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April 5, 2017

## OIL SANDS INFORMATION BULLETIN 2017-05

### Subject: Oil Sands Royalty Business Training May 2017

This Information Bulletin is to inform oil sands operators of the royalty business training sessions that will be offered by Oil Sands Operations at:

Location: AMEC Place  
801-6<sup>th</sup> Avenue S.W.  
Room 315  
Calgary, Alberta

Date: May 16-18, 2017

Oil Sands Operations is committed to helping operators understand the oil sands royalty regulatory rules and reporting processes and aims to provide these sessions twice a year, based on demand. We strongly encourage operators who are unfamiliar with the oil sands royalty regulatory reporting to attend these sessions.

[Attachment 1](#) outlines the session topics, dates, and times. These sessions are similar to those held in November, 2015. Seating is limited to 28 at each session. An operator may register for more than one seat but we reserve the right to decline additional attendees from the same company, if necessary, so that all interested operators can attend.

Operators may sign up for *any* or *all* of the sessions. Based on feedback received from the previously held training sessions, we recommend that operators register for the entire 3-day suite of training as the training materials often extend from one topic to the next and an understanding of the preceding topics will be beneficial and will minimize repeats of prior discussions.

To reserve your seats, please contact Barbara Adjei-Lomo at [Barbara.Adjei-Lomo@gov.ab.ca](mailto:Barbara.Adjei-Lomo@gov.ab.ca) by **May 5, 2017**. Please include your company name, the attendees' names, and the business topics or *All Topics* that you would like to register for in the email and indicate "Oil Sands Royalty Business Training May 2017" in the subject line. Registration will be confirmed via email. Registrants who have been declined seating to the May sessions will be given first priority at the Fall/Winter sessions in 2017.

Questions regarding this Information Bulletin may be directed to:

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**Authorized by:** Glen Gartner  
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Oil Sands Operations

| Business Topic  | Date         | Time                           |
|---|--------------|--------------------------------|
| <b>Acts &amp; Regulations Overview</b> <ul style="list-style-type: none"> <li>o Regulation Amendments</li> <li>o Mines and Minerals Act</li> <li>o Mines and Minerals Administration Regulation</li> <li>o Oil Sands Royalty Regulations, 1997 &amp; 2009</li> <li>o Oil Sands Allowed Costs (Ministerial) Regulation</li> <li>o Mines and Minerals Dispute Resolution Regulation</li> <li>o Bitumen Valuation Methodology (Ministerial) Regulation</li> <li>o Oil Sands Tenure Regulation, 2010</li> </ul> | May 16, 2017 | Morning – 9:45 am to Noon      |
| <b>OSR Projects</b> <ul style="list-style-type: none"> <li>o OSR Application Process</li> <li>o Cost Allocation Methodology Reporting</li> <li>o OSR Application Submission Process in ETS</li> <li>o PNCB and Economic Evaluation Templates</li> </ul>   | May 16, 2017 | Afternoon – 1:15 pm to 3:30 pm |
| <b>Royalty Business Overview</b> <ul style="list-style-type: none"> <li>o Royalty Regimes (OSR, NPR, CSR)</li> <li>o Pre-Payout vs Post-Payout</li> <li>o Unit Values for Revenue Valuation</li> <li>o Royalty Rates</li> <li>o Related royalty reporting requirements (Statement of Approval, External Auditor's Opinions, Payment Allocation)</li> <li>o Common Reporting Issues</li> </ul>   | May 17, 2017 | Morning – 9:45 am to Noon      |
| <b>Royalty Reporting Process and Royalty Reports</b> <ul style="list-style-type: none"> <li>o Royalty Reporting Templates</li> <li>o Report Submission Process in ETS</li> <li>o Royalty Information Reports</li> <li>o Reporting Resources for Operators</li> </ul>  | May 17, 2017 | Afternoon – 1:15 pm to 3:30 pm |
| <b>Supplemental Reporting</b> <ul style="list-style-type: none"> <li>o CARE Templates</li> <li>o Operator's Forecast Template</li> <li>o Timelines and Penalties for Supplemental Reporting</li> </ul>  | May 18, 2017 | Morning – 9:45 am to Noon      |
| <b>Supplemental Reporting Submission Process and Audit Processes</b> <ul style="list-style-type: none"> <li>o Supplemental Reporting Submission Process in ETS</li> <li>o PNCB Audit Cycle</li> <li>o EOPS Audit Cycle</li> <li>o Audit Adjustment Processing</li> </ul>  | May 18, 2017 | Afternoon – 1:15 pm to 3:30 pm |