



Oil Development
Oil Sands Development
Operational Policy

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OIL SANDS INFORMATION BULLETIN **2006-02**

SUBJECT: The Alberta Oil Sands Tenure Principles and Procedures

The *Alberta Oil Sands Tenure Principles and Procedures* (Guidelines) interpret the relevant legislation, particularly the *Oil Sands Tenure Regulation (AR 50/2000)*, and the *Mines and Minerals Administration Regulation (AR 262/97)*. The Guidelines are designed to help lessees, permittees, and developers determine their oil sands tenure entitlements and obligations; and to communicate oil sands tenure-related policy to industry stakeholders.

The *June 15, 2006 Guidelines* replace the *June 6, 2003 Guidelines* and include the new Posting, Bidding, and Direct Purchases of Oil Sands business rules. The attached list identifies the updates made to the Guidelines since June 6, 2003.

The June 15, 2006 Guidelines can be retrieved from the Department of Energy website: <http://www.energy.gov.ab.ca>. (Navigate to 'Our Business', then 'Oil Sands', and then 'Guidelines (Tenure)').

Oil Sands Tenure clients are encouraged to continually check the department's website as these Guidelines reflect the ongoing policies and procedures of the Oil Sands Tenure Program and are subject to change as required.

In cases of conflict the *Mines and Minerals Act*, the *Oil Sands Tenure Regulation*, and the *Mines and Minerals Administration Regulation* will take precedence over these Guidelines.

If you have any questions regarding the content of the updated Guidelines please go to the Department of Energy website and navigate to 'Our Business', then 'Oil Sands', and then 'Contacts'.

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Attachment

Global changes

Department of Energy Web site links
 Legislation references
 Oil Sands Tenure forms
 Examples
 Information Letters References
 In this document
 Contacts

Reason for change

Replaced broken web links with web site navigation instructions
 Moved legislative references out of the paragraph.
 Inserted navigation instructions to Oil Sands Tenure related forms
 Updated examples to more current dates
 Replaced Information Letter references with web site navigation instructions
 Updated to provide navigation instructions to the Oil Sands home page
 Moved contacts to the appendix.

Tenure Guideline Description**Chapter 1**

Alberta Oil Sands

Updated with current information and removed forecasting

Chapter 2

Public Offerings (Sales)

Information Letter 2006-12

Bidding Requirements

Information Letter 2006-12

Bid Request

Information Letter 2006-12

Payment

Information Letter 2006-12

Timelines

Information Letter 2006-12

Sales Results

Information Letter 2006-12

Direct Purchases of Crown Rights

Information Letter 2006-12

Direct Purchase of Portions

Information Letter 2006-12

Direct Purchase of Complementing Rights

Information Letter 2006-12

Applying for a Direct Purchase

Information Letter 2006-12

Acceptance and Processing

House keeping

Payment

Information Letter 2006-12

Transfer of Ownership in Oil Sands Agreements

Information Letter 2006-12

Requesting a Transfer

Information Letter 2006-12

Requesting a Partial Transfer

House keeping

Chapter 3

Agreement Types

House keeping

Lease Types

House keeping

Leases

House keeping

Permits

House keeping

Annual Rent

Updated Monthly Statement Process as identified in Information Letter 2006-10

Designated Representative

House keeping

Applying for Leases Continuation

House keeping

The Review Process for Lease Continuation

House keeping

Applying for Primary Lease Out of a First-Term Lease

House keeping

Applying for Lease Selection

House keeping

The Review Process for Lease Selection

House keeping

Consolidation

House keeping

Cancellation

House keeping

Chapter 4

Figure 2

House keeping

Figure 3

House keeping

Coring and Coring Equivalent Data

House keeping

Seismic Data

House keeping

Chapter 5

Minimum levels of Production

House keeping

Solution Gas

Updated definition of Solution Gas as identified in Information Letter 2005-25

Appendix Description

Appendix A: Forms and Reporting

Replaced "samples" with navigation instructions to Oil Sands related forms

Appendix B: Information Letters and Bulletins

Replaced list of Information Letters and Bulletins with navigation instructions

Appendix C: e-Subscription

Added information regarding subscriptions and navigation instructions

Appendix D: Glossary

Amended some definitions for clarification.

Appendix E: Abbreviations

Updated abbreviations.

Appendix F: Contact Information

Updated contact information and included mailing address, Department of Energy website, and navigation instructions.

Appendix G: Electronic System and Services

Added information regarding systems and services giving a brief description of the services required for Oil Sands Tenure related business.

Electronic Transfer System (ETS):

Posting Requests

Bidding

Crown Oil Sands Agreement Documents

Transfer Ownership