

# **DAWN M. HARVEY (Jordan), LL.B., LL.M.**

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## **CAREER PROFILE**

A committed professional with over 30 years of combined land and legal experience.

Specific strengths include:

- ⇒ Diverse land and legal knowledge base developed over 30 years of working for various sizes of oil and gas companies.
- ⇒ Very strong analytical abilities along with exceptional writing and presentation skills
- ⇒ Able to efficiently plan, organize and carry out multiple projects simultaneously
- ⇒ Highly developed interpersonal skills allowing communication to occur in an open, honest and professional manner with all class of persons both inside of and external to the organization
- ⇒ Excellent supervisory skills; able to motivate employees to achieve team objectives in an enjoyable yet efficient manner
- ⇒ Dependable team player motivated by the satisfaction achieved through completing projects in an accurate and expedient manner
- ⇒ A quick study dedicated to providing her employer with value for its dollar in terms of hard work and dedication
- ⇒ Strongly systems oriented

## **CAREER HIGHLIGHTS**

### **Land Consultant**

**2009 - present**

#### **BRIMAC CONSULTING LTD.**

Calgary, Alberta

Providing land consulting services to ConocoPhillips Canada Resources Corp. to assist in:

- (1) Cash Recovery Project. Project required proficiency in land administration including title review, SAP, CS Explorer, JIBLink, Accumap and an understanding of oil and gas accounting methods and principles.
- (2) Divestment Project: Responsible for review of an area, verification/correction of land schedule, preparation of ROFR letters and conveyance documents, etc.

### **Manager, Mineral Land Group**

**2006-2009**

#### **HUSKY ENERGY**

Calgary, Alberta

Managed three subgroups within the Mineral Land department (Contract and Lease Administration, Joint Ventures and Land Systems) consisting of a mix of approximately 90 employees and consultants. Successfully reorganized the group to increase efficiencies and moral, to attract new employees and to decrease attrition rate of existing employees. Responsible for the implementation of a land procedures manual and the decentralization of data entry in land administration. Introduced various programs designed to increase employee recognition and satisfaction (i.e. gifts of gratitude, words of wisdom, motivational Mondays, etc.). Conceived of, and assisted in the development and implementation of, a negotiator trainee program. Also responsible for coordinating processes between land and various internal departments such as negotiations, legal, accounting, etc. Responsible for budgeting, staffing, conflict resolution, training and ensuring that the department was contributing to the achievement of company goals and objectives.

**Senior Regulatory Advisor**  
**SHELL CANADA LIMITED**  
Calgary, Alberta

**2006**

Responsible for providing advice and assistance to the regulatory group in matters of licensing and compliance. Responsible for ensuring department procedures are appropriate and adhered to. Responsible for ensuring that the regulatory group's clients are receiving timely, supportive and accurate assistance from the group.

**Land Consultant**  
**BRIMAC CONSULTING LTD.**  
Calgary, Alberta

**1995-present**

### **2001-2007 (Teaching)**

Development and delivery of "Basics of Business and Contract Law for Landmen" for CAPLA (2005-2007)

Providing instruction in "The ABC's of DOI's" for CAPLA (2001-2007)

Development and delivery of E-Business Law Course for the Faculty of Continuing Education, University of Calgary (Winter 2002)

Providing instruction in Business Law 20106 for the Faculty of Continuing Education, University of Calgary (Fall 2001)

Providing instruction in Law 315 course (Business Law) for DeVry Institute (July – October, 2001)

### **2005**

Providing consulting services to Shell Canada Limited on project basis. Projects included:

- clean-up of backlog of conveyance documentation;
- assisting in due diligence on a small acquisition project; and
- file review and system clean up of an old, complex land area.

Providing land consulting services to Uniterre Resources.

### **2004-2005**

Providing consulting services to Devon Canada on a major divestment of assets in the Western Canadian basin. Responsible for all phases of the mineral and contract portion of the largest package in the disposition, from initial review to closing, and for the co-ordination of all other aspects of the divestment including ROFR issues, title defects, surface leases, facilities agreements, joint venture agreements, wells, etc.

### **2003-2005**

Providing consulting services to ChevronTexaco on the divestment all of their mature Western Canadian assets including two preceding, internal transaction. Responsible for **project leadership** of all phases of the disposition (from initial review to post-closing and ROFR sales) and for all aspects of the divestment including contracts, mineral leases, surface leases, facilities agreements, joint venture agreements, wells, etc. Responsible for hiring and supervising team members and ensuring that all deals closed in a timely manner with all conveyance documentation complete.

### **2003**

Providing consulting services to NAL Resources as a negotiator and area landman.

## **2001-2003**

Providing consulting services Marathon Canada Limited on a project basis. Projects included:

### **(1) Supervisor of Contracts and Land Administration**

Responsible for a staff of approximately 12 lease and contracts administrators. Responsible for the implementation of a land tracking system, procedures manual and centralized precedent system. Duties included coordinating processes between land and accounting, budgeting, staffing, conflict resolution, training and ensuring that the department was contributing to the achievement of company goals and objectives.

### **(2) Project Leader**

Providing leadership on the divestment of 16 individual land parcels covering over 450,000 hectares of land. Responsible for leadership in all phases of the sales (from initial review to post-closing and ROFR sales) and for all aspects of the divestment including contracts, mineral leases, surface leases, facilities agreements, joint venture agreements, wells, etc. Responsible for supervising team members and ensuring that all deals closed in a timely manner with all conveyance documentation complete.

## **1999-2001**

Providing consulting services to Shell Canada Limited on a project basis. Projects included:

### **(1) Foothills Divestment Project**

Reviewing title of outgoing leases and contracts, updating land system where required and curing title deficiencies where possible. Preparing summary review sheets, ROFR letters, conveyance documentation, consent letters, exception letters and Schedule "A". Supervising junior lawyers brought in to assist with the project. Completing post closing duties including tracking of conveyance documentation and updating of land system.

### **(2) Jumping Pound Project**

Reviewing leases, contracts and unit agreements to ensure that the land system properly reflected the interests and unit ownership under two old unit agreements. Working to cure deficiencies where possible.

## **1995-1999**

Providing consulting services to Talisman Energy Inc. on a project basis. Projects included:

### **(1) Acquisitions and Divestitures**

Reviewing title of both incoming and outgoing leases and contracts. Entering incoming and outgoing lease and contract information into in-house A&D computer program. Preparing Title Deficiency letters to vendors of incoming lands and curing title deficiencies for purchasers of outgoing lands. Preparing land schedules and conveyance documents for both incoming and outgoing lands. Communicating with internal departments affected by purchases and sales. Communicating with external purchasers and vendors to facilitate the purchase or sale. Preparing ROFR and consent documentation and controlling administration of same. Updating the land system to record purchases and sales. Locating and correcting errors found in old sales.

### **(2) Post "Land Plus" Conversion Responsibilities**

Contract and Lease review and input into Land Plus database. Performed quality assurance review of leases and contracts being input into Land Plus by post-conversion team. Assisting in identifying, writing and testing business procedures for Land Plus. Responsible for determining post-conversion data cleanup tasks and supervising consultants who performed those tasks. Ongoing Land Plus issue resolution.

**(3) “Land Plus” Conversion Process**

Working with system designers to assist in designing the method to be used to convert land data into Land Plus. Designing conversion tests and quality testing converted data. Manning the “help phone” to assist users in operation of Land Plus. Training land department in use of Land Browse and Report Front End. Training all other affected departments in use of Land Browse.

**(4) Supervisor of Pre-Conversion Data Cleanup Project**

Responsible for determining work required to be done to correct lease records prior to conversion. Instructing system designers in reports to be written to assist in data cleanup. Budgeting time and costs of pre-conversion project. Hiring and supervising team of contract analysts to complete pre-conversion clean up project.

**Associate and Articled Student**

**1991-1994**

**RICHARDS BUELL SUTTON**

Vancouver, British Columbia

Maintained client files with complete responsibility from intake through completion. Tasks included interviewing clients and witnesses, advising clients, analyzing legal issues and developing legal strategies, conducting research, preparing clients and witnesses for discoveries, settlement conferences and trials, conducting trials and chambers hearings, preparing court documents, legal memoranda and settlement offers and negotiating with opposing counsel/litigants. Continually upgraded skills through assisting senior litigators with complex litigations and participating in C.L.E. courses. Participated in Managerial process as Associate Representative (liaison between Litigation Associates and Management Committee).

**Land Consultant**

**1987-1989**

**SELF-EMPLOYED**

Calgary, Alberta

**Land Consultant/Supervisor Land Services**

**1984-1987**

**BEHRENS DATA CONSULTANTS LTD.**

Calgary, Alberta

**Contracts Administrator**

**1983-1984**

**RENAISSANCE ENERGY LTD.**

Calgary, Alberta

**Land Secretary**

**1981-1983**

**SASKOIL RESOURCES INC.**

Calgary, Alberta

**EDUCATIONAL HISTORY**

- ◆ Received LL.M. from Osgoode Hall Law School, York University in April, 2008
- ◆ Called to the British Columbia Bar on May 15, 1992
- ◆ Received LL.B. from Dalhousie Law School, Halifax, Nova Scotia in April, 1991
- ◆ Studied Psychology and Sociology (part-time) at the University of Calgary from 1986 to 1988
- ◆ Received Petroleum and Mineral Land Management Certificate from Mount Royal College in 1985

**ACTIVITIES AND AFFILIATIONS**

- ◆ Member of CAPL and CAPLA
- ◆ CAPLA Accreditation Committee member 1997-1998
- ◆ CAPLA Mentor 2000 – present
- ◆ CAPLA Education Committee – Instructor 2001- 2007
- ◆ CAPLA Management Committee – Steering Committee member and sub-committee Chair 2008 - present
- ◆ Acting in community and professional theater and film productions 1977 - present