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OIL SANDS INFORMATION BULLETIN 2018-02

Subject: Oil Sands Royalty Business Training June 2018

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
801-6th Avenue S.W.
Room 315
Calgary, Alberta

Date: June 12-14, 2018

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. A minimum of 15 registrants is required for the session to proceed. We strongly encourage operators who are unfamiliar with 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 May, 2017. 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. Registrants who have been declined seating to the June sessions will be given first priority at the Fall sessions in 2018.

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 email Chloe.Garcia@gov.ab.ca by **May 25, 2018**. 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 June 2018" in the subject line. Registration will be confirmed via email by June 4, 2018. There is no cost to register for any of these sessions.

Questions regarding this Information Bulletin may be directed to:

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Business Topic	Date	Time
Acts & Regulations Overview <ul style="list-style-type: none"> ○ Regulation Amendments ○ Mines and Minerals Act ○ Mines and Minerals Administration Regulation ○ Oil Sands Royalty Regulations, 1997 & 2009 ○ Oil Sands Allowed Costs (Ministerial) Regulation ○ Mines and Minerals Dispute Resolution Regulation ○ Bitumen Valuation Methodology (Ministerial) Regulation ○ Oil Sands Tenure Regulation, 2010 	June 12, 2018	Morning – 9:45 am to Noon
OSR Projects <ul style="list-style-type: none"> ○ OSR Application Process ○ Cost Allocation Methodology Reporting ○ OSR Application Submission Process in ETS ○ PNCB and Economic Evaluation Templates 	June 12, 2018	Afternoon – 1:15 pm to 3:30 pm
Royalty Business Overview <ul style="list-style-type: none"> ○ Royalty Regimes (OSR, NPR, CSR) ○ Pre-Payout vs Post-Payout ○ Unit Values for Revenue Valuation ○ Royalty Rates ○ Related royalty reporting requirements (Statement of Approval, External Auditor's Opinions, Payment Allocation) ○ Common Reporting Issues 	June 13, 2018	Morning – 9:45 am to Noon
Royalty Reporting Process and Royalty Reports <ul style="list-style-type: none"> ○ Royalty Reporting Templates ○ Report Submission Process in ETS ○ Royalty Information Reports ○ Reporting Resources for Operators 	June 13, 2018	Afternoon – 1:15 pm to 3:30 pm
Supplemental Reporting <ul style="list-style-type: none"> ○ CARE Templates ○ Operator's Forecast Template ○ Timelines and Penalties for Supplemental Reporting 	June 14, 2018	Morning – 9:45 am to Noon
Supplemental Reporting Submission Process and Audit Processes <ul style="list-style-type: none"> ○ Supplemental Reporting Submission Process in ETS ○ PNCB Audit Cycle ○ EOPS Audit Cycle ○ Audit Adjustment Processing 	June 14, 2018	Afternoon – 1:15 pm to 3:30 pm