some fresh air are all ways we can recharge ourselves for that little extra ‘oomph’ to push through the remainder of our day.

NOURISH: MANAGING "REAL TIME"

By Stacey Boreski, NEXUS Editorial Committee Member

Merriam-Webster defines real time as ‘the actual time during which something takes place.’ This definition may seem lucid, but the reality of our lives is we live in a world where time flies when we’re having fun and drags on when we’re doing our taxes.

In a 2010 Statistics Canada study, slightly less than three in four Canadians described their day-to-day-lives as moderately to highly stressful. And that was back in 2010! With the ever growing push for productivity and ‘stream-lining,’ it’s safe to assume that, in 2016, the numbers are pushing closer to 80 per cent – if we haven’t surpassed that already. According to the 2010 study, the majority of highly-stressed people identified work as their main source of stress. It is not surprising that so many working Canadians would feel stressed about work – it not only consumes a great deal of our time, but also a great deal of mental and often physical energy. Nor is it a coincidence that the struggle to manage real time is a culprit to causing this stress.

Learning to manage our real time better, especially at work, not only helps us become more productive, but more importantly, greatly reduces stress levels. Below are some strategies that can help when it comes to managing it all:

1. Carry a schedule. This will help you understand how much you can get done during the course of a day and where that precious time is going. You’ll see how much of your time is actually spent producing results.

2. Prioritize. Be careful with this one – it is easy to get
6. Delegate. Your time is important and while we must respect the importance of other people’s time, keep in mind that there are people that surround you that may be just as capable of a task who are also half as busy – make use of these people.

7. Make time for what is important to you. Any activity or conversation that is important to your personal growth, well-being or success, should have a time assigned to it. Real time is highly elastic – it will stretch to accommodate what we choose to put into it.

8. Accept that you can’t do it all. You’re human, not a superhero; life happens, and realistically, no matter how much planning you do or what catastrophes you prepare for, real time is described as such because it can’t be 100 per cent planned.

The problem with how real time works is that we struggle to manage it when it drags and rein it in when it races. Many of us can agree that if we could manage our time more effectively and be more productive on any given day, our stress levels could be greatly reduced. While I can’t guarantee that these strategies will result in better real time management, less stress and more peace, I can tell you that if anything, they are good reminders. So what better time to be reminded than today? Tomorrow is never promised.

“How did it get so late so soon? It’s night before it’s afternoon. December is here before it’s June. My goodness how the time has flown! How did it get so late so soon?” – Dr. Seuss

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HOW THE NEB CAN HELP LAND PROFESSIONALS

By Whitney Punchak, Socio-Economic Specialist and Land Matters Group Coordinator, National Energy Board

If you are a land agent or land administrator for a pipeline regulated by the National Energy Board (NEB), you need to know the relevant provisions of the National Energy Board Act and its regulations, such as damage prevention, NEB project assessment and land matters processes, and the procedures landowners and companies are required to follow.

As a land professional, you will work with landowners throughout a pipeline’s entire life cycle – from before the pipeline is applied for, through to its application assessment by the Board and its construction and operation – until it is eventually removed from service and abandoned. Being familiar with NEB legislation will help you maintain solid working relationships with landowners by providing accurate and helpful information.

The NEB requires companies to communicate with and involve landowners before, during and after a pipeline or power line is constructed. This is usually done through land professionals. The NEB provides resources for land professionals to be active, informed and involved in NEB-regulated projects. Land professionals can readily learn more about the NEB Act and regulations, and what services the NEB offers landowners and companies at neb-one.gc.ca. It is important for land professionals to be familiar with the services the NEB has to offer in relation to land matters, so you can be properly equipped to inform landowners.

WHAT IS THE LAND MATTERS GROUP AND HOW CAN I BE A PART OF IT?

The NEB’s Land Matters Group (LMG) is a multi-stakeholder advisory group focused on providing feedback to the NEB on landowner matters. The LMG was established to increase dialogue around land matters and bring together landowners, members of the public and industry impacted by the activities of NEB-regulated companies. For land professionals, it is an excellent way to connect directly with the NEB, hear the latest news on land matters and get involved in policy making.

By joining the LMG, members can benefit in a variety of ways, including receiving email updates directly from the NEB, access to the latest land matters information, learning about new opportunities through the Land Matters Strategy and providing feedback to the LMG.

REGISTRATION & CONTACT INFORMATION

To register for the NEB’s Land Matters Group, please visit neb-one.gc.ca/lmg. If you have any questions, NEB staff members are available to answer you directly via email lmg@neb-one.gc.ca or by phone 1-800-899-1265.

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With extensive experience in the oil and gas sector and a strong energy regulatory practice, our Calgary office is perfectly positioned to assist Western Canada’s energy industry.
VOLUNTEER SPOTLIGHT: Timothy Laws
CAPLA IS A 'FANTASTIC RESOURCE,' SAYS COMMITTEE CO-CHAIR

By Mandi Zatyko, NEXUS Editorial Committee Member

Timothy Laws believes that CAPLA offers much to its members, and volunteering for CAPLA offers much more.

“CAPLA is a fantastic resource for information and connecting with colleagues,” he says. “It’s invaluable to stay connected to the community and providing a service for others feels good.”

Tim has been involved in land asset management since 2004, when he joined CAPLA as soon as he started his education at Mount Royal University. In 2005 he got his first job in the industry as a part of the integration team at Enerplus. Presently he is a contract analyst with PrairieSky Royalty Ltd.

Although he had briefly volunteered with CAPLA in 2006, his first long-standing volunteer opportunity arose in 2013 when he joined the Contracts Education Development Committee (CEDC) and became its co-chair in 2015. He also joined the Education Development Committee (EDC) in 2015.

Charmaine Grills, co-chair of the EDC, says Tim is a committed volunteer for CAPLA. “When something needs to get done, Tim is always the first person to say ‘I’ll do it.’ He never asks for recognition and downplays his efforts, but I really don’t know what we’d do without him,” she says.

“Tim is just always there when needed. From having the right advice for the committee to volunteering for every task, Tim is just one of those people that is always present, always has a smile on his face and can always be counted on.”

“Given the evolution of our business over time and the resulting impact on mineral land contracts, our committee is important. Tim is a driving force behind the committee,” says Bruce Jamieson, a member of the CEDC. “He does a very good job at getting everyone’s feedback and input, but also keeping on task and moving toward closure in a respectful manner.”

CAPLA General Manager Matt Worthy agrees with Charmaine and Bruce. “Tim shows an on-going commitment to CAPLA,” he says. “What first caught my attention is how much Tim has grown to take charge and take on more responsibility with the committees he sits on. He brings direction to the group and has a talent to get his fellow committee members moving in the right direction.”

Matt says CAPLA membership has also benefited from the results of Tim’s participation in these committees.

“During his time on the committees, Tim has been instrumental in the development of several documents, including the Non-Cross Conveyed (NCC) Pooling Agreement and the Cross Conveyed (CC) Pooling Agreement,” he says.

“Just in the past year, Tim has generated a Joint Operating Agreement, Royalty Allocation Agreement and Horizontal Well Agreement (in addition to updated NCC and CC Pooling Agreements) for use by the CAPLA membership,” adds Charmaine. “He has also worked with the A&D Committee to review and update the ROFR course. You know when Tim says he’ll do something, he’ll do it and do it well.”

To Tim, there are countless benefits to volunteering.

“It is difficult to find time (to volunteer), but anything is possible if you care enough. The rewards are numerous,” he says.

In addition to being Co-Chair of the CEDC, Tim also volunteers as the Contracts Certification Study Group Facilitator. Some of the feedback he has received makes him happy that he volunteered.

“I’ve had some folks contact me after they passed their contracts certification exams and tell me that they couldn’t have done it without me,” he says. “That stuff warms your heart.”

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REGRULATORY REFRESH

By the CAPLA Regulatory Committee

APPLICATION FOR RECLAMATION CERTIFICATES

Following the release of Specified Enactment Direction 002: Application Submission Requirements and Guidance for Reclamation Certificates for Well Sites and Associated Facilities (SED 002), effective June 21, 2016, the Alberta Energy Regulator (AER) has implemented a change to an internal business process for the review of upstream oil and gas reclamation certificate applications. Reclamation Certification Applications must now be submitted through the Systems & Tools Portal > Reclamation Certificate Application Tool. To access the on-line tool, applicants must have a DDS account. Please note that the information requirements for reclamation certificate applications that were in the 2010 guidelines have not changed. For further details, please see AER Bulletins 2016-17 and 2016-18.

UPDATED PROPOSENT GUIDE

The Aboriginal Consultation Office has published an updated version of The Government of Alberta’s Proponent Guide to First Nations and Métis Settlements Consultation Procedures (Proponent Guide) effective June 6, 2016. The Proponent Guide is a guide aimed at providing additional details on the administrative steps, submission standards and requirements of the consultation process for regulatory activities processed through the Electronic Disposition System (EDS). The 2016 Proponent Guide is applicable to all new applications (Pre-consultation Assessment Requests) received as of 12:00 pm on June 6, 2016. All previous applications (those received prior to 12:00 pm on June 6, 2016) will continue to be managed under the 2015 version of the Proponent Guide.

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...Continued from Page 7

Below are a few features from their list of products website.

**HD video meetings with your entire team:** Host Hangouts for up to 25 people within or outside of your organization. The screen automatically focuses on whoever is speaking and intelligent muting prevents background noise.

**Built-in screen sharing:** Review your latest slides or give a remote tutorial with easy screen sharing, then send around useful links with built-in chat.

**SKYPE**

Skype for Business has replaced Microsoft Lync. You also get Skype for Business as part of Microsoft Office 365 Business plans. We have used Skype for personal video calls but now also use it to contact co-workers. Because of the additional security offered under the Skype for Business (formerly Lync), many companies already have the policies and capabilities to accommodate this tool.

Some information from their website below:

**Meetings and calls with everyone:** Meeting with up to 250 people – even if they’re not on Skype for Business. All they need is a phone or internet connection.

**Powerful productivity tool:** See your contacts’ online statuses, schedule meetings in Outlook, and start conversations from apps like Word and PowerPoint.

**Security and control:** Conversations are protected by strong authentication and encryption, and you manage employee accounts and features.

**SLACK**

This is a messaging app for teams. It integrates with current tools and works well for team collaboration outside of using email. In trying to find others to help test this app, we finally found a place to try it out. Our own committee has been trying this as a team collaboration tool where we can have discussions and share documents, meeting agendas, minutes, etc.

The plus side is that it is free, installs easily on any platform or device and is easy to use. The down side is that the security protocol of many larger companies restricts staff access to this tool. So unless the user is accessing this from their mobile device or at home, it still has its limitations in our oil and gas work environment.

The easiest way to explain it is to watch their product video at slack.com/is. 🎥
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At geoLOGIC, we help turn raw data into actionable knowledge. That’s a powerful tool to leverage all your decision making, whether it’s at head office or out in the field. From comprehensive oil and gas data to mapping and analysis, we’ve got you covered. Get all the knowledge you need, all in one place with geoLOGIC.

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“Knowledge is power.”

Francis Bacon