

**Rife Resources Ltd.** is a private oil and gas exploration and production company, wholly-owned by the CN Pension Trust Funds (pension fund for employees of the Canadian National Railway). Rife's production is in the greater Lloydminster area, with operational focus on heavy oil. Rife also manages the assets of **Canpar Holdings Ltd.** and **Freehold Royalties Ltd.**

**Canpar Holdings Ltd.** is a private land holdings company, wholly-owned by the CN Pension Trust Funds. Canpar generates income through resource development royalties on mineral title lands in Western Canada.

**Freehold Royalties** is a public mineral title and royalty company. It manages one of the largest non-government portfolios of oil and natural gas royalties in Canada with an expanding land base in the United States uniquely positioning Freehold as a North American royalty company. Freehold is focused on providing lower-risk returns and growth over the long term. The Company's shares trade on the Toronto Stock Exchange (TSX:FRU).

### **Mineral Land Analyst**

Rife is seeking candidates for the Mineral Land Analyst position. This position is based in Calgary and reports to the Team Lead, Mineral Land Asset Management. The Mineral Land Analyst plays a crucial role in managing and administering mineral leases and contracts. This position requires a detail-oriented individual with strong analytical skills to ensure accurate record-keeping, compliance with regulations, and effective communication with various stakeholders.

#### **Duties and Responsibilities**

- Day-to-day mineral lease, contract and royalty unit administration within a defined area, including set-up, maintenance and data integrity of records in CS Land and Carta (electronic files);
- Maintain well records and calculate well spacing allocations and communicate to Compliance team;
- Review and analyze Freehold fee title in order to prepare fee leases and amending agreements;
- Review, track and process lease assignments, fee lease continuations and expiries;
- Complete title reviews and verification of royalty interests, conduct caveat research and removal;
- Review and issue notices of offset obligation and lease termination;
- Analyze land and well information to satisfy Compliance team queries;
- Prepare, register and remove caveats for company mineral titles and freehold lands;
- Track and maintain lease and contract obligations;
- Review monthly rental calendars;
- Draft and/or analyze contracts including poolings, royalty agreements, and government required drilling agreements (PAUA's, Production Allocation Agreements);
- Review of operational area AFEs;
- Conduct lease and contract reviews and file clean-up as needed;
- Perform crown and freehold land search requests;
- Field lessor and lessee inquiries;
- Other duties and projects as assigned.

**Qualifications:**

- Petroleum Land Administration Certificate with a minimum of 7 years of related experience or an equivalent combination of experience and education
- Ability to prioritize and meet critical deadlines and timelines
- Strong attention to detail
- Good communications skills both oral and written
- Ability to work effectively both independently and within a team
- Experience with CS Land, GeoScout, Word / Excel, ISC, SPIN, ETS, IRIS
- Solid understanding of Canadian P&NG regulations as they apply to Crown and Freehold mineral leases and titles, including spacing units
- Strong understanding of mineral land administration with particular experience in fee title administration including mineral lease clauses, obligations and terminology
- Ability to multi-task, make independent decisions and work with a diverse group of individuals in a fast-paced environment

**Additional Requirements/Information:**

All applicants must be legally entitled to work in Canada at the time of application

**Hybrid Work Program:**

Rife currently has a hybrid work program in place allowing us to live, learn and adapt in a way that works for our business and our employees. Our hybrid work program is a combination of in-office and remote work: Tuesday, Wednesday, Thursday are core in-office work days, Monday and Friday in-office or remote based on your preference.

**Benefits:**

- Comprehensive Group Benefits program
- Health and Wellness spending account
- Employee & Family Assistance Program
- Pension plan
- Flex day program
- Hybrid work program

**Equity, Inclusion and Diversity**

Committed to attracting and retaining diverse employees, Rife Resources will honor your experiences, perspectives and unique identity. Together, we strive to create and maintain a working environment that is welcoming and promotes diversity of thought, inclusivity and equity.

We thank all applicants; however, only those selected for an interview will be contacted.