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December 11, 2014

OIL SANDS INFORMATION BULLETIN 2014-18

Subject: Oil Sands Training February 2015

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

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

Date: February 10-12, 2015

The Oil Sands Division is committed to helping operators understand 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 regulatory reporting to attend these sessions.

Attachment 1 outlines the session topics, dates, and times. These sessions are similar to the ones that were held in May and June 2014. 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 last 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 Katrina Ferrera at Katrina.Ferrera@gov.ab.ca by **January 17, 2015**. Please include the subject line "**Oil Sands Business Training Feb 2015 Registration**", as well as your company name, the attendees' names, and the business topics or *All Topics* that you would like to register for. Registration will be confirmed via email. Registrants who have been declined seating to the February sessions will be given first priority at the next sessions, which will be held in Fall/Winter 2015.

Questions regarding this Information Bulletin may be directed to:

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Attachment 1

Oil Sands Training Session Details

Business Topic	Date	Time
Acts & Regulations Overview <ul style="list-style-type: none"> ○ Mines and Minerals Act ○ Oil Sands Royalty Regulation 2009 ○ Oil Sands Allowed Costs (Ministerial) Regulation ○ Bitumen Valuation Methodology (Ministerial) Regulation 	February 10, 2015	Morning – 9:45 am to Noon
OSR Projects <ul style="list-style-type: none"> ○ Introduction to OSR Applications ○ Introduction to OSR Cost Allocation ○ Application Submission Process in ETS (Demo) ○ PNCB and Economic Evaluation Templates 	February 10, 2015	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 ○ Royalty Rates ○ Unit Values for Revenue Valuation ○ Related royalty reporting requirements (Statement of Approval, External Auditor's Opinions, Payment Allocation) ○ Common Reporting Issues 	February 11, 2015	Morning – 9:45 am to Noon
Reporting Process and Royalty Reports <ul style="list-style-type: none"> ○ Royalty Templates ○ Royalty Submission Process in ETS (Demo) ○ Royalty Information Reports ○ Statement of Account 	February 11, 2015	Afternoon – 1:15 pm to 3:30 pm
Supplemental Reporting <ul style="list-style-type: none"> ○ CARE Templates ○ Operator's Forecast Template 	February 12, 2015	Morning – 9:45 am to Noon
ETS Correspondence and Audit Process <ul style="list-style-type: none"> ○ Supplemental Reporting Process in ETS (Demo) ○ Audit Life Cycle ○ Accounting and Record Keeping ○ Standard of Evidence 	February 12, 2015	Afternoon – 1:15 pm to 3:30 pm