

NEXUS

CAPLA 

Canadian Association of Petroleum Land Administration



IN THIS ISSUE

RESPONDING TO ROFR NOTICES

CREATE A SECURE PASSWORD

HOW TO MANAGE FATIGUE

March 2018

CALENDAR

CAPLA 2018 COURSES

For times and locations, please check the CAPLA website.

Mar 21	Acquisitions & Divestments: The Long & Winding Road
May 1	CAPL Operating Procedures: A 5000 Foot Overview
Sep 27	Surface A&D
TBD	Petroleum Land Contracts: Part One
TBD	Petroleum Land Contracts: Part Two
TBD	Reclamation: Unlocking the Mystery
TBD	Dealing with Difficult People

CAPLA 2018 PROFESSIONAL DEVELOPMENT

For times and locations, please check the CAPLA website.

Mar 21	CAPLA Leadership Breakfast Series: The Difficult Conversation
Mar 22	Lunch 'n Learn: Alberta's Minister of Energy
Apr 19	Lunch 'n Learn: AER's Critical Projects and Ongoing Regulatory Efficiency Work
May 2	CAPLA Leadership Breakfast Series: Authenticity, Transparency and Engagement: The Essence of Modern Communication and Leadership

CAPLA 2018 EVENTS

For times and locations, please check the CAPLA website.

Apr 12	CAPLA Tasting Dinner
May 10	CAPLA AGM & Awards Luncheon
June 2018	Triple Round-up

ADOPT-A-COURSE PROGRAM

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 Mike Flynn, CAPLA Executive Director, at mike@caplacanada.org.

CANADIAN ASSOCIATION OF PETROLEUM LAND ADMINISTRATION

Suite 620, 138 4th Avenue SE, Calgary, Alberta T2G 4Z6

Ph: (403) 452-6497 | Fax: (403) 452-6627

office@caplacanada.org | www.caplacanada.org

CAPLA® STAFF

Executive Director: Mike Flynn

Member Services Manager: Kari Whipple

Bookkeeper and Office Administration: Paul Oates

Communications Specialist: Katherine Matiko

BOARD OF DIRECTORS

President: Carla Kruschel

Past President: Tracey Stock

Treasurer: John Wallace

Directors: Kirstie Egan, Tim Laws, Norine Miller,

Kathryn Payne, Deb Watson

NEXUS EDITORIAL COMMITTEE

Connie Cooper, Stacey Boreski, Keri Bruce,
Andrew Lynch, Janice Redmond

PRINTING: CBN Commercial Solutions

COVER PHOTO: Katherine Matiko, Communications Specialist

All articles represent the views of the author. Publication neither implies approval of the opinions expressed nor the accuracy of the facts stated.

Please direct all articles submitted for publication or queries about potential article topics to Mike Flynn at mike@caplacanada.org.

SUBMISSION DEADLINES:

May 4, 2018

August 3, 2018

November 2, 2018

ADVERTISING OPPORTUNITIES

If you are interested in advertising in NEXUS, please contact Mike Flynn at mike@caplacanada.org. Our advertising rates may be viewed at caplacanada.org/about/news-publications/

Effective March 2018, CAPLA's membership is 1,700.

© 2018. Canadian Association of Petroleum Land Administration (CAPLA®). All rights reserved. No part of this publication may be reproduced without CAPLA's prior written permission.

© CAPLA is a registered trademark of the Canadian Association of Petroleum Land Administration.

4

PRESIDENT & EXECUTIVE DIRECTOR'S MESSAGE:

CAPLA's Commitment to Volunteers

6

2018 CAPLA AWARDS:

A Step-by-Step Guide

8

CONTRACTS: How to Confirm and Respond to ROFR Notices

10

LEADERSHIP: Why Social Media is Important for Your Personal Brand

12

SYSTEMS & DATA: Secure Passwords You Can Actually Remember

14

WORKPLACE: What is a Coworking Space Anyway?

15

NOURISH:

How to Manage Your Fatigue



Carla Kruschel
President



Mike Flynn
Executive Director

PRESIDENT & EXECUTIVE DIRECTOR'S MESSAGE: CAPLA'S COMMITMENT TO VOLUNTEERS

This issue of NEXUS has an emphasis on volunteering and the effect it can have on your career and life in general. In my personal experience as a volunteer, I have found that I usually end up getting back as much or more than I give. The rewards come in the areas of learning from others' experiences, working with different types of people, and achieving a positive result to a collective goal.

When volunteering with CAPLA, I have had the opportunity to get to know some of my peers in the industry and not just on a superficial level. A special camaraderie can exist when people come together with a common focus, like working on a committee. The individuals I have had the pleasure of serving with at CAPLA have become great industry contacts and, very importantly, friends. If you haven't yet considered or are considering volunteering, I would encourage you to take the next step and see if there is a committee that would be right for you. It does take time, energy and dedication to volunteer, but the rewards can be immeasurable.

Now, over to Mike, who has some more thoughts to share with you . . .

"ASK YOURSELF WHETHER THE TIME IS RIGHT TO TAKE ADVANTAGE OF THE MANY VOLUNTEER OPPORTUNITIES CAPLA HAS TO OFFER."

Thank you Carla!

If you are reading this article, you are most likely a member of CAPLA, and for that, I thank you! As an industry association that was created by and exists to serve its members, your decision to belong to CAPLA is an important first step towards taking control of your own professional education, networking and engagement activities.

Now that you are a member, CAPLA would like to offer you a path towards even greater ownership over your career development. This path is a road well-traveled, time-tested and the secret to success for any effective industry association. What is this magical journey? Volunteering!!

The benefits of volunteering listed below may seem so obvious and apparent that they don't require explanation. However, I would like to encourage you to consider these benefits in the context of your own career development and ask yourself whether the time is right for you to take advantage of the many

volunteer opportunities that CAPLA has to offer. A commitment of time and energy and you are on your way!

WHY VOLUNTEER?

1. Volunteering offers incredible networking opportunities. Volunteering with CAPLA allows you to meet new people, including industry leaders. You not only develop lifelong personal and professional relationships, you can also hear about job openings, gather insider employment information and develop great references.
2. Volunteering helps you retain and sharpen old skills. Sometimes job duties change and you may no longer be doing things you used to do and liked. Volunteering is a perfect venue for keeping those skills sharp and current.
3. Volunteering is the perfect place to develop new skills. Employers are often seeking well-rounded individuals who have good teamwork and goal setting skills, such as:
 - Serving on a volunteer committee or board is a great way to learn group dynamics and teamwork.
 - Serving as a committee chair increases facilitation skills.
 - Planning and implementing a major event can develop goal setting, planning and budgeting skills.
 - Supervising and training other volunteers helps to develop supervisory and training skills.

Volunteering offers unlimited opportunities to cultivate new skills that can enhance a career.

4. Volunteering offers opportunities to practice skills in a relatively risk-free environment. It is much more effective to practice a skill than to read about it or study it in a classroom. Volunteering is an excellent place to experiment, practice and try out new techniques and skills. It offers you the opportunity to build your self-confidence through practice. Additionally, volunteering provides you with opportunities to observe others and select best practices. You can stretch yourself in a new way that can benefit your career.

5. Volunteering can help you expand your horizons and explore new opinions and viewpoints. Demographics are changing rapidly in our society and volunteering is a great way to enhance cultural awareness. Group work not only fosters teamwork, but also offers opportunities to learn more about different perspectives.
6. If you are thinking of a career change, volunteering is a perfect way to explore new fields. Sometimes a volunteer experience can lead you to something you never even thought about or help you discover a skill or interest you were unaware of. You can strengthen your personal/professional mission and vision by exploring opportunities and expanding your horizons.
7. Volunteering gives you visibility. Volunteer work can indeed expose you to a wide range of people, including many strong, influential industry leaders.
8. Volunteering can be energizing and renewing. Sometimes we simply need a break in our routine, or an opportunity to create a balance in our lives. Volunteering around a personal interest or hobby can be fun, relaxing and energizing. That energy and sense of fulfillment can carry over to a work situation and sometimes helps to relieve work tensions and foster new perspectives for old situations.
9. Volunteering can create leaders. By watching those around you, you can begin to identify the qualities of leadership that you most admire and you can develop those qualities in yourself. Managing a group of volunteers is not the same as managing employees. Volunteer groups are often groups of peers and they respond more to leadership than management. You will have opportunities to lead by persuasion, innovation and your ideas and ideals. Working in volunteer settings will help you learn strategic thinking, change management and conflict resolution skills. You will learn about your community, about trends and issues, about people and about resources. All of which can help you develop your leadership potential.
10. Volunteering demonstrates workplace, management, customer service and leadership skills that can be documented in a resume. Work experience is work experience, with or without a paycheck. If you are developing new skills or thinking of pursuing a new career, volunteer work can give you valuable, practical experience. Career counselors and search firms encourage job seekers to document pertinent volunteer experiences.

CAPLA'S COMMITMENT TO VOLUNTEERS

If you are willing to volunteer your time and energy to CAPLA, we want to ensure that you are getting back just as much or more in return. We want to make sure your volunteer participation is a positive experience by making the following commitments:

- We will ensure that each volunteer committee has terms of reference that are up-to-date and provide for its governance structure, mandate/responsibilities and deliverables.
- Meeting dates will be scheduled in advance for the entire year, with meetings scheduled during a time (breakfast or lunch) that limits the impact on your job.
- A discretionary budget will be provided for each committee to cover meeting costs.
- You will have the ability to participate in educational and networking opportunities which your committee is responsible for.

TAKE THE NEXT STEP

- Follow the link below to see all of the CAPLA Volunteer Committees:
<http://caplacanada.org/careers/volunteer-opportunities>
- Choose one that will engage, challenge and enhance your interests and skills.
- Contact the CAPLA office to discuss the beginning of your volunteer journey! 🌟

CAPLA VOLUNTEER OPPORTUNITIES

Please consider one of the following volunteer opportunities and watch the weekly e-Bulletin for more. If you see an opportunity that interests you, please complete the Volunteer Inquiry Form at caplacanada.org/careers/volunteer-opportunities.

MENTORSHIP COMMITTEE

Do you enjoy collaborating with individuals within industry? Are you willing to share your thoughts and ideas? This is a fun and rewarding endeavor that supports the matching of mentors and mentees to build relationships, strengthen soft skills and provide personal growth.

MEMBER SERVICES COMMITTEE

Are you a student currently enrolled in a land program who could act as a liaison for CAPLA at your post-secondary institution? Are you employed in the industry and can act as an ambassador for CAPLA? This committee meets once a month to discuss program outreach, institutional engagement and more.

These are two great examples of volunteer opportunities at CAPLA. Check the website for the complete list!



NINTH ANNUAL CAPLA AGM & AWARDS LUNCHEON

Thursday, May 10, 2018

11:00 am - 1:00 pm

The Bistro

Crescent Point Energy

Calgary, Alberta

NOMINATION DEADLINE:

March 31, 2018

The following awards may be presented at the luncheon:

President's Award

Outstanding Volunteer Award

Rising Star Award

T. Cathy Miller Champion Award

Committee of the Year Award

Myra Drumm Memorial Student Achievement Award

Honourary Lifetime Member Appointment

Members \$60 • Non-members \$75

Table of eight \$400

Tickets at caplacanada.org

IT'S ALWAYS BETTER TO BE PART OF A GROUP.

Life is unpredictable, your insurance shouldn't be. As a CAPLA member, bundle your home and car insurance with BrokerLink and save with preferred rates.

To learn more, call:
1.855.771.9438

BrokerLink.ca

BrokerLink™
Auto/Home/Business Insurance

*Subject to policy conditions and exclusions. Insurance products provided by Nexus Group Insurance. Services available in Alberta through Canada BrokerLink Inc.™ BrokerLink is a trademark of Canada BrokerLink Inc. ©Copyright 2016 Canada BrokerLink Inc. All rights reserved. Certain conditions apply to all discounts.

2018 CAPLA AWARDS:

A STEP-BY-STEP GUIDE

By Melanie Storey, Member, CAPLA Awards Committee

Volunteering is a key value at CAPLA. Our annual awards were created in 2010 to ensure that outstanding CAPLA volunteers receive the recognition they deserve. We also honour our land asset management partnerships that strengthen our profession and support our association.

In 2017 we rolled out our online nomination process. Our goal in doing so was to make the nomination process simple and efficient for our members and to encourage them to nominate hard-working volunteers.

Our nomination rules are very simple. Nominations are accepted all year round through our online process. Active or retired members may nominate CAPLA members for the President's Award, the Outstanding Volunteer Award and the Rising Star Award. The Step-by-Step Guide on the CAPLA website has all the information you will need: <http://caplacanada.org/about/capla-awards>.

The online form guides you through a few questions that we would like answered to effectively evaluate each nominee. Each CAPLA member's volunteer involvement is captured in the CAPLA Member Directory to assist nominators. Volunteers – remember to update your volunteer activities in the Member Directory.

Members of the Awards committee are not eligible to nominate volunteers, nor are they eligible to be nominated for an award while sitting on the committee. CAPLA Board members are eligible to nominate volunteers; however, they are not eligible to be nominated for an award while sitting on the Board. All other CAPLA members are eligible to nominate volunteers and to be nominated.

Once the yearly deadline for nominations has passed, the Awards Committee gathers all the nominations submitted and meets to evaluate the nominees based on the awards criteria as mentioned above.

The Awards Committee evaluates all nominations for the President's Award (maximum three recipients), the Outstanding Volunteer Award (maximum two recipients) and the Rising Star Award (maximum one recipient), and makes the final decision on the award recipients.



Memories from last year's AGM & Awards Luncheon. Thanks to Crescent Point Energy for hosting the event again this year.



The CAPLA Board makes decisions on the recipients for any Honourary Lifetime Membership awards (unlimited recipients) and informs the Awards Committee.

The CAPLA Office evaluates potential candidates for the T. Cathy Miller Champion Award and the Committee of the Year Award and makes a recommendation to the Awards committee for approval.

The Member Services Committee evaluates submissions from students for the Myra Drumm Memorial Student Achievement Award and makes a recommendation to the Awards Committee for approval.

Students enrolled in a Petroleum Land Administration, Land Management or Land Agent program who would like more details about this award and the process for submitting an application can find the information at the bottom of the CAPLA Awards page on the CAPLA website.

Once nominees are chosen they are informed personally and invited to attend the yearly celebration in their honour. If no nominations are received for a specific award, or if none of the nominees meet the stated criteria for each award, the award will not be presented that year. As well, any nominee has the option to decline the award should they chose to do so.

To see historical recipients, click <http://caplacanada.org/about/capla-awards/award-recipients>.

The Ninth Annual CAPLA AGM & Awards Luncheon will be held at the Crescent Point Bistro on May 10, 2018. The deadline for nominations is March 31, 2018. Please consider "making someone's day" by nominating a well-deserving CAPLA volunteer. To get started, just click here:

<http://caplacanada.org/about/capla-awards>.

**Bright minds develop
Brighter ideas together...**

We can take care of the details!

- ✓A&D (Contract, Mineral, Surface, JV)
- ✓Land Software Conversions
- ✓Clean-up Projects
- ✓Land & JV File Maintenance
- ✓The highest calibre consultants
- ✓NEGOTIABLE RATES!

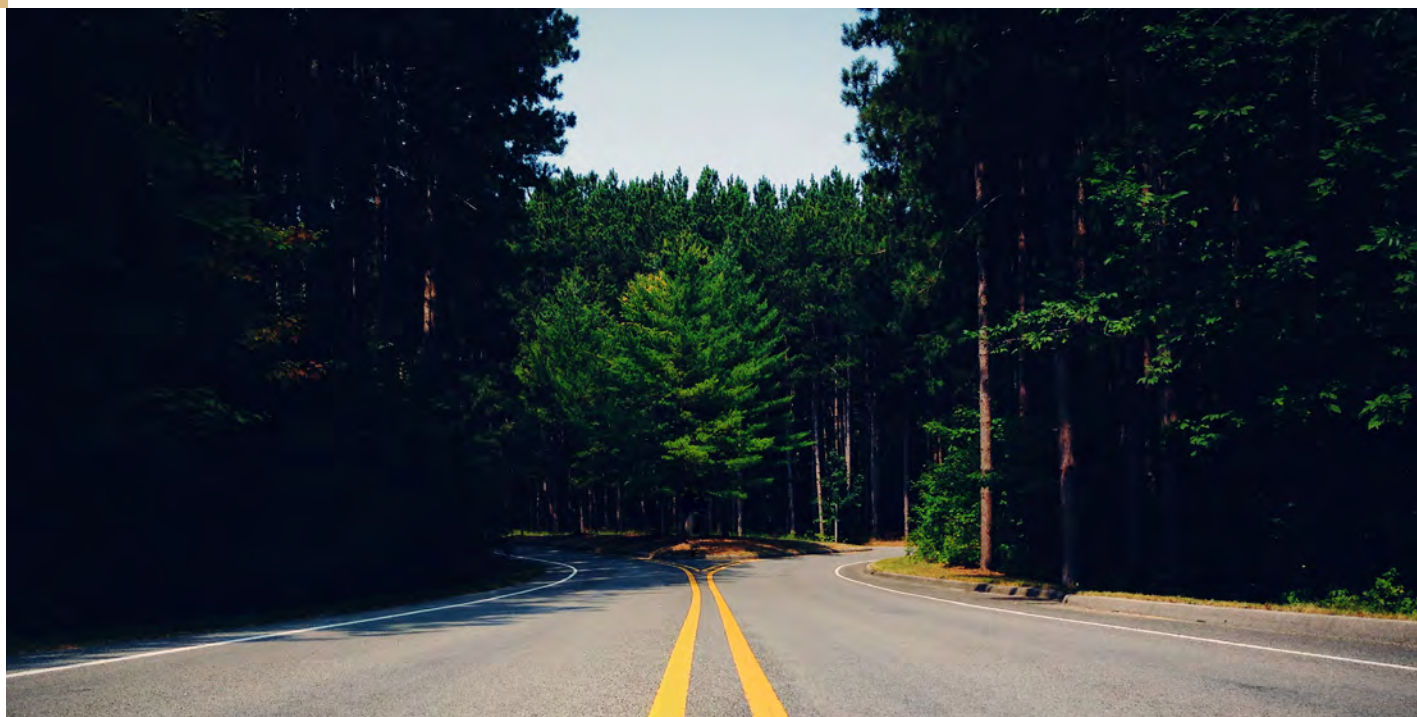
(403) 718-0525

info@jaguarland.ca

JAGUAR
LAND GROUP LTD.

www.jaguarland.ca

in t



HOW TO CONFIRM AND RESPOND TO ROFR NOTICES

By Randon Slaney, Member, CAPLA Contracts Education and Development Committee

Dealing with rights of first refusal (ROFRs) is a crucial responsibility for any administrator in an energy company. Robust internal practices and procedures for receiving and analyzing ROFR notices, and finally making the correct decision to elect or waive this right, are vital to safeguarding the company's best interests. Failure to respond within the specified timeframes can mean that the company misses a crucial opportunity, is stuck with an undesirable joint party, or worse.

When a company receives a ROFR notice, the first step is to calculate the response period from the date of the letter, based on the deadline to respond, as per the head agreement. This is the deadline to confer internally, make a decision, and communicate that decision to the issuing party, or be deemed to have waived the ROFR. Confirm also that you have all material information to analyze and decide on the ROFR notice, which includes the assigned working interest, the name of the proposed assignee, price or other consideration, the proposed

effective and closing date, or anything else reasonably necessary to make a determination. If not, respond to the issuing party to indicate that the ROFR notice is deficient and request any outstanding information. Additionally, consider whether the consideration for the ROFR lands is reasonable, as the head agreement may have a time-sensitive obligation to object to unreasonable valuations.

The ROFR notice may point to an applicable exemption to the ROFR. In this case, confirm that this exemption actually exists in the version of the CAPL Operating Procedure that is incorporated by the head agreement or otherwise the custom provision. Next, ask the internal team whether research into the exemption is a worthwhile expenditure of time and effort – would the company exercise the ROFR if the exemption were false? If so, then depending on the exemption being claimed, this would involve confirming whether the sale is to an affiliate, there is a de minimis threshold met, the sale involves all or substantially all of the company's assets in the province, and if there is an exception in the case of earning agreements (as in the 2007 and 2015 versions of the CAPL Operating Procedure).

Obtaining the necessary specific details and data to confirm such exemptions (e.g. net hectares of ROFR lands versus total sale assets) may involve corresponding with the seller or other parties who may be reluctant. However, it is your right to receive all material information as a ROFR holder to confirm applicability of an exception.

Where no exception is applicable, you will likely need to conduct due diligence and refer to the right people in your company to get their response as to whether to exercise the ROFR. The due diligence process should involve verifying the facts and details listed in the ROFR notice as compared to the files of the ROFR holder, such as the parties listed on the ROFR notice and the lands, rights, and interests being divested. While conducting due diligence, the ROFR notice should also go to any relevant internal departments, such as land, geology, engineering, and

If, on the other hand, your company elects to exercise the ROFR, there are several more approvals you should get before sending back the ROFR notice and proceeding with the acquisition. Regardless of operatorship, the environmental department should conduct an assessment to ensure awareness of all potential known and unknown liabilities. Other internal reviews may also be required by your company's finance group or other departments. The landman and legal department should also review the sale agreement and approve the form of the transaction, resolving any issues with the counterparty prior to signing. From here, the executed ROFR notice can be sent back to the seller with the appropriate signature, sending an email copy as well as a backup. At this point, your company is committed to buying the assets encumbered by the ROFR.

"PROPER ANALYSIS IS VITAL TO ENSURING THAT YOUR COMPANY DOES NOT ACQUIRE UNDESIRABLE ASSETS OR FAIL TO PICK UP SOME FANTASTIC ASSETS."

environmental, for their review and election to either waive or exercise the ROFR. Be sure to include a response date that is a few days before the deadline to respond to the issuing party.

If your company decides to waive the ROFR right, obtain the proper signature on the waiver portion of the ROFR notice and send it back to the issuing party. As administrative matters, you should also file evidence of the determination on the ROFR notice and update the land database to reflect the waiver along with basic details.

As you can see, proper analysis and getting all of the requisite internal approvals is vital to ensuring that your company does not acquire undesirable assets or alternatively fail to pick up some fantastic assets. Both can be fatal. Clearly, one must always remain vigilant in dealing with ROFRs! 🍁

Randon Slaney is an associate in the energy group of Burnet, Duckworth & Palmer LLP. He can be reached at rslaney@bdplaw.com.

Land Acquisition | Environmental Services | Asset Management | Stakeholder Engagement

Environmental liability weighing you down?

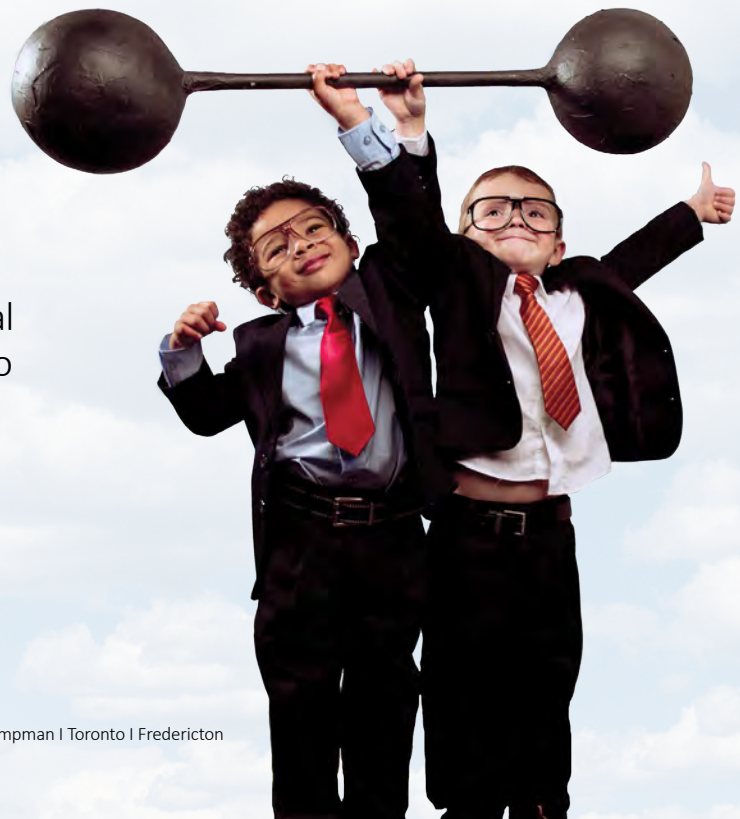
LandSolutions' team of environmental experts can offer practical solutions to help lighten the load.



To learn more, contact LandSolutions today.

Calgary | Bentley | Edmonton | Lloydminster | Grande Prairie | Fort St. John | Lampman | Toronto | Fredericton

LandSolutions.ca | 1-866-834-0008





LEADERSHIP:

WHY SOCIAL MEDIA IS IMPORTANT FOR YOUR PERSONAL BRAND

By Christina Pilarski, CIPR Communications

When I have conversations with busy professionals about social media, it always comes back to one thing – time.

Sending that tweet, learning how to use the latest platform, updating your LinkedIn profile . . . all can easily be pushed to the bottom of our to do list. But these relatively quick and painless tasks can help to put our best foot forward. As we finish up the first quarter of 2018, I challenge you to think about these four things and start prioritizing your own social media.

TELLING YOUR STORY

Nobody can tell your professional story better than you can and there is no better place to tell it than through your social media channels. Social media allows you to connect with your peers, potential employers, and current and future managers, and it

helps them get to know you even before a first conversation or working lunch.

Social media accounts allow your past colleagues to tell your story; positive endorsements and references being shared are a no-brainer for your brand. Social media also allows you to truly showcase your expertise and passions. Use LinkedIn Pulse to give tips and share advice about your line of work, find Facebook groups that you can add value to because of your background, or use Twitter to establish yourself as a community leader by participating in high-value conversations with influencers in your industry.

If you are not on social media, you are choosing not to attend the biggest networking event of the year. If you are not engaging on social media, it's like you are at the networking event standing by the punch bowl looking at your watch. Isn't it better to contribute to the conversation?

BEING SEARCHABLE

Social media has quickly become the preferred way to find businesses and people, learn about services, and ask trusted sources for recommendations. I often ask professionals to admit the last time they searched someone online just to see a recent photo or place of work – everybody does it. If you do not have a social media footprint – or even worse, if your social media footprint is outdated and irrelevant – you may have knocked yourself out of the running for the next job, consulting

gig, promotion or award. Allow your social media footprint to showcase your community involvement, your big wins, your large professional network and your passions – use social media to differentiate yourself and stand out.

Keep your channels up to date. Your LinkedIn current place of work should be a priority, including your accomplishments and job duties. Next ensure your Twitter bio and headshot is recent. Then manage your Facebook to ensure that your personal posts are private but that your work experience, interests, and locations can be seen by a broader network.

"IF YOU ARE NOT ENGAGING ON SOCIAL MEDIA, IT'S LIKE YOU ARE AT THE NETWORKING EVENT STANDING BY THE PUNCH BOWL LOOKING AT YOUR WATCH."

People are going to search for you online – when you are on social media you allow yourself to be found, to be recommended, and to be top of mind for interested clients and employers. Being safe online and being searchable online are not synonymous.

STARTING RELATIONSHIPS

Our career-advancement strategies rely on making connections, having conversations AND repeated touch points with key

individuals. Growing our networks and establishing trust do not happen without building strong relationships. So, with everything else we need to accomplish in our professional and personal lives, how do we strengthen relationships and remain relatable while still prioritizing everything else? Social media is a practical way to be part of the regular dialogue of your industry.

Think of Facebook as your best friend's birthday party. You are invited in, you build trust by showing photos, having conversations, and bonding over similar interests. Eventually one of those birthday party attendees asks for a recommendation for a consultant, ideas for individuals looking for work, or a place to do business with – you're at the party so you are able to chime in with your own expertise. Being present on social media gives you the opportunity to ensure you are top of mind and establish relationships.

GETTING STARTED

Make small goals for yourself as you begin to tackle your social media branding strategy.

Start with updating one platform by the end of the month; next make a plan to post on that platform three times per week for the next quarter; finally add other relevant platforms for your job and career aspirations.

Everyone wastes time online – start being strategic as you are scrolling through feeds by making connections, sharing links that establish your interests, writing posts that showcase your expertise, and keeping your profile up to date. 🍁



Your business.
Our insight.
A different perspective.

LAWSON LUNDELL LLP
Business Law in Calgary

#1 Law Firm in BC, AB and the North - *Canadian Lawyer* magazine
#1 Regional Law Firm in Canada - *Chambers Canada* (2015)



SECURE PASSWORDS YOU CAN ACTUALLY REMEMBER!

By the CAPLA Systems & Data Education Development Committee

Forgotten passwords are one of the most common reasons for calls to technical support lines. We do everything we can to avoid having to remember our passwords. Take a look at your monitor. Is there a post-it note stuck on it with a password you always forget because you rarely use it? Or do you use "Password2018" for all the systems you log into (even your online banking site)?

In this article, we're going to show you a technique that will increase your security and let you easily remember a different password for every system you use.

UK media outlet Telegraph exposed the top 25 most commonly used passwords. The top ten of those are 123456, 123456789, qwerty, 12345678, 111111, 1234567890, 1234567, password, 123123 and 987654321.

This list of common passwords is what hackers write on sticky notes for THEIR monitors, to try to break into systems! Don't use them!

Some tips they provide for picking a secure password include:

- Don't use the same password for every system.
- Make your password as long as possible, but still memorable, by using a phrase.
- Use a program that generates random passwords and stores them. Then copy/paste the password from there to the system you're logging into.

That last tip is one of the most secure methods, along with something called "two-factor authentication" or 2FA. However, they both add a level of complication that is not convenient or even feasible for some people (especially if you don't have a cell phone or don't use its SMS text feature).

Almost all systems have requirements for passwords. Some common ones are:

- Must be at least eight characters.
- Must have a mix of upper-case and lower-case letters.

- Must contain punctuation such as periods, question marks or exclamation marks.

Here's how to let your IT department sleep better at night, because you're not creating security holes:

Come up with a password that meets the most common rules (length, special characters, punctuation, etc.)

eg. M@ke5ecurityGreatAgain!

As you use each new system, change your password to be the common password, PLUS the system name. Be consistent about how you enter the system name. That way you won't have to remember whether you used Facebook or facebook.

eg. M@ke5ecurityGreatAgain!facebook

For added levels of security, try these methods:

Replace some characters in the system name AND misspell some of the words.

eg. M@ke5ekurityGraytAgain!f@c3book

Use a dead or less common language, like Latin or Swahili, for the common part of your password.

eg. EtSecuritasMagn@!f@c3book

If the example phrase above is too long or not meaningful to you, make up your own, or use one of these as inspiration. Remember, the longer, the better!

MyBirthd@y!\$June22<system name>

Harry&MeghanMay192018<system name>

99%SekoorPa55werd<system name>

IWon'tForgetMy5ecretPa&&word<system name>

I've tried this method personally, and I've found that the common part of my password becomes very easy to type, even though it's fairly complex, because I constantly practice it in my daily routine.

All security methods suffer from the same vulnerability: people. To be effective, security must be easy enough that people will actually use it. If you can manage the process of using a password generator/keeper and/or two-factor authentication, by all means, use those methods, for maximum security.

Some commonly-used password generators/keepers include:

LastPass

<https://lastpass.com>

1Password

<https://1password.com>

Dashlane

<https://www.dashlane.com>

Sticky Password

<https://www.stickypassword.com>

LogMeOnce

<https://www.logmeonce.com/> 🍁

REFERENCES:

<http://www.telegraph.co.uk/technology/2017/01/16/worlds-common-passwords-revealed-using/>

<https://www.cnet.com/news/two-factor-authentication-what-you-need-to-know-faq/>

<https://www.pcmag.com/article2/0,2817,2407168,00.asp>

THE NAME IN SURFACE LAND ACQUISITIONS
 SHERWOOD PARK 1.888.321.2222 Info@hurland.ca www.hurland.com

HURLAND
SERVICES

- LAND ACQUISITIONS
- FIRST NATIONS CONSULTATION
- PROJECT MANAGEMENT
- AER/AEP CROWN APPLICATIONS
- ANNUAL COMPENSATION REVIEWS
- DAMAGE SETTLEMENTS
- PUBLIC CONSULTATIONS & NOTIFICATIONS

Prospect

- Project management
- Surface acquisitions
- Crown acquisitions
- First nations consultation
- Rent reviews & pipeline damage settlements
- Public consultation & notification

ALBERTA
 #202, 809 Manning Rd NE
 Calgary, AB T2E 7M9
 P: 403.288.2100
 F: 403.288.2126
 bcampbell@prospectland.ca

BRITISH COLUMBIA
 #202-10343-100th Ave.
 Fort St. John, BC V1J 1Y8
 P: 250.787.2163
 F: 250.787.2164
 jhagen@prospectland.ca

FOR YOUR COMPLETE SURFACE LAND NEEDS IN ALBERTA & BC. WWW.PROSPECTLAND.CA

WORKPLACE:

WHAT IS A COWORKING SPACE ANYWAY?

By Ron Bettin, Co-founder, ReSourceYYC

Are you confused by the various office options that are offered in the market today? The word coworking is commonly misused by people who typically use it as an umbrella term to describe all office options such as business centres, incubators, accelerators and more.

As more individuals and companies are considering coworking as an alternative to traditional office leases, it is helpful to understand what the various options are.

SHARED OFFICE

A Shared Office is when more than one company or individual pool costs and resources to work together in the same space. Amenities tend to be very specific to the needs and funding of the participants.

COWORKING SPACE

A Coworking Space is where a group of like-minded professionals or individuals work in a common space and have access to peer groups and resources. These spaces usually have a combination of shared open working areas and individual offices. Coworking tends to include a range of amenities and an emphasis on networking.

BUSINESS CENTRE

A Business Centre is a place where individuals or businesses can rent offices or rooms for meetings. Services are provided for a fee and there is not much emphasis placed on networking or collaboration.

MAKERSPACE

A Makerspace is a collaborative work space for making physical items. Makerspaces cater to individuals and entrepreneurs who benefit from shared equipment such as 3D printers, laser cutters, CNC machines, soldering irons and even sewing machines.

INCUBATOR

An Incubator is generally a coworking space with programs specifically designed to support early or pre-revenue entrepreneurial companies. Incubators offer support that includes office space, capital, legal support, coaching, common services and networking connections. Most incubators focus on a specific market or vertical.

ACCELERATOR

An Accelerator is like an incubator but is focused on revenue-generating companies that are looking to grow their company in a short period of time. Accelerators usually have structured programming that requires a formal application process to join a cohort. Many incubators provide support in exchange for equity and access to growth capital.

WHAT IS RIGHT FOR YOUR BUSINESS?

If you are entrepreneurial or have a business that could benefit from being part of something better than your basement, you should carefully consider the many options that are available to you. The stage of your company and the support you require will determine what type of space you should be looking for.

Early stage and growth companies can benefit immensely from working in a space with like-minded peers and programming that is available. Take some time to research what is available in your area and go check them out. If it is a Coworking Space, they will offer a free or discounted trial day to check it out. Incubators and Accelerators will have experts to talk to and events to learn more about the fit for your company.

Small businesses have a high probability of failure, so it is important to find every advantage you can to increase your odds of survival. Choosing to align yourself with like-minded peers, successful mentors and programming support that enables your progress forward is a great way to ensure that your business is a success. 🌟

Ron Bettin is an entrepreneur and a co-founder of ReSourceYYC, Coworking Space for Professionals in downtown Calgary. ReSourceYYC is part of the Calgary Coworking Alliance, an association of independent coworking spaces dedicated to working together to promote the coworking concept in Calgary, showcase the diversity of our spaces and deliver a greater experience for small business owners.



NOURISH: HOW TO MANAGE YOUR FATIGUE

By TransCanada Health Services

Depending on where you live in Canada, on March 11 you probably set your clock an hour ahead for Daylight Savings Time. This annual ritual means spring is getting closer, but it also usually means we lose an hour of precious sleep. This is the time of year when fatigue can really catch up to us if we let it.

Fatigue is the feeling of extreme tiredness or exhaustion, often involving muscle weakness. It is not just a perception of feeling tired, but a physical state experienced by your body. Fatigue is an acute and/or ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries.

Fatigue isn't just a workplace hazard, putting you and your co-workers in danger. It is also dangerous to our long-term health and well-being!

Fatigue can be caused by stress, extreme physical or mental exertion, corporate culture, job requirements, and a need for more sleep. Signs and symptoms include loss of concentration, drowsiness, yawning, slow reactions, sore or tired eyes, boredom, and feeling irritable and restless.

Fatigue can result in:

- slower reflexes and reactions both in speed and thought.
- poor judgment, increasing the likelihood of accidents/injuries.
- poor decision-making skills.
- inability to solve problems or plan.
- inability to concentrate and avoid distractions.
- microsleeps that last up to 30 seconds (nodding off).
- inability to handle stress well.
- poor productivity or efficiency.
- taking risks that you usually wouldn't.

TIPS TO STAY ALERT

Even though getting a good night's rest is the number one way to fight fatigue, there are a number of ways you can mitigate it. Try out these techniques to remain alert throughout the day:

- Take a break and/or vary your tasks. This will keep your mind stimulated and focused on the task at hand. Performance is adversely affected during tasks of 30 mins or longer with little novelty, interest or incentive. Work tasks should provide a variety of interest and tasks should change throughout the shift.



- Work out midday. When that mid-afternoon urge to doze rolls around, hit the gym instead of the sack. Getting active can actually increase productivity enough to counteract that time away from the office.
- Have a nutritious snack. You will feel re-fueled and alert! Try low-fat protein sources (lean meat, skinless chicken, fish, beans, low-fat dairy) and complex carbohydrates (fruits and veggies, juice, whole-grain breads, cereals, potatoes, rice). Avoid high fat and sugary foods as these tend to lead to greater crashes in energy shortly after they are consumed.
- Take a nap. A power nap (five to 20 minutes) is a great way to feel refreshed and revitalized.
- Get social. Chat with your co-workers. Studies show social individuals sleep well and are happier. Chatting it up makes you feel more awake!
- Laugh. Laughter's a proven stress-buster, but studies suggest laughing can boost energy levels too.
- Drink! No, not that kind! Make sure you are getting plenty of water! Even mild dehydration can cause sleepiness.
- Try keeping a water bottle on your desk and set a goal to drink one or two a day. Drink coffee or tea when you feel tired, but try to do this only in the morning. Avoid caffeine intake six hours before bed.
- Develop and maintain good sleeping habits. Develop a routine, unplug from your phone, take a warm bath, turn off the lights in your room, and avoid any computer or TV use. 🌿

AT SOME POINT
YOU HAVE TO HAVE
THE GUTS TO
MOVE PAST A
GOOD IDEA ONTO
SOMETHING GREAT.



An overhaul for Land Software was desperately needed. So we did it. We designed our new land data management system from the ground up and ended in the Cloud. Because our design is based on real user experiences, LandView® captures and visualizes your land information like no other before.

LandView® is a web-based management solution in the MasterView® suite of products.



LandView™
powered by **peloton**
well focused®