

## Notice

The guidelines outlined in this document are based on the *Mines and Minerals Act*, the *Oil Sands Tenure Regulation*, and the *Mines and Minerals Administration Regulation*. The act, the regulations and the guidelines themselves are subject to regular reviews by the Department of Energy and industry. They are amended as required, in response to changing circumstances and business needs.

The current guidelines reflect the Department of Energy policies and procedures as of May 12, 2009. Industry will be notified when the guidelines are revised.

The **Alberta Oil Sands Tenure Guidelines** document is produced for the convenience of readers. It provides a general understanding of the principles and processes used to establish oil sands tenure.

Users are reminded that the guidelines have no legislative sanction.

Should the guidelines conflict with the *Mines and Minerals Act*, the *Oil Sands Tenure Regulation*, or the *Mines and Minerals Administration Regulation*, the act and regulations will prevail.

Copies of the *Act* and regulations are available through the Queen's Printer:

In Edmonton:  
10611 - 98 Avenue  
Edmonton, Alberta  
T5K 2P7  
Phone 780.427.4952 • Fax  
780.452.0668

E-mail: QP@gov.ab.ca

Free, online copies may be downloaded from the Queen's Printer's website at [www.qp.alberta.ca](http://www.qp.alberta.ca) or by going to the Department of Energy website, navigating to the Oil Sands home page, and in the left menu choosing Our Business, Oil Sands, Legislation, and Guidelines & Policies.

For further information or inquiries regarding the guidelines, please contact the appropriate department representative listed in Appendix.

## About this document

The Alberta Department of Energy through a consultative process, which included oil sands industry representatives, developed the *Alberta Oil Sands Tenure Guidelines*. The guidelines are designed to:

- help lessees and developers determine their oil sands tenure entitlements,
- interpret relevant energy legislation (statutes and regulations),
- communicate oil sands tenure-related policy to industry stakeholders,
- make it easier for the oil sands industry to comply with the requirements of the *Mines and Minerals Act*, the *Oil Sands Tenure Regulation*, and the *Mines and Minerals Administration Regulation*.

The Alberta Oil Sands Tenure Guidelines address a number of areas

- [Chapter 1](#) provides a brief history of Alberta's mineral rights and oil sands tenure systems.
- [Chapter 2](#) deals with acquiring oil sands rights through the public offering process by direct purchases or transfers.
- [Chapter 3](#) discusses the types of oil sands agreements (permits and leases) and explains Department of Energy policy for managing and continuing these agreements. Topics include continuations and lease selection, cancellations and surrendering oil sands agreements.
- [Chapter 4](#) deals with evaluating oil sands leases and permits. A minimum level of evaluation must be met in order for an oil sands agreement to be continued beyond its initial term.
- [Chapter 5](#) explains department policy with regard to the minimum level of production, which must be met for an oil sands lease to be considered a producing lease.
- [Chapter 6](#) deals with escalating rent, which are charged on non-producing continued leases.

The appendices include

- Forms and reporting
- Information Letters and Bulletins
- e-Subscription
- Glossary - words defined in this appendix are identified by a star (\*) the first time they appear in the document
- Abbreviations
- Contact Information
- Electronic Systems

In this document

- the *Act* refers to the *Mines and Minerals Act*.
- the Minister refers to Alberta's Minister of Energy.
- the department refers to the Alberta Department of Energy.
- The ERCB refers to the Energy Resources Conservation Board.

To locate important oil sands information and links, the internet user needs to do so by going to the Department of Energy website [www.energy.gov.ab.ca](http://www.energy.gov.ab.ca), navigating to the Oil Sands home page, and in the left menu choosing Our Business, Oil Sands and then choose your topic.