

# HEATHER M. STABLES FOFONOFF, P.LAND

Site 15, Box 19, RR 1, Cochrane, AB, T4C 1A1

(403) 919-5539 Cell

hsfofonoff@gmail.com E-mail

## CAREER PROFILE

A knowledgeable Land and Joint Venture Asset Management professional with 25+ years of progressive experience, including 10+ years of management.

Known for doing the right things, in the right ways, for the right reasons.

## WORK EXPERIENCE

### Land and Joint Venture Asset Management Consultant 2012 to current

- Acted as a resource for various disciplines within oil and gas companies with respect to:
  - relationships between the Land and Joint Venture department and other departments;
  - reviewed and interpreted agreement terms/governmental regulations and provided my findings
- Actively participated in A&D of Land and Joint Venture assets
- Administered and maintained operated and non-operated land and joint venture agreements (JOA; pooling; FO; third party service; CO&O; Unit)
- Conducted title review/due diligence with respect to A&D and day-to-day work
- Created, issued, and tracked operated and non-operated AFEs, IONs, and mail ballots
- Drafted various Land and Joint Venture contracts
- Maintained and updated Excel tracking sheets, CS Explorer, GeoNexus, and LandRite
- Mentored junior staff and created and documented procedures for them to follow
- Organized the physical and electronic files into a logical/Industry norm format
- Responded to internal and external queries including a large royalty review project and a freehold mineral tax project
- Set up and cleaned up the Land and JV department to a point where a day-to-day person could manage the work and follow the established procedures
- Provided consultants for data inputting and/or analysis of land and joint venture assets

#### Provided services to:

Heritage Royalty	March 2016 to current
Granite Oil Corp.	November 2016 to March 2016
Blaze Energy Ltd. (Cameroon Project)	May 2015 to December 2016
Granite Oil Corp.	October 2015 to December 2015
Boulder Energy Ltd.	May 2015 to March 2016
TriRex Energy ULC	June 2014 to current
Extra Energy Ltd.	December 2013 to August 2016
Blaze Energy Ltd.	May 2013 to current
Strategic Oil & Gas Ltd.	May 2013 to June 2015
Long Run Exploration Ltd.	May 2013 to June 2013
Brion Energy Corporation	April 2013 to October 2013
XTO Energy Canada	March 2013 to March 2016
DeeThree Exploration Ltd.	February 2013 to May 2015
Kelt Exploration Ltd.	February 2013 to October 2013
Renegade Petroleum Ltd.	December 2012 to May 31, 2013

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## WORK EXPERIENCE continued:

Harvest Operations Corp.  
Celtic Exploration Ltd.  
WestFire Energy Ltd.

November 2012 to December 2012  
May 2012 to February 2013  
March 2012 to October 2012

### MMCII Energy ULC

April to June 2012

#### Land and Joint Venture Asset Management Consultant

- Coordinated and participated in the disposition of West Central Alberta assets from MMCII Energy ULC to Blaze Energy Ltd. (asset sale)
- Coordinated the leasing of office space; IT set up; data room for due diligence
- Lead a small team on this project
- Performed the day to day administration of land and joint venture assets
- Responded to internal and external queries

### NEP Canada ULC

2010 to 2011

#### Manager of Land and Joint Venture Administration

### MEC Operating Company ULC

2011 to 2012

#### Land and Joint Venture Asset Management Consultant

- Assisted and participated in the disposition of MEC Operating Company ULC to NEP Canada ULC (amalgamation)
- Assisted and participated in the disposition of North Western Alberta assets from MEC Operating Company ULC to CNRL (asset sale)
- Maintained own work load which included communicating with brokers and survey companies; data integrity in land system; RTDs; Well Summaries; mail ballots; IONs; AFEs; ancillary documents; drafted, reviewed, approved land operational agreements, road use, third party consents; annual reserves report with respect to acreage and ownership; etc.
- Managed the Land and Joint Venture Administration department which included providing resources such as information, skills, knowledge; Plus, lead a multifaceted team of direct reports who were accountable for the administration and management of the land and joint venture assets
- Provided 'customer support' to various stakeholders ie: field staff; geologist; engineers; financial and production accounting

### ARC Resources Ltd. – Manager, Land Administration

2008 to 2010

- Built and maintained cooperative interfaces with internal groups by providing the area teams with customized, timely services and information to support their decision making
- Maintained own work load which included data integrity in land system; review and approval of invoices, ETS transactions (transfers, FMT); agreement drafting, review, approval; annual reserves report with respect to acreage and ownership; attended monthly management meetings; held monthly team meetings; etc.

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## WORK EXPERIENCE continued:

- Managed the Land Administration department which included providing resources such as information, skills, knowledge; Plus, lead a multifaceted team of direct reports who were accountable for the administration and management of the mineral land assets
- Planned, executed, and delivered goals and objectives set with the Mineral Land Admin team with respect to reaching the overall corporate goals and objectives

### EnCana Corporation – Group Lead

2005 to 2008

### EnCana Corporation – A&D Consultant

2004 to 2005

- Built and maintained cooperative interfaces with internal groups by providing the area teams with customized, timely services and information to support their decision making
- Maintained own work load which included data integrity in land system; review and approval of invoices, ETS transactions (transfers, FMT); agreement review and approval; reviewed acreage reports on a monthly basis, reconciled discrepancies, and approved; etc.
- Managed the Land Administration department which included providing resources such as information, skills, knowledge; Plus, lead a multifaceted team of direct reports who were accountable for the administration and management of the mineral land assets
- Participated as an active member of the Foothills Divisions' Mineral Land Asset Management Precedent Committee
- Performed A&D pre-closing, closing and post closing responsibilities, such as: due diligence, prepare and review land schedules and ancillary documents, liaise with law firms that prepared the P&S (head agreement), prepared closing agenda, partook in closing
- Planned, executed, and delivered on goals and objectives set by the Mineral Land Asset Management team with respect to reaching the overall corporate goals and objectives
- Provided performance management and career development of Mineral Land Asset team

### Consultant

2002 to 2006

- Performed basic production accounting (ie: Lessor and GORR royalty calculations, crown invoice balancing and approval, production and revenue summarization); plus, mineral and surface lease administration and contract analyst's duties
- Provided services to:
  - Arkoma, Inc. 2004 to 2006
  - Arkoma Production Company, Inc. 2002 to 2004
  - Hanna Oil and Gas Company-Canada, Inc. 2002 to 2004
  - Firefly Resources Ltd. 2002 to 2004

### Calpine Canada -

2001 to 2006

### Land and Joint Venture Asset Management Consultant

### Encal Energy Ltd.

2000 to 2001

### Land and Joint Venture Asset Management Consultant

- Administered Land and Joint Venture Agreements, contract and drafting, such as farmin, farmout, joa, pooling, p&s, swap, well bore conveyance, use of facilities (processing,

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## WORK EXPERIENCE continued:

transportation, gathering, disposal, compression), co&o, well/facility operating, unit and unit operating, etc.

- Assisted in the disposition of Encal Energy Ltd. to Calpine Canada
- Created and modified company precedents
- Oversaw the land system, land records, and processes to ensure quality and internal consistency of data and facilitated accessibility to data for viewing and reporting by internal stakeholders
- Provided 'customer support' to various stakeholders ie: field staff; geologist; engineers; financial and production accounting
- Provided direction, coaching, and mentoring to develop and nurture junior members of the teams
- Supervised Land and Joint Venture Contracts team which included coordination of the activities of a team of individuals engaged in analysis and interpretation of agreements and the proactive maintenance of the assets

Arkoma Production Company, Inc. - Land Representative and Officer (Assistant Secretary)	1999 to 2000
Arkoma Energy, Inc. - Land Representative	1995 to 1998
Pennzoil Canada, Inc. - Mineral Land Administration Consultant	1995 to 1995
Mobil Oil Canada - Mineral Land Administration Practicum	1995 to 1995
Petro-Canada - Mineral and Contract Land Administration Practicum	1995
Poco Petroleum Ltd. - Mineral and Surface Land Administration Practicum	1995
Peoples Oil Limited	1989 to 1994

## PROGRAMS SKILLS

Accumap; AFENexus; AFE Navigator; CGI Landman; CS Explorer; EnerLink; ETS; Excel; GeoNexus; JIBLink; JVNexus; LandRite; Outlook; Petrinex; Powervision, RTD/RTC; SPINII; Word

## EDUCATIONAL DEVELOPMENT

Management Certificate, Leadership Development, UofC	ongoing
Professional Landman Certification, CAPL	2000
Petroleum Land Administration Certificate (Honors), SAIT	1995
Secretarial Arts Diploma (Honors), Henderson College of Business	1989
Management Certificate, Brooks Campus Medicine Hat College	1988
Senior Matriculation plus Accounting Certificate, NBCHS	1981

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## **VOLUNTEER LEADERSHIP ROLES**

Member of the CAPL 2014 Compensation Survey	2013 to 2014
Chair of the CAPL Professionalism Committee	2009 to present
Member of the CAPL Professionalism Committee's Sub-Committees	2007 to current
Member of the CAPL Continuing Education Committee	2000 to 2008
Vice President of CAPLA	2001 to 2003
Chairperson of the CAPLA Mentoring Committee	1997 to 2003

## **AFFILIATIONS**

Petroleum Joint Venture Association	(member since 1995)
The Canadian Association of Petroleum Land Administration	(member since 1995)
The Canadian Association of Petroleum Landmen	(member since 1997)

## **INSURANCE**

Workers Compensation Coverage  
Commercial Insurance Coverage  
Errors and Omissions Coverage