

# **2018 Assessment Year Request for Information Reference Guide**

**Operators of Wells with Surface Location  
Inside The City of Lloydminster, Saskatchewan**

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## **The Linear Property Operator's Responsibility / Purpose of the 2018 Assessment Year Request for Information**

Under sections 397, 399 and 241(1) of *The Lloydminster Charter*, all linear property operators in the City of Lloydminster, Saskatchewan are required to provide a report relating to the linear property when requested by the assessor.

The 2018 Assessment Year Request for Information Reference Guide (2018 AY RFI) provides the required steps for the operators of wells with surface locations inside the City of Lloydminster, Saskatchewan to prepare a fully compliant 2018 AY RFI Return.

The 2018 AY RFI and other material provide direction and explain the circumstances you will need to update/modify the enclosed pre-populated 2018 AY RFI Excel file (***Company Number\_RFI\_SASK\_WELL\_2018.xls***). The 2018 AY RFI provides direction and explains the circumstances under which you are required to send copies of other documents as part of your 2018 AY RFI Return.

You must report all information and provide all documentation requested in the 2018 AY RFI by December 31, 2018 to accurately report the wells with surface locations inside the City of Lloydminster, Saskatchewan inventory you own as of October 31, 2018.

### **2018 AY Request for Information Return Declaration Form**

This form is to ensure your contact information is up to date and the Request for Information Return has been filled out in compliance with the 2018 AY RFI. This form must be completed, signed and returned with the 2018 AY RFI by Monday, December 31, 2018.

### **Terminology**

'Plain language' and industry-familiar terminology have been used in the 2018 AY RFI whenever possible. The 2018 AY RFI is a legal document that deals with technically complex subjects. Review the following "Terms and Definitions" section for the meaning of key words used in the 2018 AY RFI. Also, review the Appendix for expanded reporting instructions for common inventory file elements and cross-references between industry-familiar terminology and that used in the 2018 AY RFI.

### **Terms and Definitions**

In the 2018 Assessment Year Request for Information (2018 AY RFI) for Operators of Wells with Surface Locations Inside the City of Lloydminster, Saskatchewan:

- (a) **2018 AY RFI Return** means a complete inventory file (including copies of the documents when required to support well characteristics/specifications) submitted to the assessor in response to the 2018 AY RFI.
- (b) **AER** means Alberta Energy Regulator.
- (c) **Alberta** means the Province of Alberta and the City of Lloydminster, Saskatchewan.
- (d) **assessment year** has the meaning given to it in the Regulation.
- (e) **assessor** has the meaning given to it in section 228(1)(e) of *The Lloydminster Charter*
- (f) **ER** means the Department of Saskatchewan Energy and Resources.
- (g) **Geographic Information System (GIS)** means a map-based application such as MapInfo, ESRI or Intergraph and the application's associated spatial data (example: line work style, symbols and geometries).
- (h) **inventory file** means the Microsoft Excel form prescribed and pre-populated by the assessor in the 2018 AY RFI or a GIS file containing the same information or a combination of the two.
- (i) **linear property** has the meaning given to it in section 228(1)(n) of *The Lloydminster Charter*
- (j) **MGA** means the *Municipal Government Act* (Chapter M-26, RSA 2000).
- (k) **operator** has the meaning given to it in section 228(1)(w) of *The Lloydminster Charter*
- (l) **Regulation** means the *Matters Relating to Assessment and Taxation Regulation* (AR 203/2017), as amended.
- (m) **request for information (RFI)** means the report referred to in section 238(3), 240(1), and 241(1) of *The Lloydminster Charter*.
- (n) **well** has the meaning given to it in section 284(1)(k)(vi) of the *Municipal Government Act*.

## **General Information**

### **What information must you report in the inventory file?**

You must report all of the information requested in the 2018 AY RFI, and provide copies of supporting documents where requested. The 2018 AY RFI provides detailed instructions to assist you to prepare a fully compliant 2018 AY RFI Return.

To get you started, additions and changes to your last years linear property inventory has been pre-populated in your 2018 AY RFI Excel file with the best information known to the assessor. If the pre-populated information is correct and you have no changes, then submit the Excel file as your 2018 AY RFI Return to the Provincial Assessor. For further instructions, please go to section "Filing your 2018 AY RFI Return" in this document.

However, if the pre-populated information is incorrect or otherwise deficient or inaccurate, you must update the pre-populated information with additions, and changes as required to reflect your inventory as of October 31, 2018. **Based upon your 2018 AY RFI Return and other information that may be available, the assessor will determine if the inventory is assessable linear property or not.**

### **Other publications you may need**

Copies of the *Municipal Government Act, 2017 Alberta Linear Property Assessment Minister's Guidelines*, the *Freedom of Information and Protection of Privacy Act*, *The Lloydminster Charter*, the *Pipeline Act*, the *Pipeline Regulation*, other legislation and regulations, and the *2005 Construction Cost Reporting Guide* can be purchased from the Alberta Queen's Printer Bookstore. For more information, visit the Queen's Printer website at [www.qp.alberta.ca](http://www.qp.alberta.ca).

AER Directives may be accessed at the AER website at [www.aer.ca](http://www.aer.ca). The *National Energy Board Act* and the *Onshore Pipeline Regulations* may be accessed at the NEB website at [www.neb.gc.ca](http://www.neb.gc.ca).

### **What do you include with your 2018 AY RFI Return and what records do you keep?**

Unless specifically requested in this 2018 AY RFI, documentation to support reported inventory details do not have to be filed with the 2018 AY RFI Return. However, the operator should retain these supporting documents until at least December 31, 2021 in case the assessor requests them for verification of the 2018 AY RFI Return.

**Filing your 2018 AY RFI Return**

Submit your 2018 AY RFI Return to the assessor no later than December 31, 2018.

2018 AY RFI Returns may be e-mailed to:

[ma.alpasmail@gov.ab.ca](mailto:ma.alpasmail@gov.ab.ca)

2018 AY RFI Returns may be mailed, couriered or hand delivered to:

Provincial Assessor  
Assessment Services Branch, Alberta Municipal Affairs  
15<sup>th</sup> Floor, Commerce Place  
10155 102 ST NW  
Edmonton AB T5J 4L4  
Canada

All information reported to the assessor will be managed in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

It is your statutory duty (per section 241 of *The Lloydminster Charter*) to ensure that the 2018 AY RFI Return is complete and accurate as the information contained therein will be relied upon by the assessor for the 2018 tax year.

**What happens to your 2018 AY RFI Return after the assessor receives it?**

The assessor will review your submission and may ask for additional information to clarify or support your 2018 AY RFI Return. This information will be used to prepare your 2018 linear property assessment for property taxation in 2019.

In accordance with section 238(5) of *The Lloydminster Charter*, if the operator does not provide the requested information, the assessor must prepare the assessment using the most accurate information available about the linear property.

**What are the consequences of not filing a 2018 AY RFI Return by December 31, 2018?**

You will not be compliant if your 2018 AY RFI Return is not received by December 31, 2018:

1. In accordance with section 238(5) of *The Lloydminster Charter*, the Provincial Assessor will prepare your assessment using the best information available to the assessor.
2. You may lose your right to file a complaint to the Municipal Government Board about your linear assessment per section 241(4) of *The Lloydminster Charter*.
3. The assessor may apply to the court to obtain the required information under section 242(1) of *The Lloydminster Charter*.

**Getting Started**

Please open your 2018 AY RFI Excel file which has been pre-populated with the best information known to the assessor. The 2018 AY RFI PDF document provides the detailed

instructions on how to report your inventory **in the Province of Alberta and the City of Lloydminster, Saskatchewan** as of October 31, 2018.

If you have any questions or require assistance with your 2018 AY RFI, please contact one of the following:

- a. Westin Bennett at [Westin.Bennett@gov.ab.ca](mailto:Westin.Bennett@gov.ab.ca) or 825-468-4138
- b. Janet Hayes at [Janet.Hayes@gov.ab.ca](mailto:Janet.Hayes@gov.ab.ca) or 403-754-6298
- c. Gail Reykdal at [Gail.Reykdal@gov.ab.ca](mailto:Gail.Reykdal@gov.ab.ca) or 780-422-8302

Government of Alberta telephone numbers can be reached toll free from anywhere in Alberta by first calling 310-0000.

E-mail general inquiries to [ma.alpasmail@gov.ab.ca](mailto:ma.alpasmail@gov.ab.ca).

**NOTE: Our office will be closed between Monday December 24, 2018 and Tuesday January 1, 2019. We will be available Wednesday January 2, 2019.**

**Open the Pre-populated 2018 AY RFI Inventory File****(Company Number\_RFI\_SASK\_WELL\_2018.xls)****Instructions for Reporting Operator Details on Sheet 1 (Oper)**

Sheet 1 (Oper) captures information about the operator and the Canada Post mailing address for the assessment notice.

Sheet 1 (Oper) has been pre-populated with the best information known to the assessor. However, all operators of wells with surface locations inside the City of Lloydminster, Saskatchewan as of October 31, 2018 **must** update the information that appears in Sheet 1 (Oper) of the enclosed inventory file using the instructions in Table 1.

**Table 1 – Operator Identification**

Row	Label	Reporting Instructions
<b>Note:</b> The information in rows 1 and 2 are for the assessor's use only and do not need to be reviewed or updated by the operator.		
<b>Operator (row 3)</b>		
3	AsseName	Enter the full legal name of the operator (individual or corporation). If the operator is a corporation, enter the name as recorded on the incorporation documents.
<b>Person accountable for the RFI (rows 4 and 5)</b>		
4	RfiActName	Enter the name of the individual in the operator's organization who is accountable for the completeness and correctness of the information submitted to the assessor. This individual <b>must</b> be an representative of company.
5	RfiActTitle	Enter the title of the accountable person.
<b>Contact person for the RFI (rows 6 and 7)</b>		
6	RfiContactName	Enter the full name of the individual who will act as the first point of contact if the assessor has questions about the 2018 AY RFI Return.
7	RfiContactTel	Enter the daytime business telephone number (including area code and country code if applicable) for the contact person.
<b>Assessment notice mailing address (rows 8 through 15).</b> The address must be inside the operator's organization and must follow Canada Post address standards per <a href="http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp">www.canadapost.ca/tools/pg/manual/PGaddress-e.asp</a>		
8	Addr1	Enter the first line of the mailing address.
9	Addr2	Enter the second line of the mailing address.
10	Addr3	Enter the third line of the mailing address.
11	Addr4	Enter the fourth line of the mailing address.
12	Muni	Enter the Canada Post municipality.
13	PrSt	Enter the two-character postal code/zip code for the province or state.
14	PcZip	Enter the postal code/zip code (5 or 5+4 format).
15	Cntry	Enter the full name of the country. Enter <b>USA</b> for the United States.



### **Instructions for Reporting Wells in the City of Lloydminster, Saskatchewan on Sheet 2 (WL)**

Sheet 2 (WL) has been pre-populated with the best information known to the assessor. However, all operators of wells with surface locations inside the City of Lloydminster, Saskatchewan **must** update the information that appears in Sheet 2 (WL) of the enclosed inventory file using the instructions in Table 2 to reflect their wells as of October 31, 2018.

**Table 2 – Wells in the City of Lloydminster, Saskatchewan**

Col	Label	Reporting Instructions
<b>Note:</b> The information in column <b>A</b> is for the assessor's use only and does not need to be reviewed or updated by the operator.		
<b>B</b>	Trx	Enter <b>A</b> , <b>C</b> or <b>D</b> or leave blank. See Appendix, Record Transaction for other instructions.
<b>Well Details (Columns C through AC)</b> The information in columns <b>C</b> through <b>I</b> must be identical for every bottom hole reported in columns <b>J</b> through <b>AC</b> .		
<i>Surface location identification (columns C through I)</i>		
<b>C</b>	License	Enter the well licence number issued by the ER.
<b>D</b>	BACode	Enter the unique code assigned to the operator by the ER.
<b>E</b>	SHLSD	Surface hole legal subdivision. Enter <b>01</b> to <b>16</b> .
<b>F</b>	SHSec	Surface hole section. Enter <b>01</b> to <b>36</b> .
<b>G</b>	SHTwp	Surface hole township. Enter <b>001</b> to <b>126</b> .
<b>H</b>	SHRge	Surface hole range. Enter <b>01</b> to <b>30</b> .
<b>I</b>	SHMer	Surface hole meridian. Enter <b>3</b> .
<i>Bottom hole details (columns J through AC)</i>		
<b>J</b>	CommonWellID	The 13-character common well identifier assigned for the bottom hole by the ER. The format is LE (location exception), LSD (legal subdivision), S (section), T (township), R (range), M (meridian), ES (event sequence).
<b>K</b>	WellName	The well name (maximum of 50 characters) assigned to the bottom hole by the ER.
<b>L</b>	FinDrilDate	The date on which drilling to the bottom hole total depth was completed. Must be in the format DDMMYYYY (example: 31OCT2018). If the well has not been drilled to TD, enter 31DEC9999.
<b>M</b>	SHAbdDt	The date on which the surface hole of the well was abandoned per the regulations of the ER. Must be in the format DDMMYYYY (example: 31OCT2018). If the well has not been surface abandoned, enter 31DEC9999.
<b>N</b>	StatusDt	The date of the well status. Must be in the format DDMMYYYY (example: 31OCT2018).
<b>O</b>	WSFluid	Well status fluid. Use Table 3 below. Enter the code from column 1 for the description in column 2 that best describes the well status fluid of the well as of October 31, 2018.
<b>P</b>	WSMode	Well status mode. Use Table 4 below. Enter the code from column 1 for the description in column 2 that best describes the well status mode of the well as of October 31, 2018.

Table 2 – Wells in the City of Lloydminster, Saskatchewan

Col	Label	Reporting Instructions
Q	WSType	Well status type. Use Table 5 below. Enter the code from column 1 for the description in column 2 that best describes the well status type of the well as of October 31, 2018.
R	WSStruct	Well status structure. Use Table 6 below. Enter the code from column 1 for the description in column 2 that best describes the well status structure of the well as of October 31, 2018.
S	TD	Enter the total depth of the bottom hole (to the nearest 0.1 metre).
T	TVD	Enter the true vertical depth of the bottom hole (to the nearest 0.1 metre). If the true vertical depth is not known, or if the bottom hole is not deviated or directional, enter <b>0</b> .
U	CasingShoe	Enter the deepest casing shoe set depth in the bottom hole (to the nearest 0.1 metre).
V	PB	Enter the top of the highest cement plug or bridge plug in that permanently seals the wellbore (to the nearest 0.1 metre). If no plug back events exist, enter <b>0</b> .
W	PrdBot	Enter the bottom of the deepest producing interval (to the nearest 0.1 metre). If the deepest producing interval depth is not known or there is no producing interval, enter <b>0</b> .
X	PTBot	Enter the bottom of the latest perforation interval (to the nearest 0.1 metre). If the latest perforation interval depth is not known or there is no perforation interval, enter <b>0</b> .
Y	R12ProdHrs	Enter the total number of hours that the well was producing fluids (all types) between November 1, 2017 and October 31, 2018 inclusive.
Z	R12InjHrs	Enter the total number of hours that the well was injecting fluids (all types) between November 1, 2017 and October 31, 2018 inclusive.
AA	R12Gas	Enter the total number of 1000 m3 of gas that the well produced between November 1, 2017 and October 31, 2018 inclusive.
AB	R12Oil	Enter the total number of m3 of oil and bitumen that the well produced between November 1, 2017 and October 31, 2018 inclusive.
AC	R12Cond	Enter the total number of m3 of condensate that the well produced between November 1, 2017 and October 31, 2018 inclusive.

**Appendix – Common Reporting Instructions****Table 3 – Well Status Fluid**

<b>Column 1</b>	<b>Column 2</b>
<b>Code</b>	<b>Description</b>
00	Not applicable
01	Crude oil
02	Gas
06	Water
07	Brine
08	Waste
09	Solvent
10	Steam
11	Air
13	Carbon dioxide
15	Nitrogen
16	Liquefied petroleum gas
17	Crude bitumen
20	Acid gas
22	Coal bed methane
23	Coal bed methane completed in coal
24	Shale gas and other sources
25	Shale gas only
26	Coal bed methane & shale & other sources

**Table 4 – Well Status Mode**

<b>Column 1</b>	<b>Column 2</b>
<b>Code</b>	<b>Description</b>
00	Not applicable
01	Suspended
02	Abandoned
03	Abandoned zone
04	Abandoned and re-entered
06	Potential
07	Drilled and cased
08	Junked and abandoned
09	Closed
10	Flow
11	Pump
12	Gas lift
13	Test
14	Abandoned and whip stocked
16	Test completed

**Table 5 – Well Status Type**

<b>Column 1</b>	<b>Column 2</b>
<b>Code</b>	<b>Description</b>
00	Producer
02	Storage
03	Injection
04	Disposal
05	Observation
06	Training
08	Farm
09	Industrial
10	Cyclical
11	Source
12	Steam assisted gravity drain

**Table 6 – Well Status Structure**

<b>Column 1</b>	<b>Column 2</b>
<b>Code</b>	<b>Description</b>
00	Not applicable
05	Commingled
06	Drain

**Record Transaction (Trx)**

The 2018 AY RFI inventory file is pre-populated with the best information known to the assessor. You must change the information as necessary to accurately reflect the inventory that you own as of October 31, 2018. The Trx column allows you to flag the records you have changed.

Enter:

- **A** for new records (these records did not exist on the pre-populated inventory file); or
- **C** for changed records (these records are on the pre-populated inventory file, but the content is now different); or
- **D** for records that are no longer applicable as of October 31, 2018 (these records are on the pre-populated inventory file, but should not be used for the 2018 assessment year); or
- Leave the column blank if the entire record is identical (no changes) to the pre-populated inventory file.