2024

MARS

MINERAL TENURE – INFORMATION MANUAL FOR CLIENTS

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Saskatchewan

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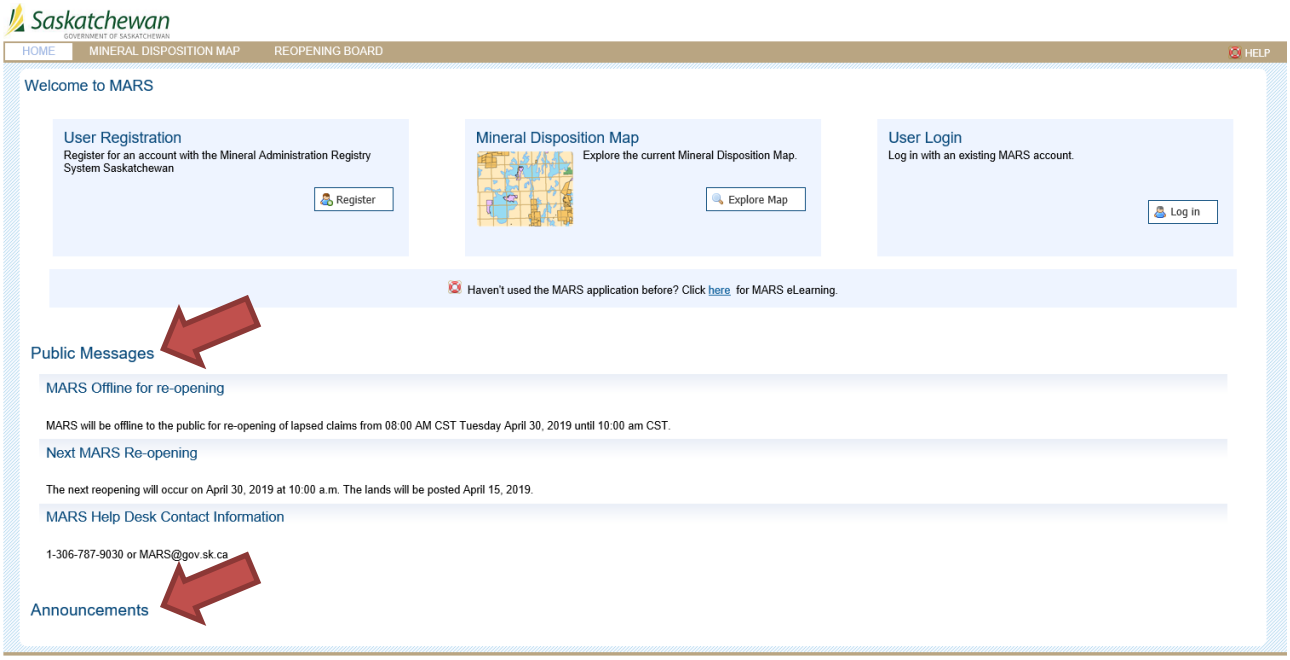
GENERAL INFORMATION

- When working in MARS, anything that is underscored can be clicked on for further information.
- "Public Messages" on the home page are updated as necessary with the most current MARS notices. The re-openings will always be posted here along with warning that MARS will be shut down for maintenance.



• The Crown Minerals Act: http://www.publications.gov.sk.ca/details.cfm?p=453

• The Mineral Resource Act: http://www.publications.gov.sk.ca/details.cfm?p=630

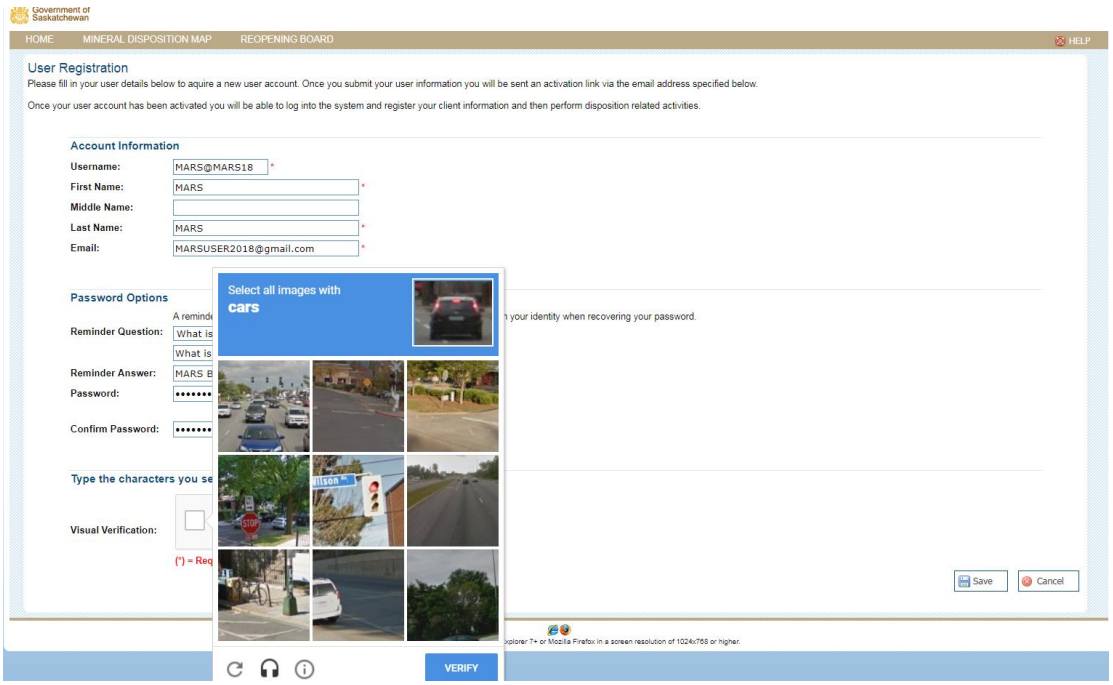
• The Mineral Tenure Registry Regulations (MTRR): https://publications.saskatchewan.ca/#/products/65749

TO SET YOURSELF UP AS "USER"

1. Sign into MARS https://mars.isc.ca/marsweb/default.aspx
2. Scroll to the bottom of the page and select "I agree."
3. Select "Don't have an account? Click here to register."
4. Click the "register" link and enter the following information (NOTE red * is a required field):
    a. Username
    b. First name
    c. Last name
    d. Email
    e. A password reminder question and answer

    NOTE: The password is case sensitive and requires at least 1 Capital letter, 1 Number and 1 Special character. Underscore "_" is not considered a special character. Minimum of 8 characters.

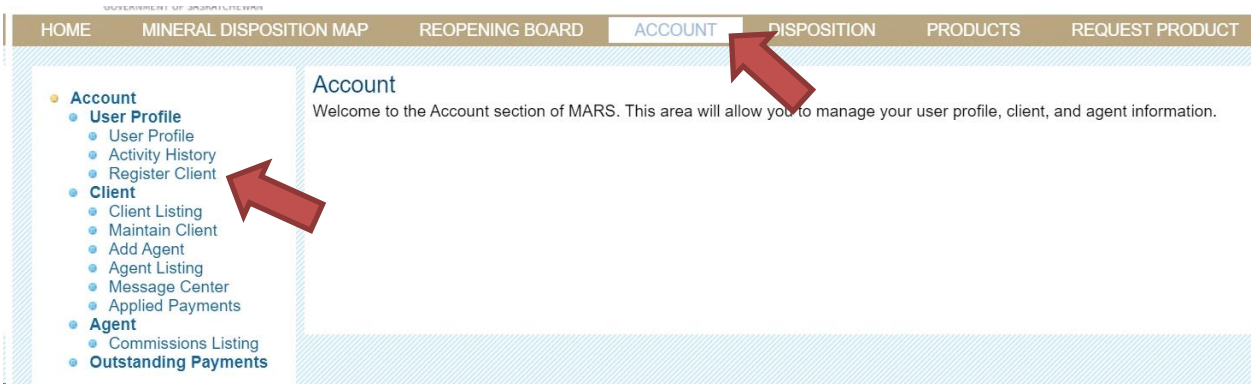
    f. Enter password confirmation.
    g. Do the captcha verification.



5. When you receive the activation email, click on the "activation" link. This will return you to the MARS site.
6. Log into the MARS site with your username and password.

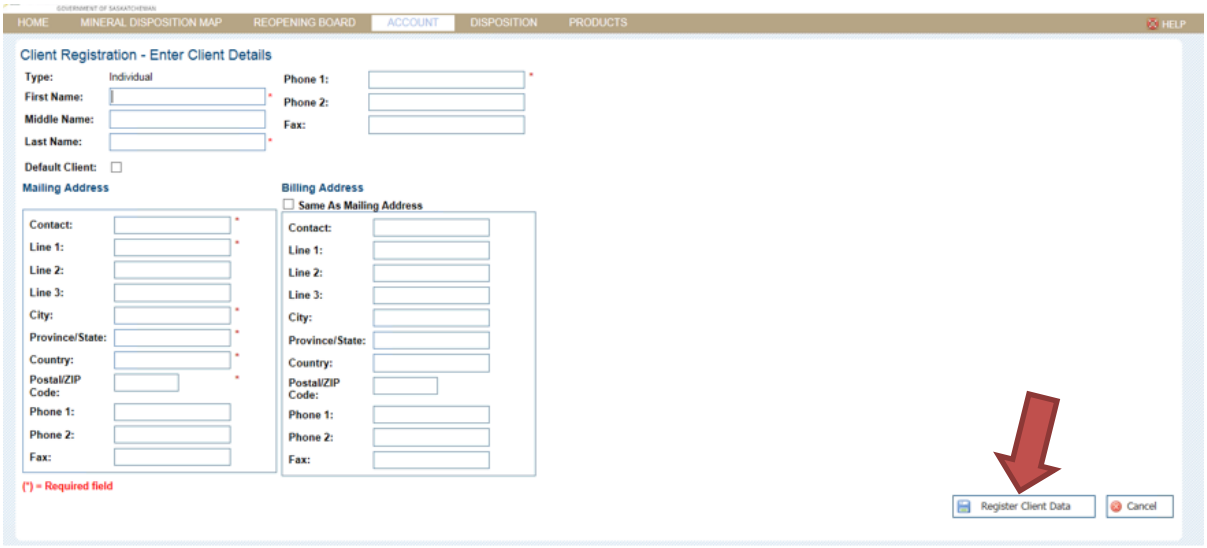
TO SET YOURSELF UP AS A "CLIENT" – AS AN "INDIVIDUAL"

1. Sign into MARS
2. Click the "Account tab" at the top of the screen.



3. On the left-hand side click "Register client"

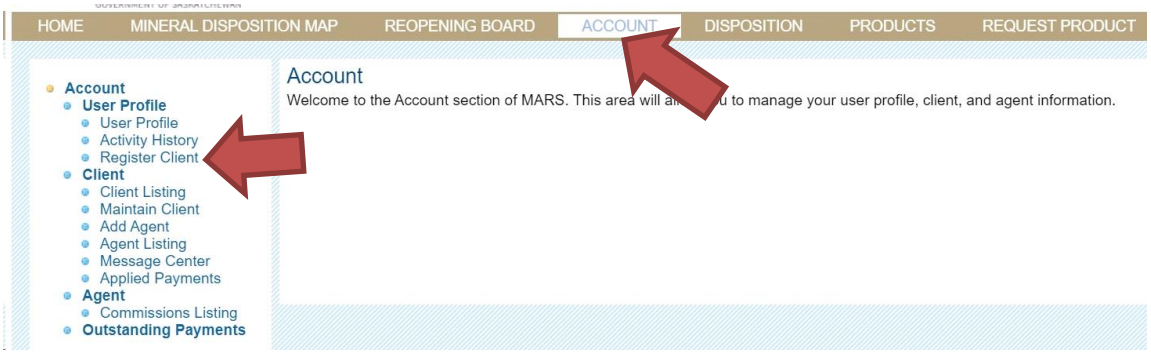
4. After choosing "Individual" click "continue"
5. Add the following information to set yourself up as a client.
    a. First name
    b. Last name
    c. Mailing address
    d. Phone number
    e. Any field with a red * is mandatory.
6. Click "Register Client Data"



7. Now that you are a client you can apply for claims, submit work assessment, and manage your claims (e.g. divisions, transfers, deficiency deposits, etc.)

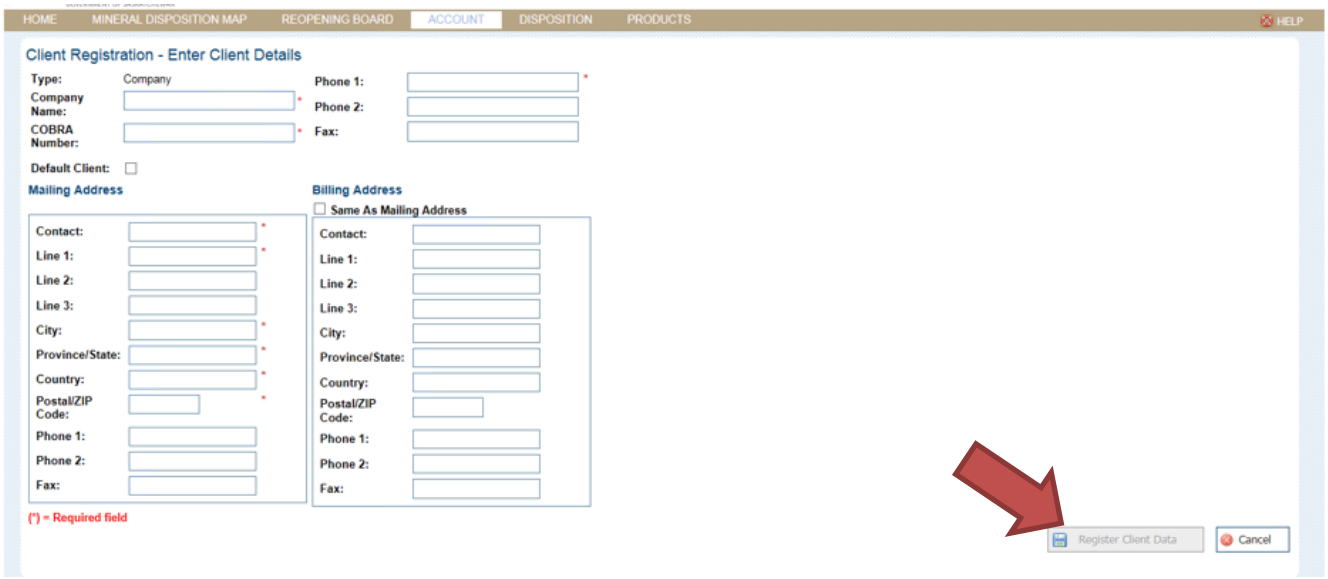
TO SET YOURSELF UP AS A "CLIENT" – AS A "COMPANY"

1. Sign into MARS.
2. Click the "Account tab" at the top of the screen.
3. On the left-hand side click "Register Client"



a. Change the drop-down selection to "Company."

4. Add the following information to set yourself up as a company client **– IT IS MANDATORY THAT THIS INFORMATION IS KEPT UP TO DATE**. MARS frequently emails pertinent information regarding your claims.
    a. Company name
    b. COBRA number (Entity Number) - This is **Mandatory** and is applied through Saskatchewan Corporate Registry (ISC). Please contact ISC at 1-866-275-4721 or www.isc.ca.
    c. Contact Name
    d. Mailing address
    e. Phone number
    f. Any field with a red * is mandatory.

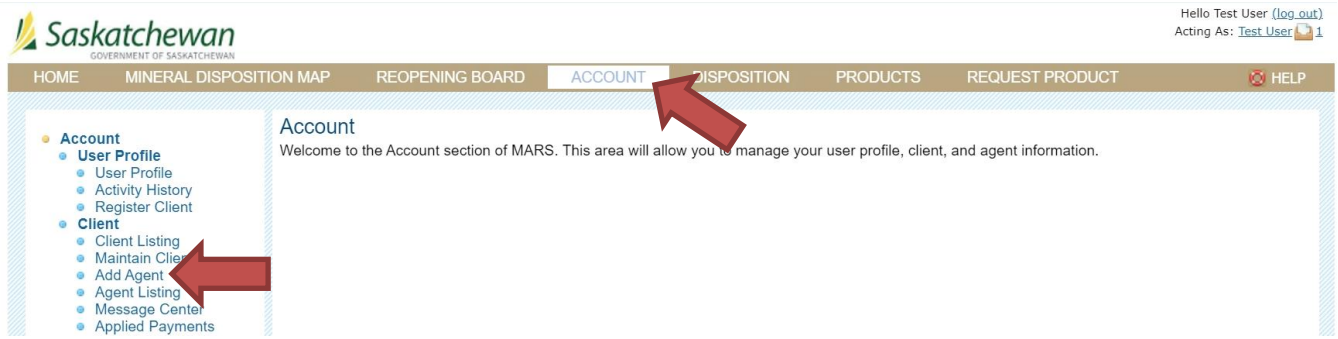


5. Click “Register Client Data”
6. Now that you are a client you can apply for claims, submit work assessment, and manage your claims (e.g. divisions, transfers, deficiency deposits, etc.)

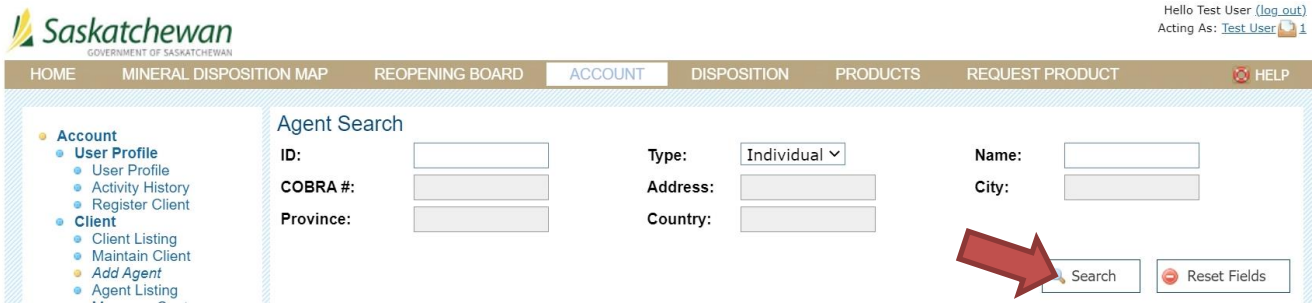
7. Click “Continue” this will take you back to “User Profile Management” page

ADDING AN AGENT

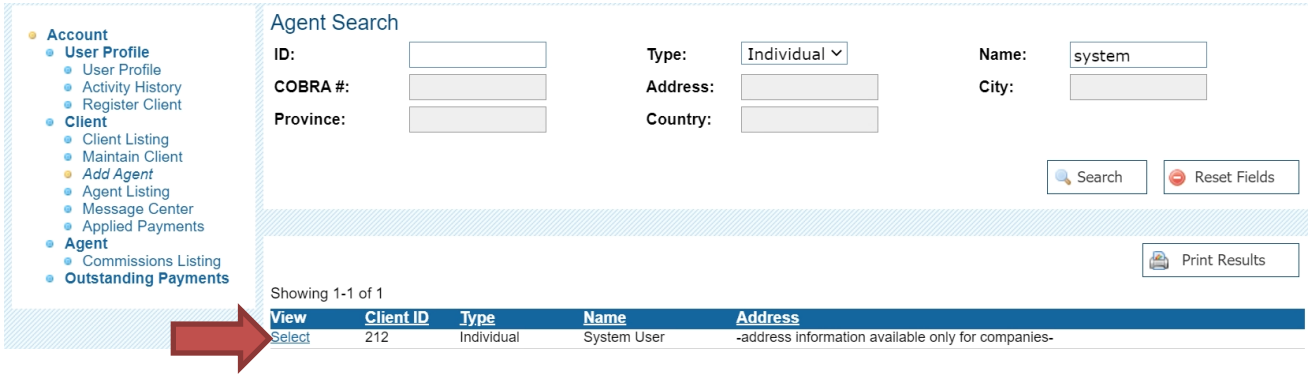
1. Sign into MARS
2. Click on the “Account Tab”
3. On the left-hand side select “Add Agent”



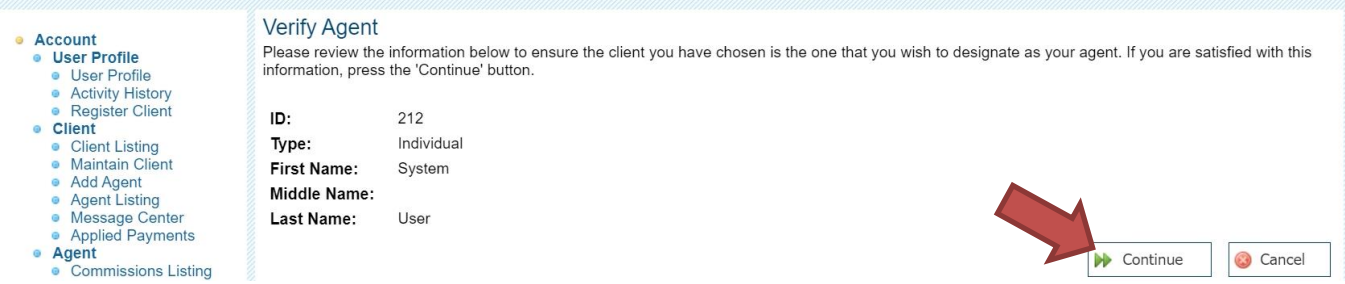
4. You can select from any of the clients in MARS to act on your behalf. You can narrow your search to the fields provided.
    a. ID
    b. Name
    c. COBRA #
    d. Etc.
5. Click “Search”. The registered clients will be displayed.



6. Click the underscored “Select”



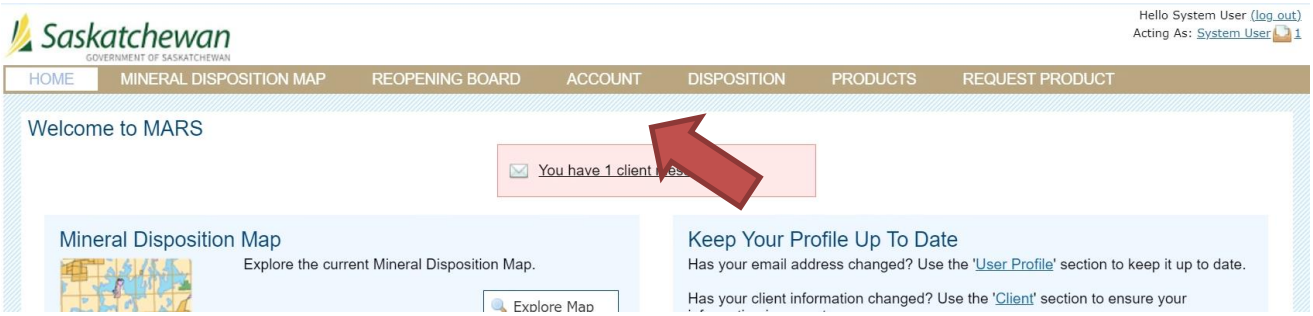
7. After selecting the agent, on next page click “Continue”. MARS will then send an email notification to the selected client requesting agency. There is a 10-day limit on the request being accepted.



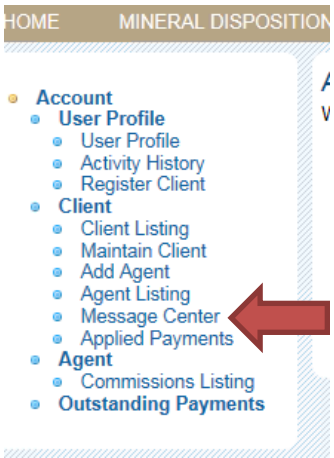
8. Once the agency has been accepted you can then configure the agent’s permissions. (i.e. acquisitions, submitting assessment work, transfers, divisions, etc.)
9. This also is where you can select what dispositions they have access to.

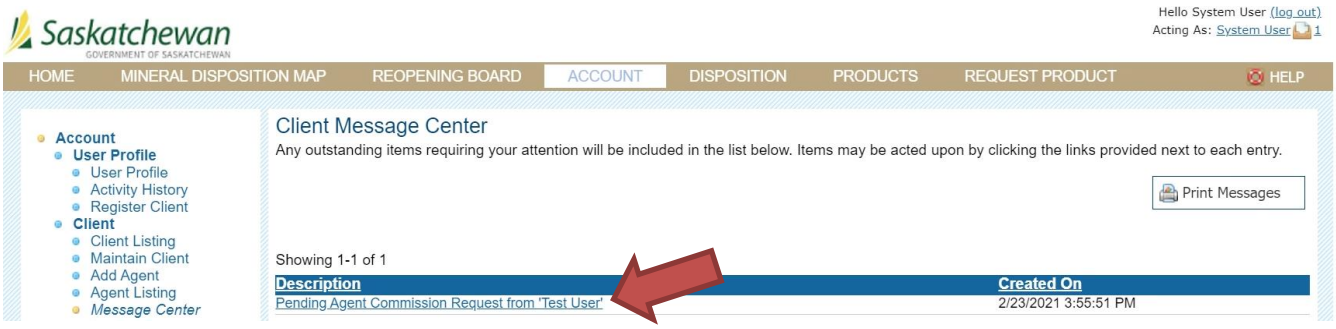
How to Accept an Agent Request

1. Sign into MARS
2. Click on “Account” tab

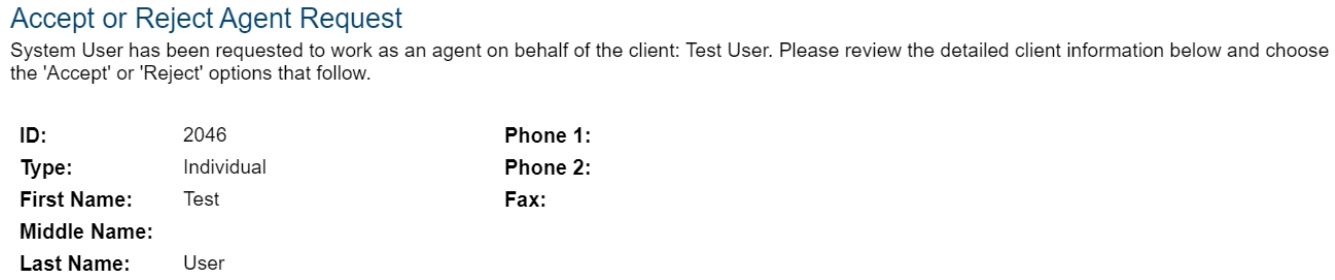


3. Click on “Message Center”



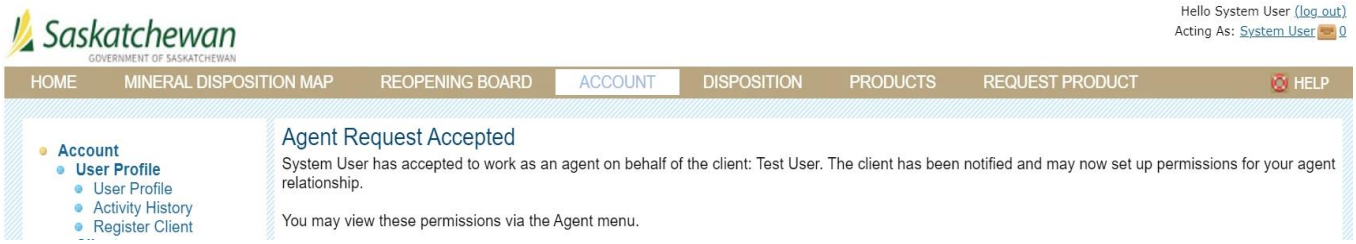


4. In the Client Center you will see you have a “Pending Agent Commission Request”. Click on the link.



5. This will take you the “Accept or Reject Agent Request” screen.

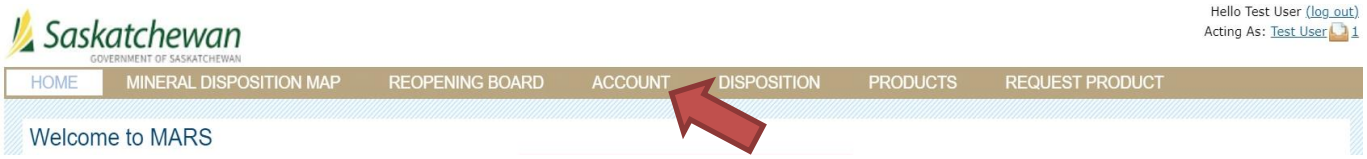
6. Clink on “Accept” or “Reject”



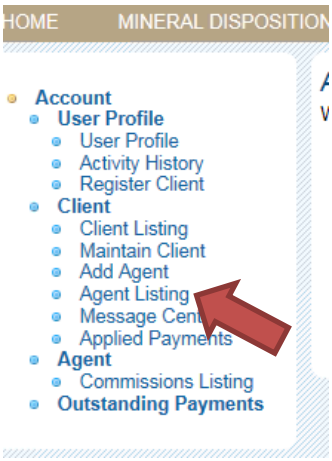
7. This will take you to the “Agent Request Accepted” or “Rejected” screen
8. An automatic email will be sent notifying the Client that the agent has “accepted” or “rejected” the agency

How to Assign Permissions

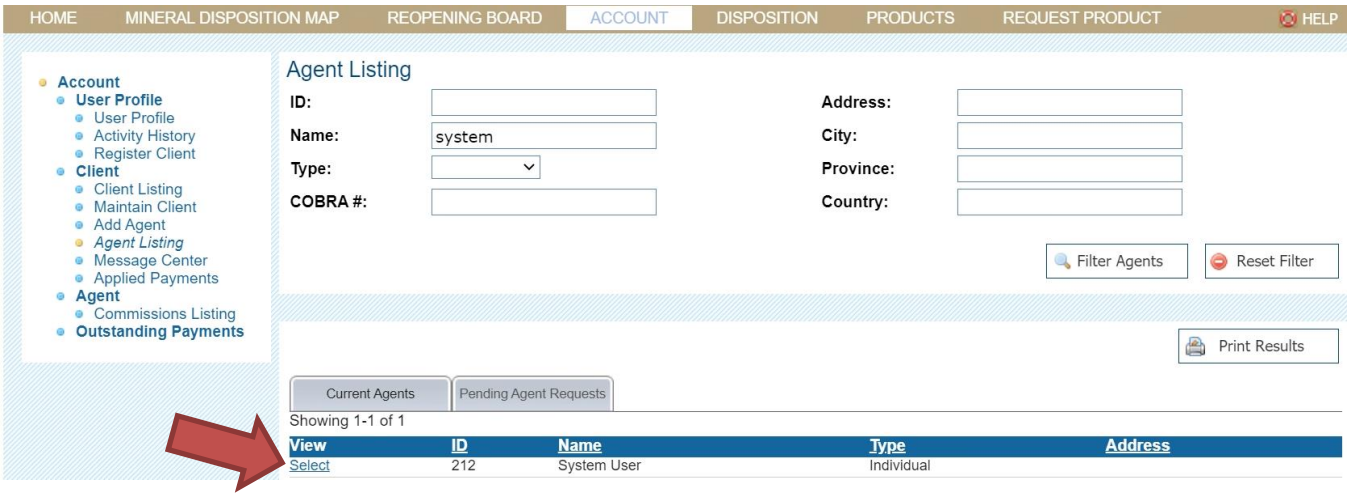
1. Sign in to MARS



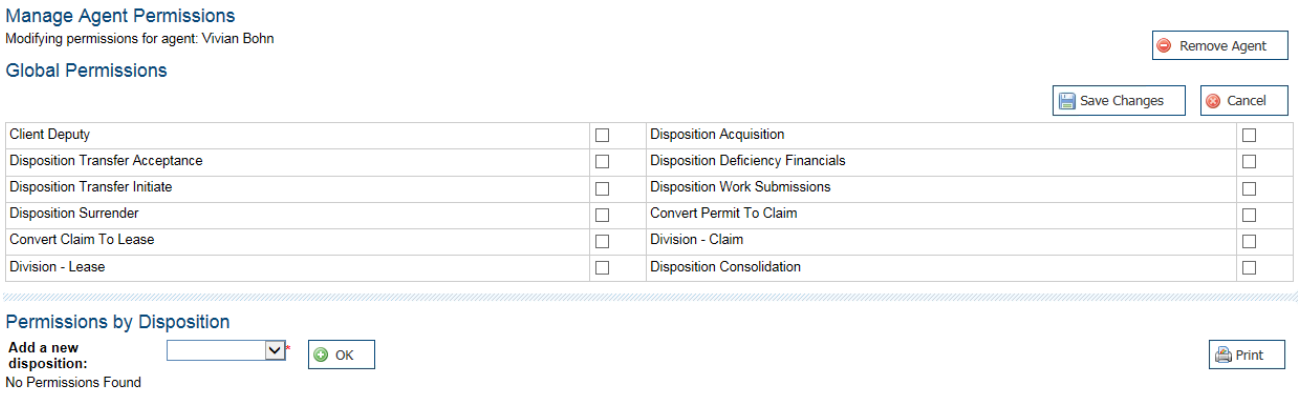
2. Click on the “Account” tab



3. Click on the “Agent Listing”



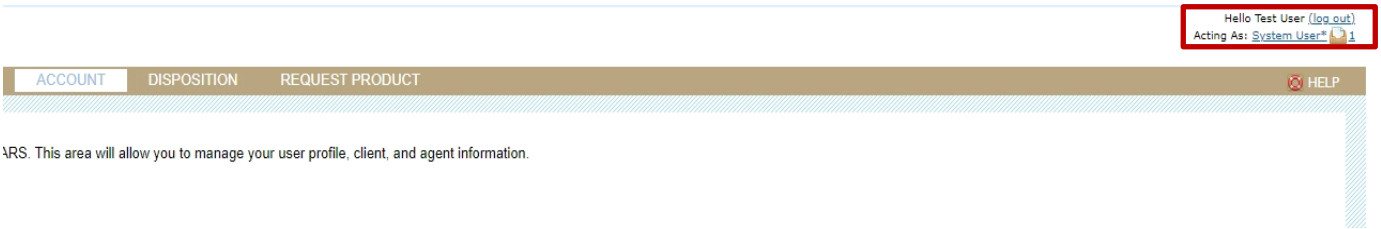
4. Click “Select” the “Agent” you wish



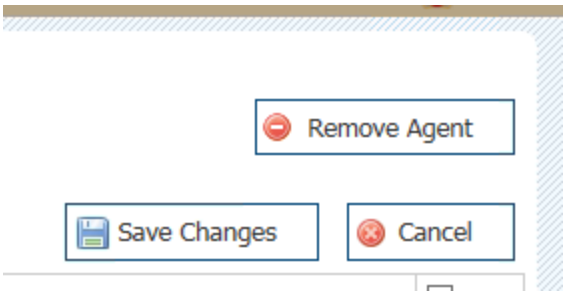
5. Choose the permissions you would like to assign to your Agent. Once complete make sure you hit the "**Save Changes**" button

    a. Client Deputy – Allows agent to set up new agents and their permissions on behalf of disposition holder

    NOTE: An agent with "Client Deputy" permission can act on behalf of the holder when logging in with his/her own account. "Acting As" function is located at the upper right corner of the web page.

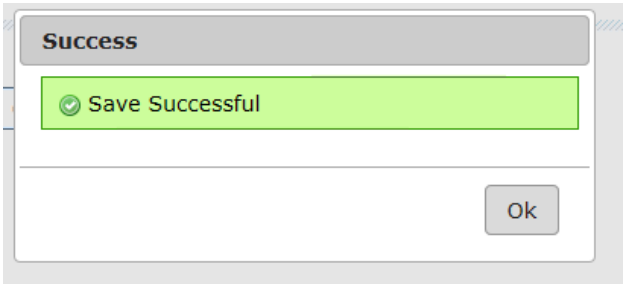


    b. Disposition Transfer Acceptance
    c. Disposition Transfer Initiate
    d. Disposition Surrender
    e. Convert Claim to Lease
    f. Division – Lease
    g. Disposition Acquisition
    h. Disposition Deficiency Financials
    i. Disposition Work Submissions
    j. Convert Permit to Claim
    k. Division – Claim
    l. Disposition Consolidation



6. This screen is also where you can remove an Agent from your account

7. You can also assign permissions by specific disposition numbers

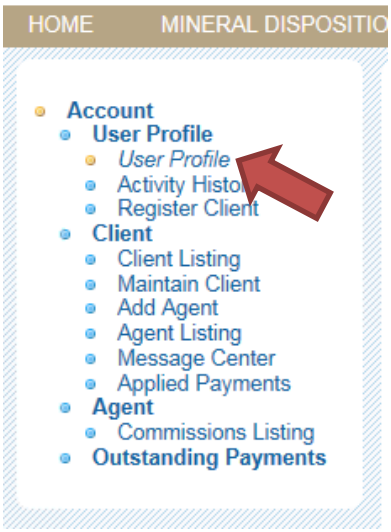


8. Once you hit save changes you will see a popup box letting you know the save was successful

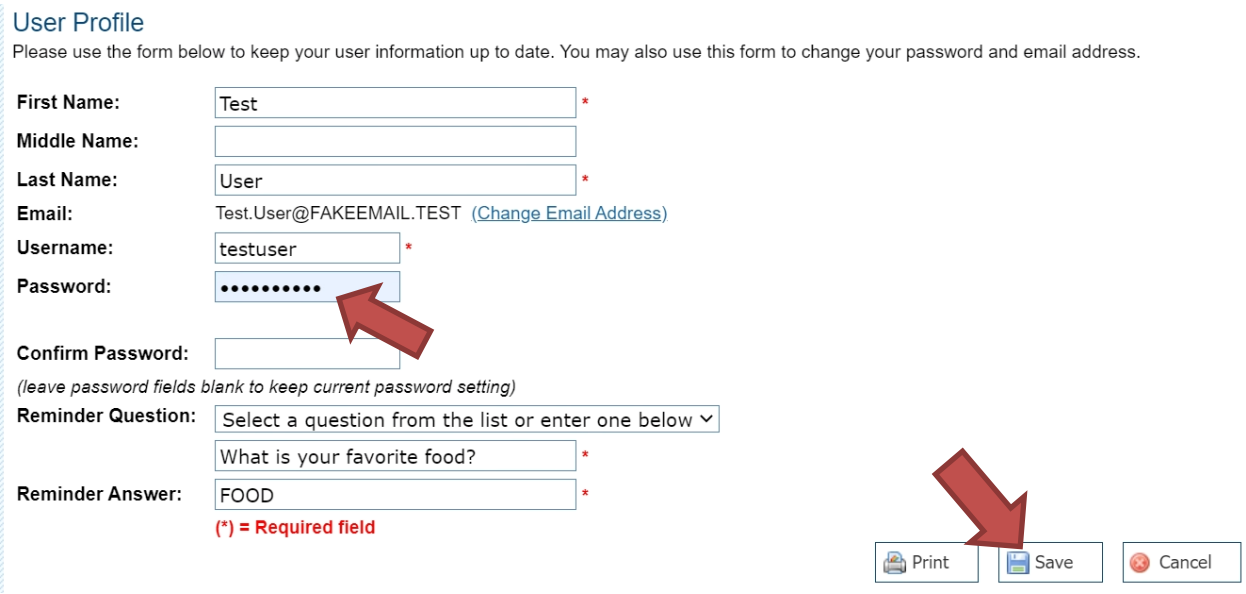
MARS ACCOUNT PASSWORD CHANGES

- Sign into MARS

- Click on the "Account" tab at the top

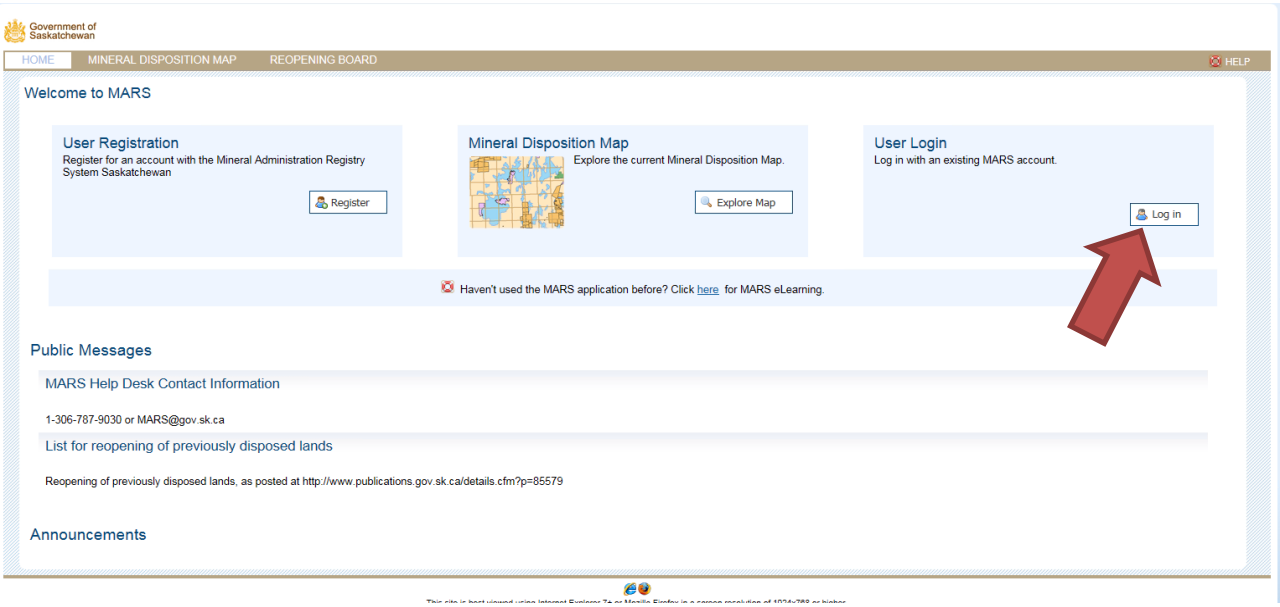


- Click on "User Profile" on the left hand side

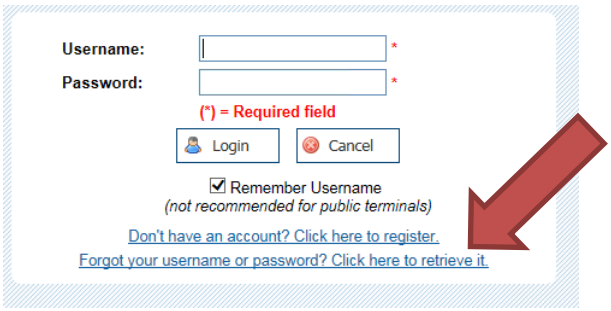


- You can edit your account information and change your User Name and Password from here.
- Click "Save" once you have completed the change

MARS ACCOUNT PASSWORD RESET



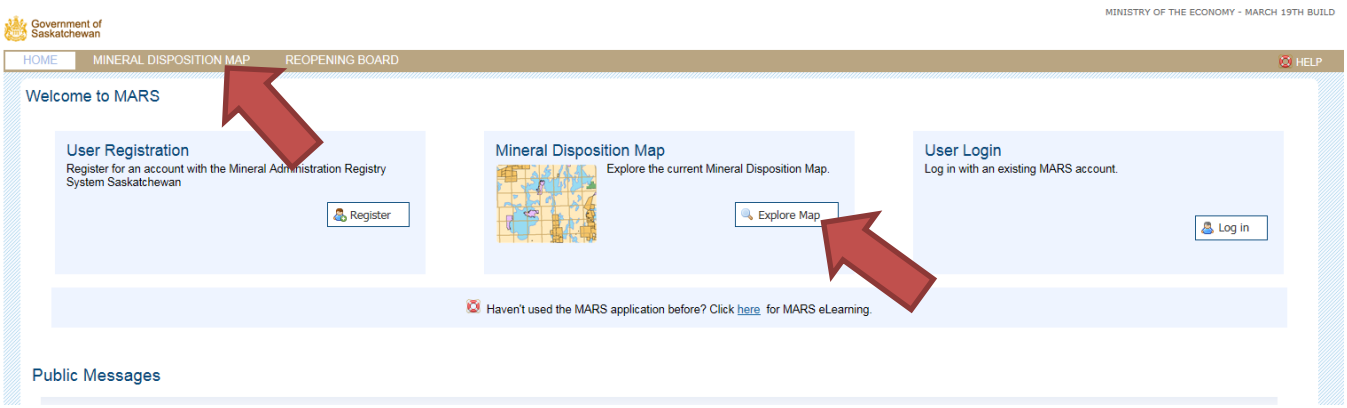
- From the sign in page click “Log in”



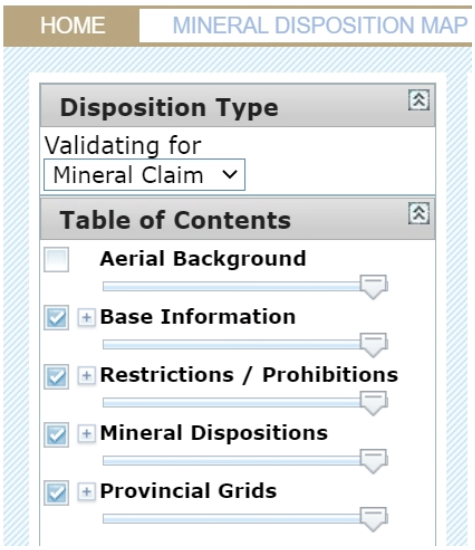
- Click on “Forgot Username or password”

- You can retrieve your username by email
- Or reset your password with your username
- Click “OK”

WHAT IS AND HOW TO USE THE MARS MINERAL DISPOSITION MAP

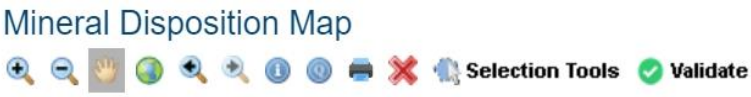


- This is the map of the province that contains:
  - Boundaries and features
    i. Provincial boundary
  - Base information
    i. Major cities
    ii. Major water bodies
    iii. Major rivers
    iv. Main highways
  - Restrictions and Prohibitions
    i. Parks
    ii. Crown reserves
    iii. Indian reserves
    iv. Urban municipalities
    v. Land claims
    vi. Manual restrictions
  - Mineral dispositions
    i. Reopening lands
    ii. Active mineral dispositions
    iii. Pending dispositions
    iv. Lapsed features
  - Provincial Grids
    i. NTS grid_1:250k
    ii. NTS grid_1:50K
    iii. Saskatchewan Grid
    iv. Selection Grid

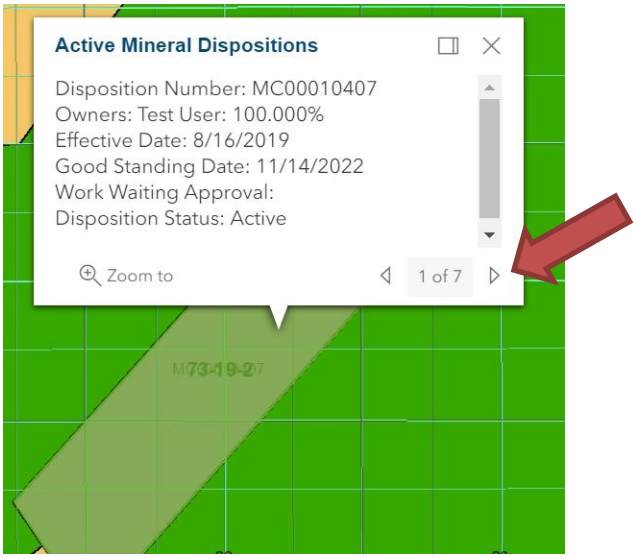


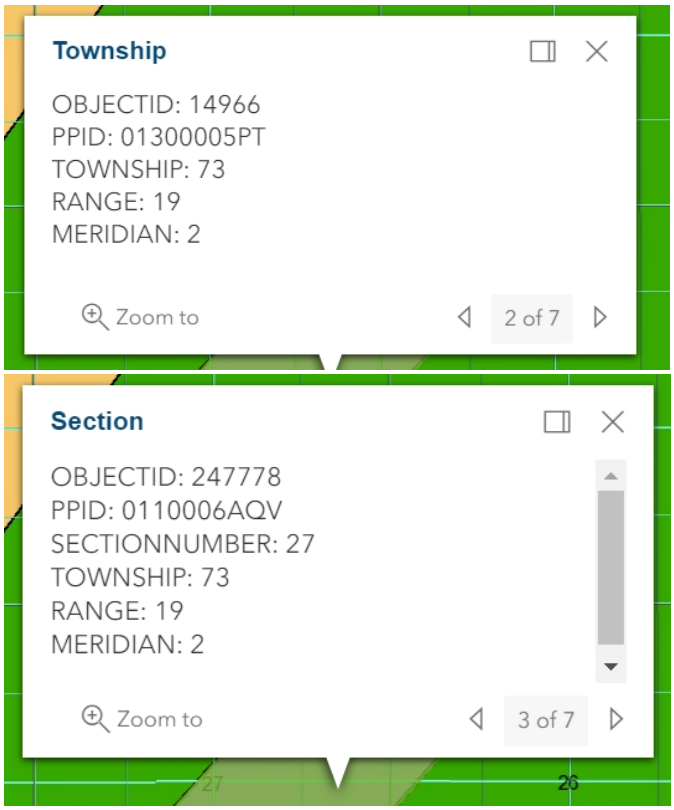
- If you click on the "+" sign it expands the legend.

1. Navigation Tools – These tools are the same as in the Saskatchewan Geological Atlas (GeoAtlas)



   a. Identify tool – This tool allows the user to identify features
      i. Zoom into the map to the disposition that you would like information on
      ii. Click the " " then click the disposition, this will bring up the "Identify Features" pop up



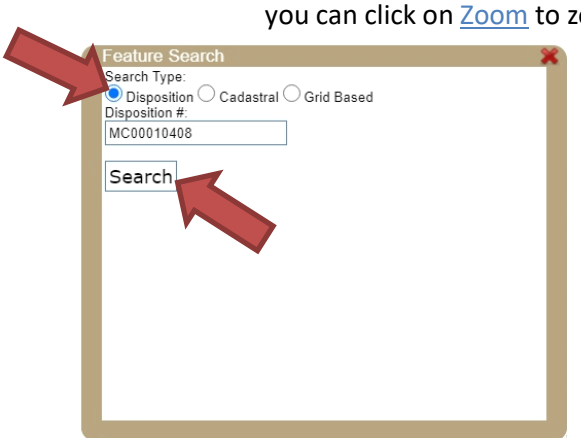


This will display the disposition number and other details of the disposition, including:

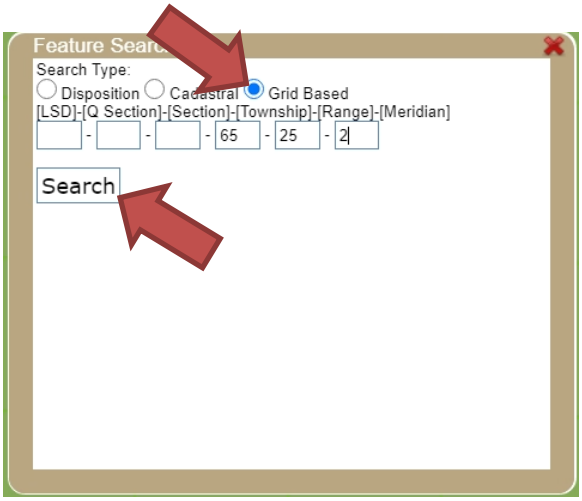
i. Owner's name
ii. Effective Date
iii. Good Standing Date
iv. Work awaiting approval
v. Status
vi. Section - Township – Range – Meridian

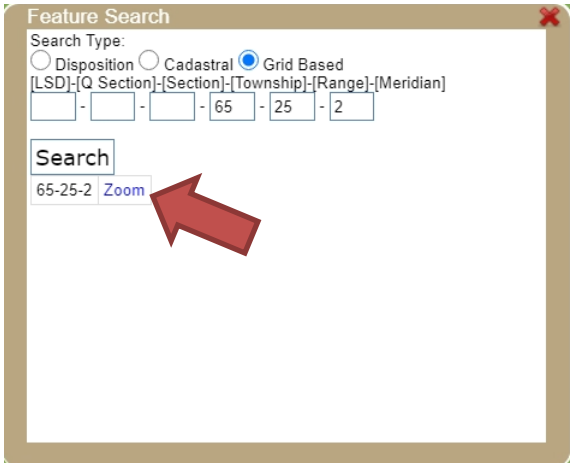
b. Query tool – this allows the user to find a disposition on the map. This can be done in 2 ways:

i. Enter the disposition number, and click "Search". When the feature comes up you can click on Zoom to zoom to the disposition.

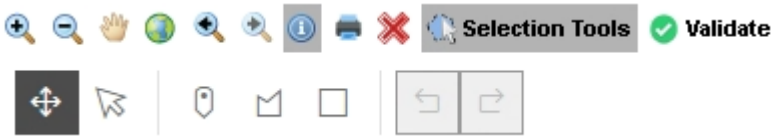


ii. After clicking on “Grid Based”, enter the land location you are interested in then click “Search”. When the feature comes up with Zoom, you can click on Zoom and it will zoom to your request.





2. Selection Tools

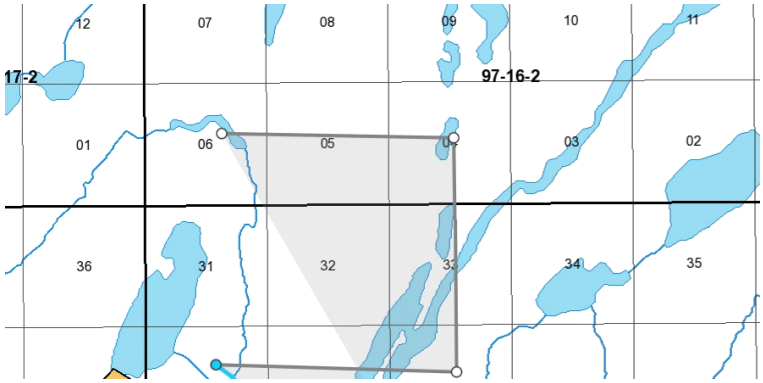


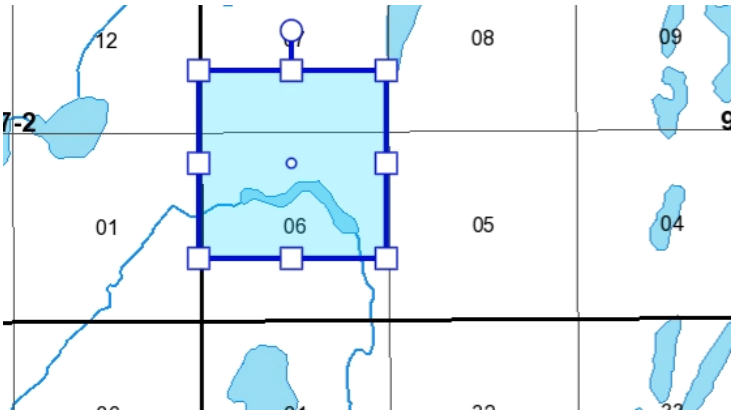
- Use selection tools ( ) to draw a point, a polygon or a rectangle:

i. Draw a point – This will select/highlight the LSD selected.

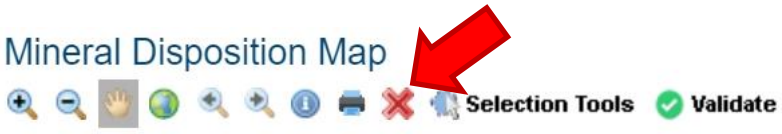
ii. Draw a polygon – This allows you to easily select large areas of land. Click inside the first mineral disposition parcel you want, then drag the line and click to add additional points along the boundary of the polygon. Finish off your polygon by double clicking your last point. All mineral disposition parcels inside the polygon or intersected by its boundary will be selected.

iii. Draw a rectangle

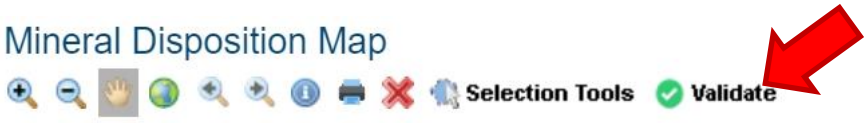




- Use Reshape button ( ) to change the shape of your selection.
- Use Transform tool ( ) to move or resize the selection feature.
- Use to undo or redo previous selection.
- Use to delete the whole selection.



- Click on “Validate” when you are satisfied with your selection.



3. Legend
    a. Free and clear
        i. Available for staking
    b. Restrictions
        i. Not available for staking, this includes:
            1. Parks
            2. Crown reserves
            3. Indian reserves

4. Urban municipalities
5. Land claims
6. Manual restrictions

c. Prohibitions
    i. Not available for staking

4. Search book button:

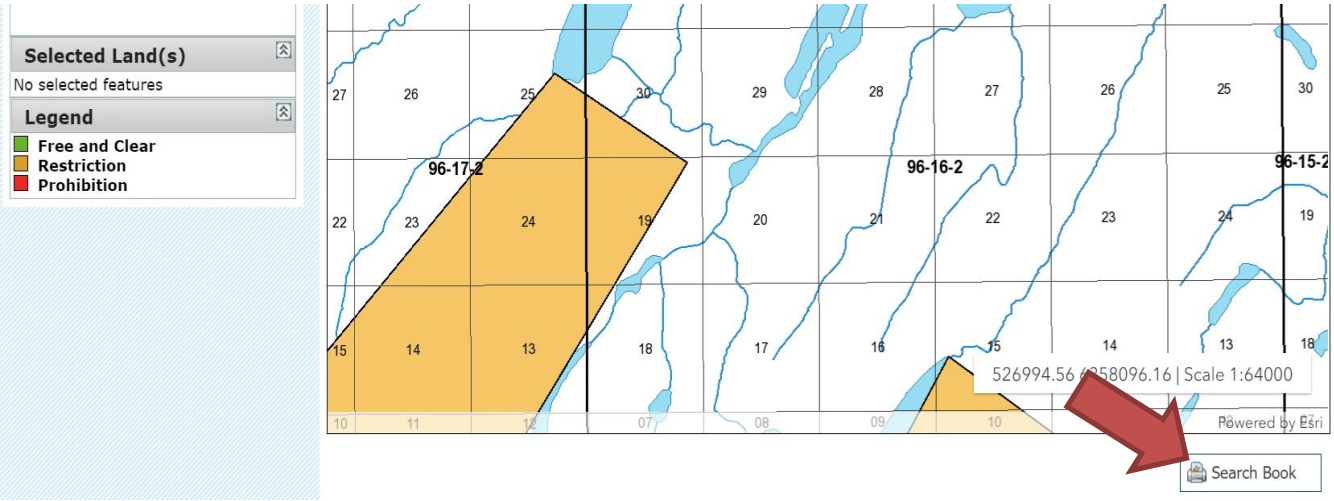
a. This is updated nightly.

b. It is available in multiple formats, including CSV, MS Excel and PDF.

NOTE: CSV format works best for use in a spreadsheet (e.g .MS Excel) after removing first 3 rows, which are above the column names.

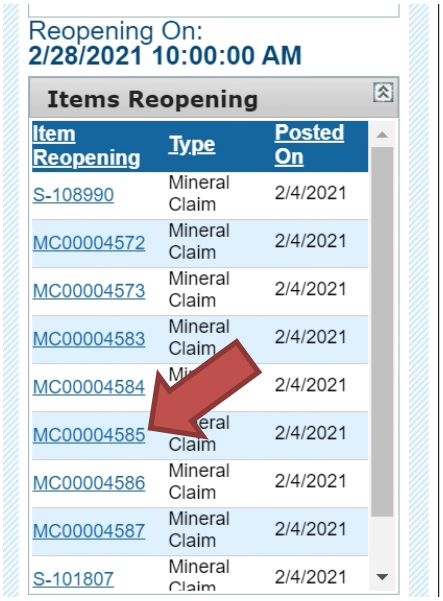
c. It gives you most of the information that you would receive from a search abstract on any particular disposition, except that it covers all mineral dispositions in the province.

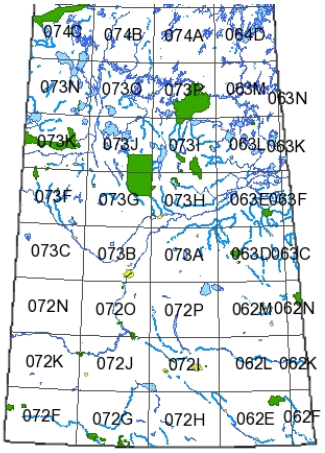
NOTE: This is a large file and may take a few minutes to display.



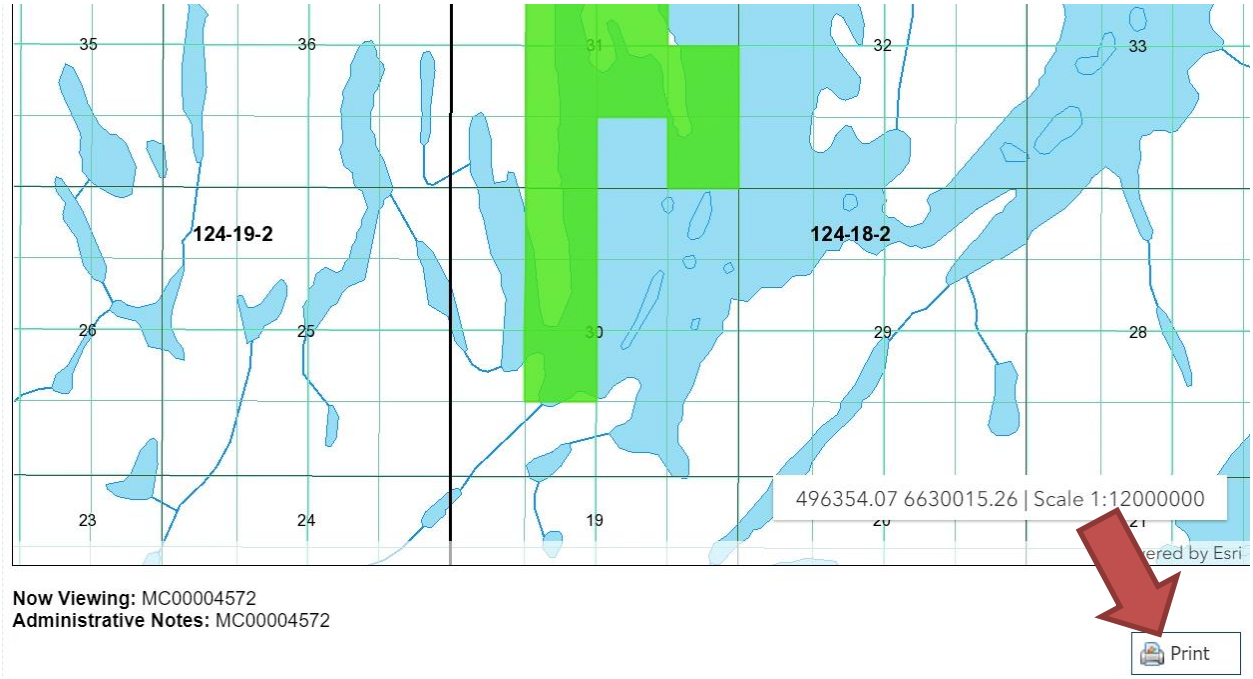
REOPENING BOARD

- From the home page or once you have signed in, click on the “Reopening Board” tab.





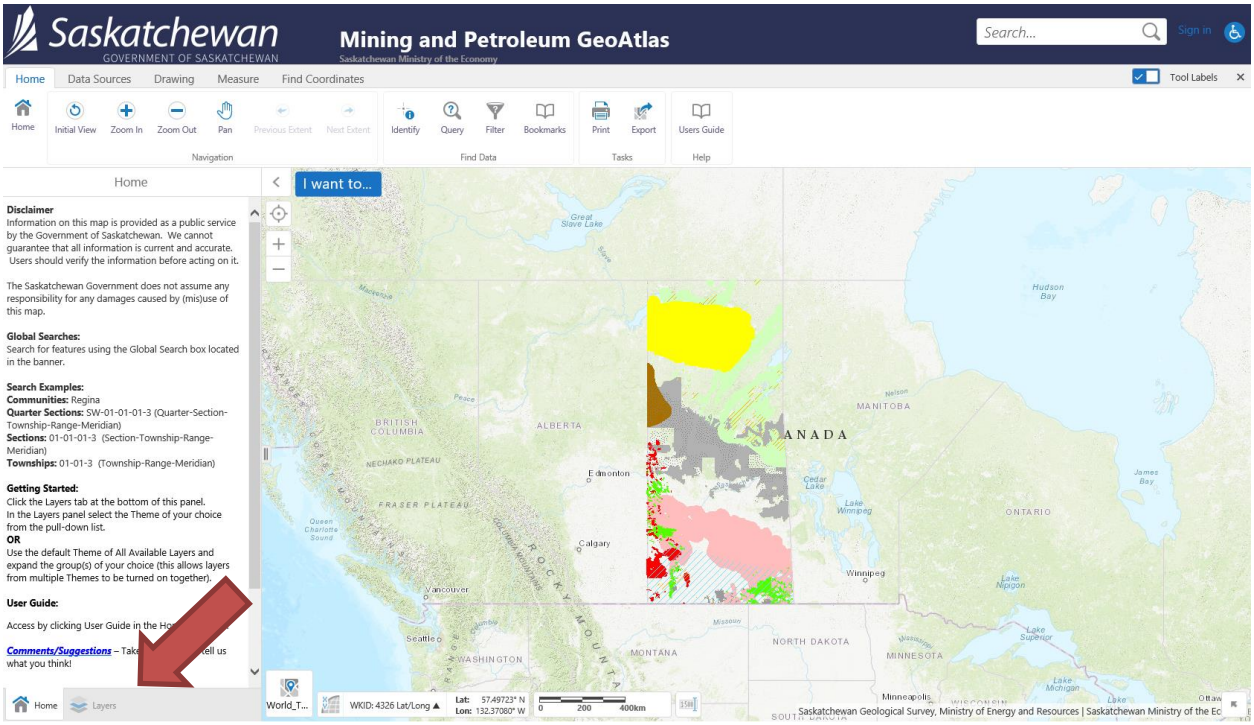
- Clicking directly on any of the underscored dispositions will zoom you to the disposition on the map.



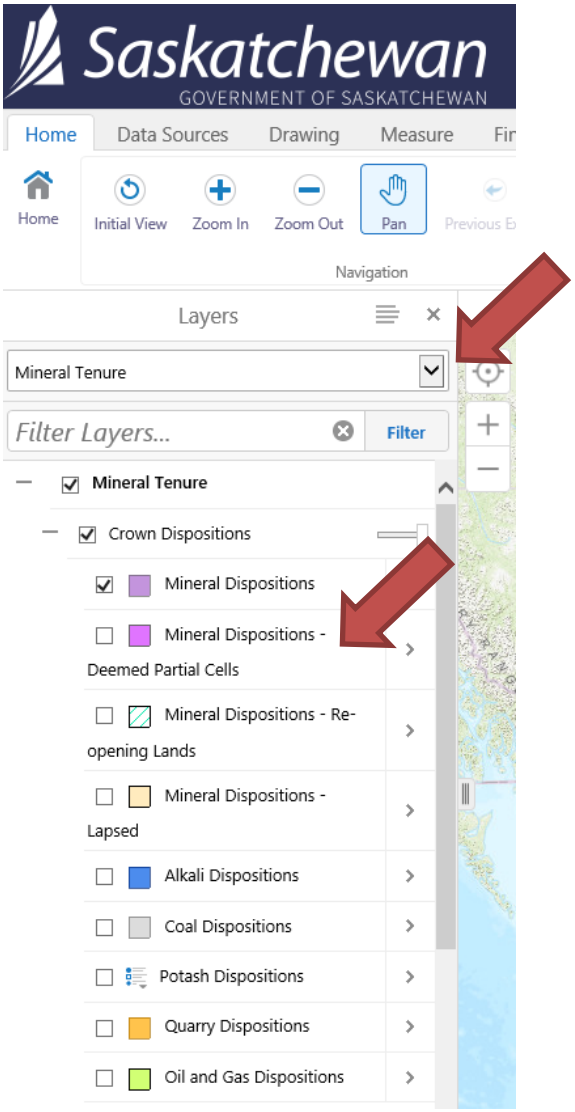
- The lapsed dispositions on the reopening board will show up as a turquoise colour.
- These dispositions will disappear from the map on the morning of the reopening.
    - KEEP TRACK OF THE LAND LOCATION THAT YOU ARE INTERESTED IN STAKING.
    - You can print the list of the dispositions being reopened. LAND LOCATIONS ARE NOT LISTED.
    - Dispositions to be reopened will continue to be displayed on the Mining and Petroleum GeoAtlas during the day of reopening.

PARTIAL CELLS

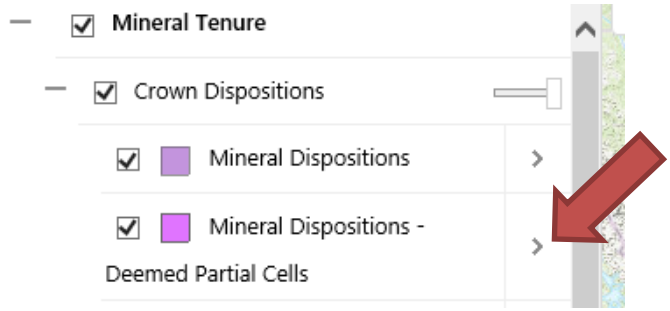
- To view what partial cells have been deemed to a mineral disposition, you can use the GeoAtlas https://gisappl.saskatchewan.ca/Html5Ext/index.html?viewer=GeoAtlas



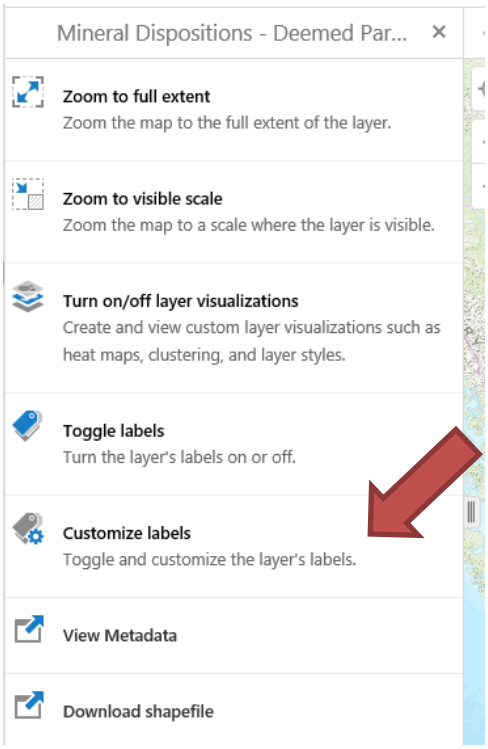
- Click on “Layers”



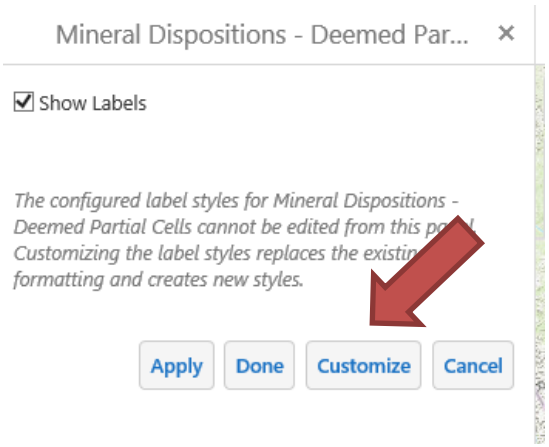
- Switch the drop down to “Mineral Tenure”
- Expand + “Crown Dispositions”
- Select “Mineral Dispositions – Deemed partial cells layer”

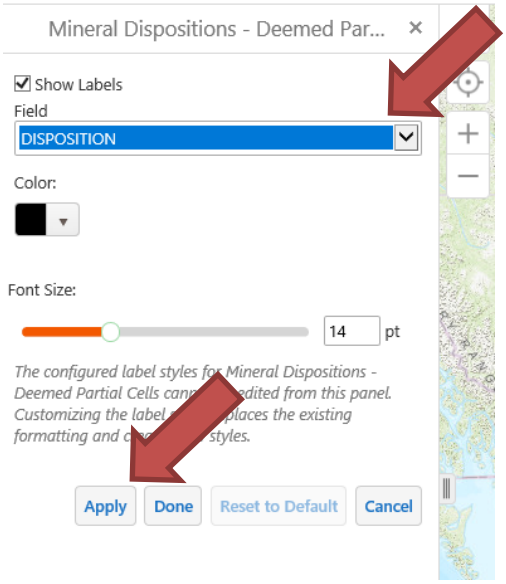


- Click on the “>”

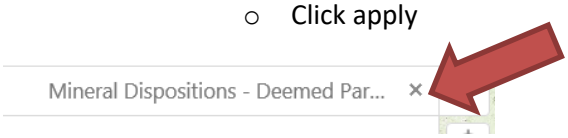


- Select “Customize labels”

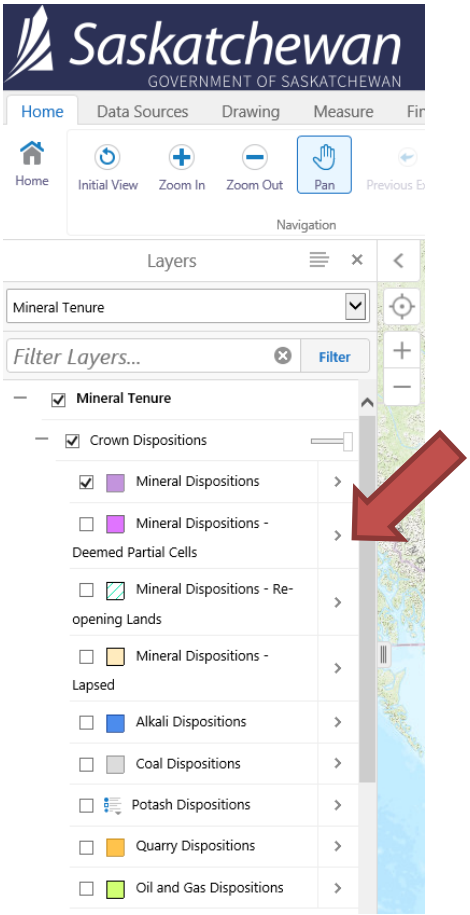


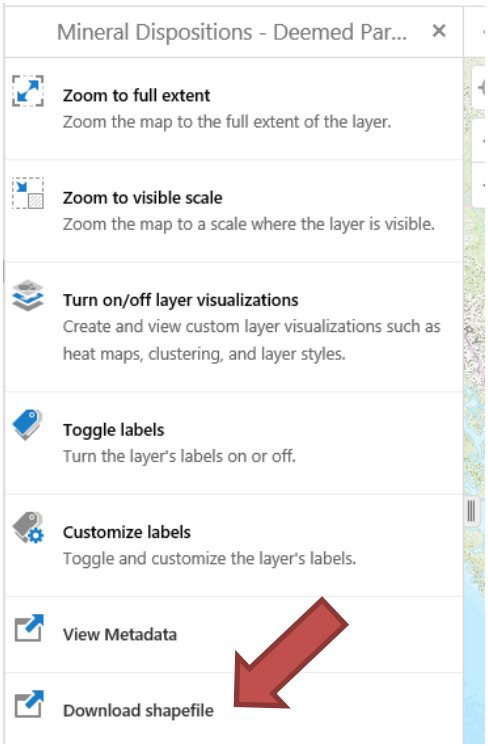


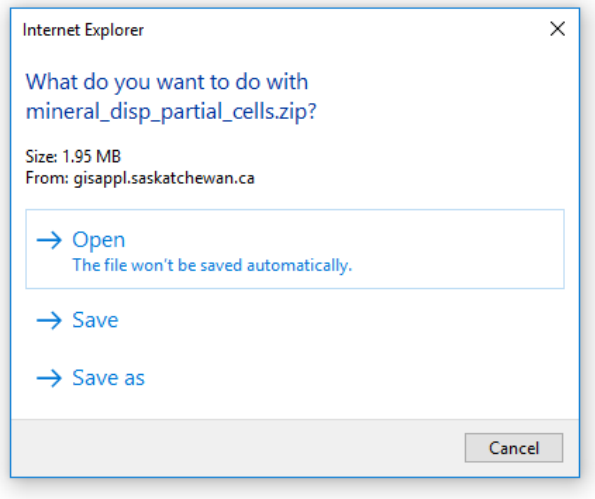
- Customize
  - Choose the field you would like to use as a label, such as Disposition
  - Click apply



- Click the “x” to leave the label screen
- You can download the deemed partial cells layer in ESRI shapefile format.


Saskatchewan
GOVERNMENT OF SASKATCHEWAN
Home
Data Sources
Drawing
Measure
Initial View
Zoom In
Zoom Out
Pan
Navigation
Layers
Mineral Tenure
Filter Layers...
Filter
Mineral Tenure
Crown Dispositions
Mineral Dispositions
Mineral Dispositions - Deemed Partial Cells
Mineral Dispositions - Re-opening Lands
Mineral Dispositions - Lapsed
Alkali Dispositions
Coal Dispositions
Potash Dispositions
Quarry Dispositions
Oil and Gas Dispositions

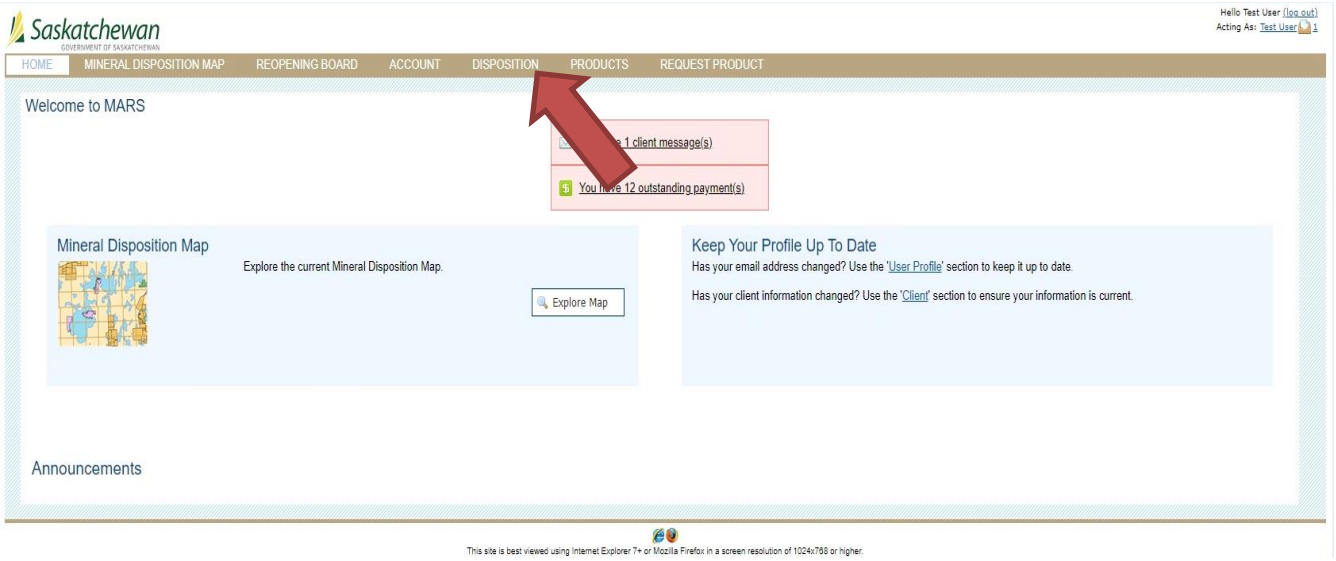

Mineral Dispositions - Deemed Par...
Zoom to full extent
Zoom the map to the full extent of the layer.
Zoom to visible scale
Zoom the map to a scale where the layer is visible.
Turn on/off layer visualizations
Create and view custom layer visualizations such as heat maps, clustering, and layer styles.
Toggle labels
Turn the layer's labels on or off.
Customize labels
Toggle and customize the layer's labels.
View Metadata
Download shapefile

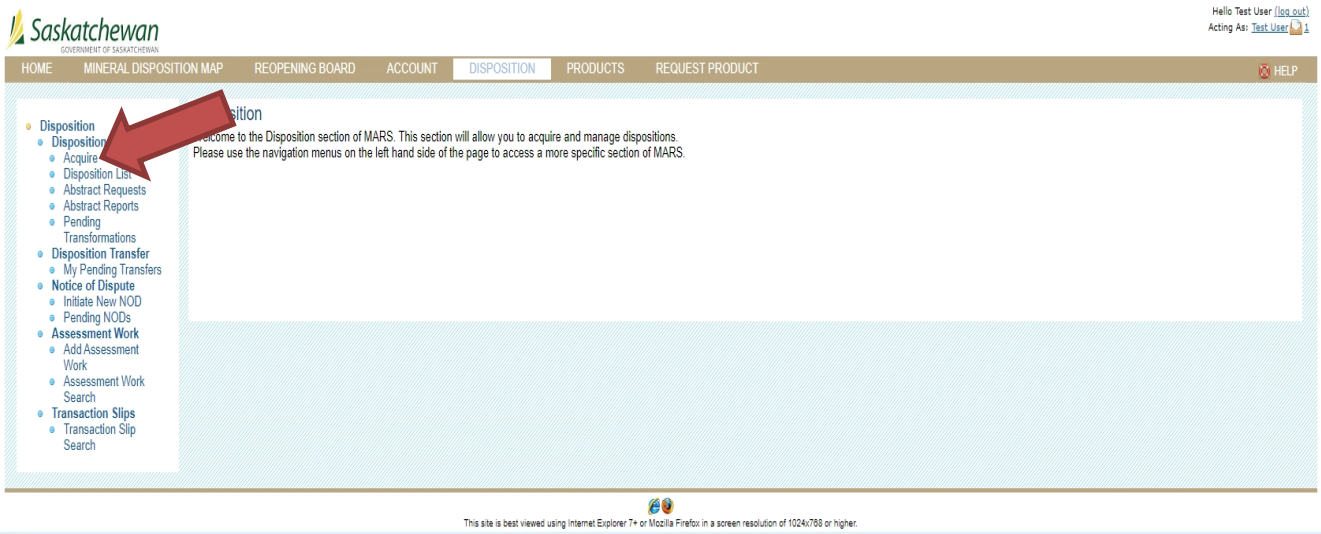


- Select the option you would like.

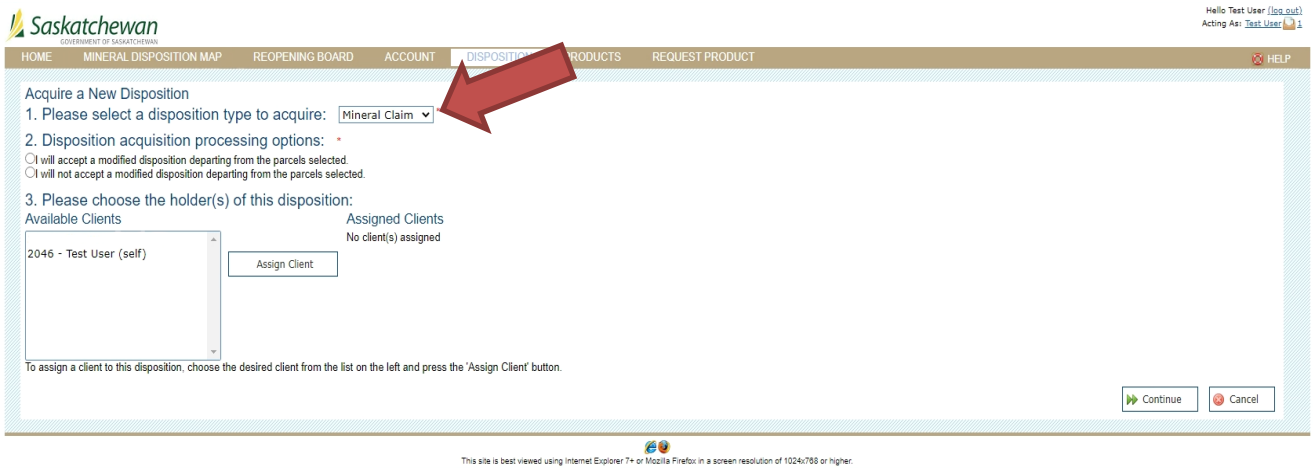
HOW TO ACQUIRE A CLAIM

- Sign into MARS.
- Click the “Disposition” tab.

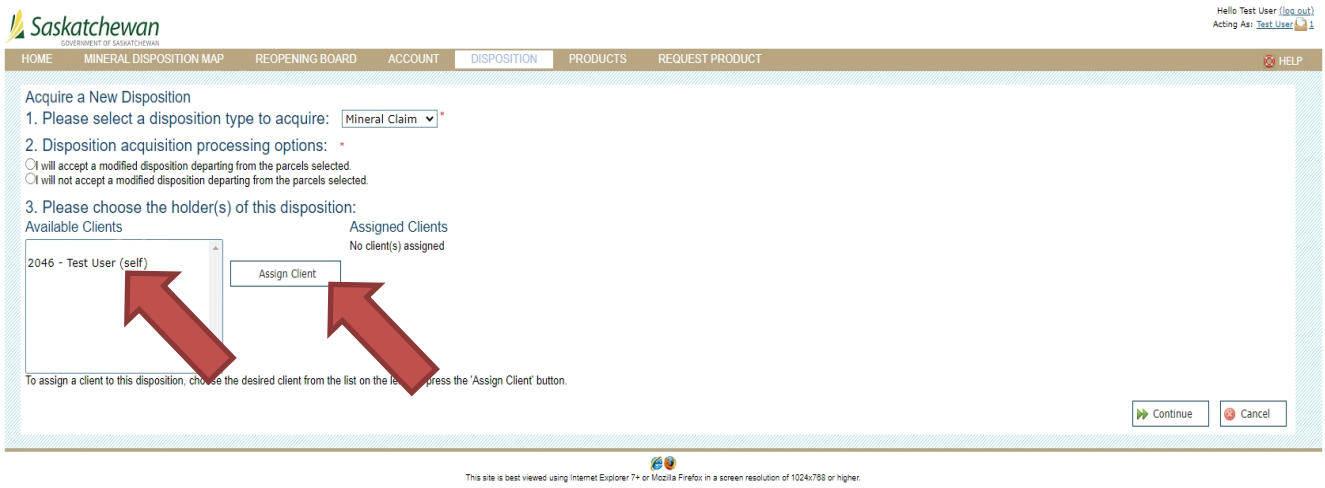




- Click “Acquire” on the left hand side of the page.

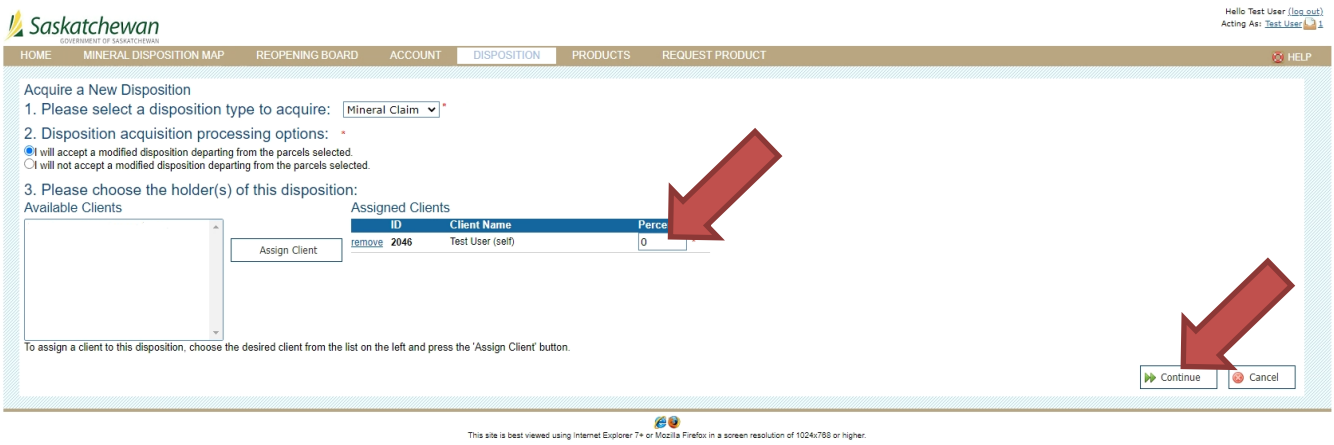


- Chose the type “Claim”. Then select the option you wish for Disposition acquisition processing.



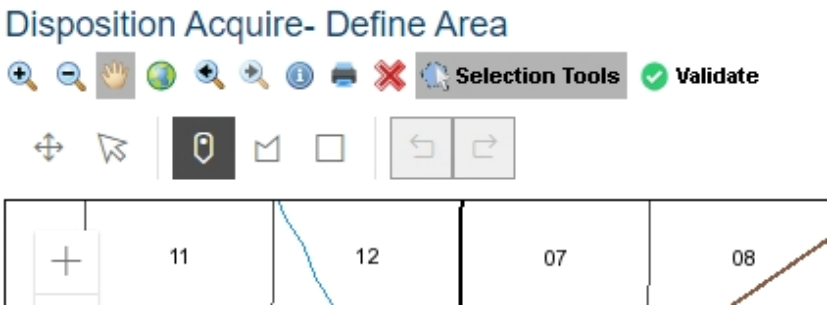
- Choose the holder or holders from the available clients.

- Click the “Assign Client”.

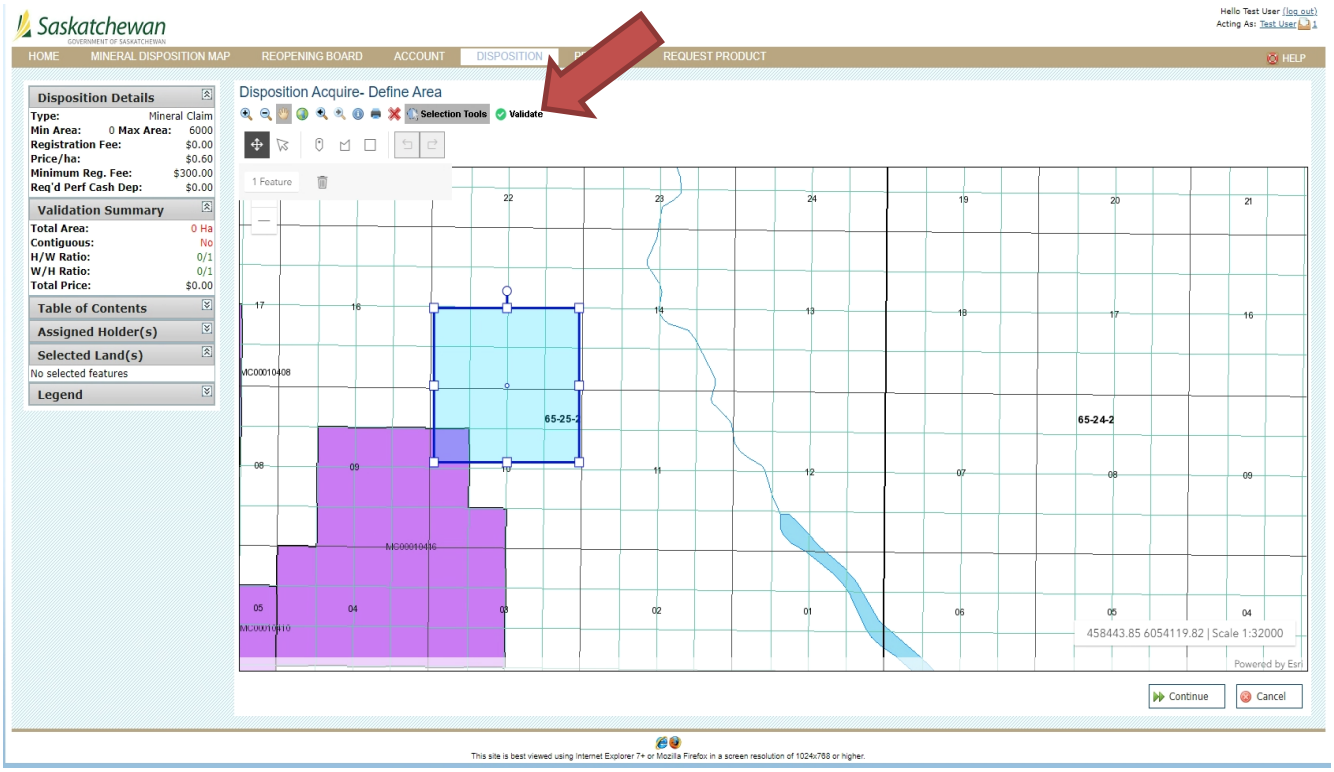


- Enter the percentage that each selected Client will own. These must add to 100%.
- Click “Continue”. This will bring up the map of the province.

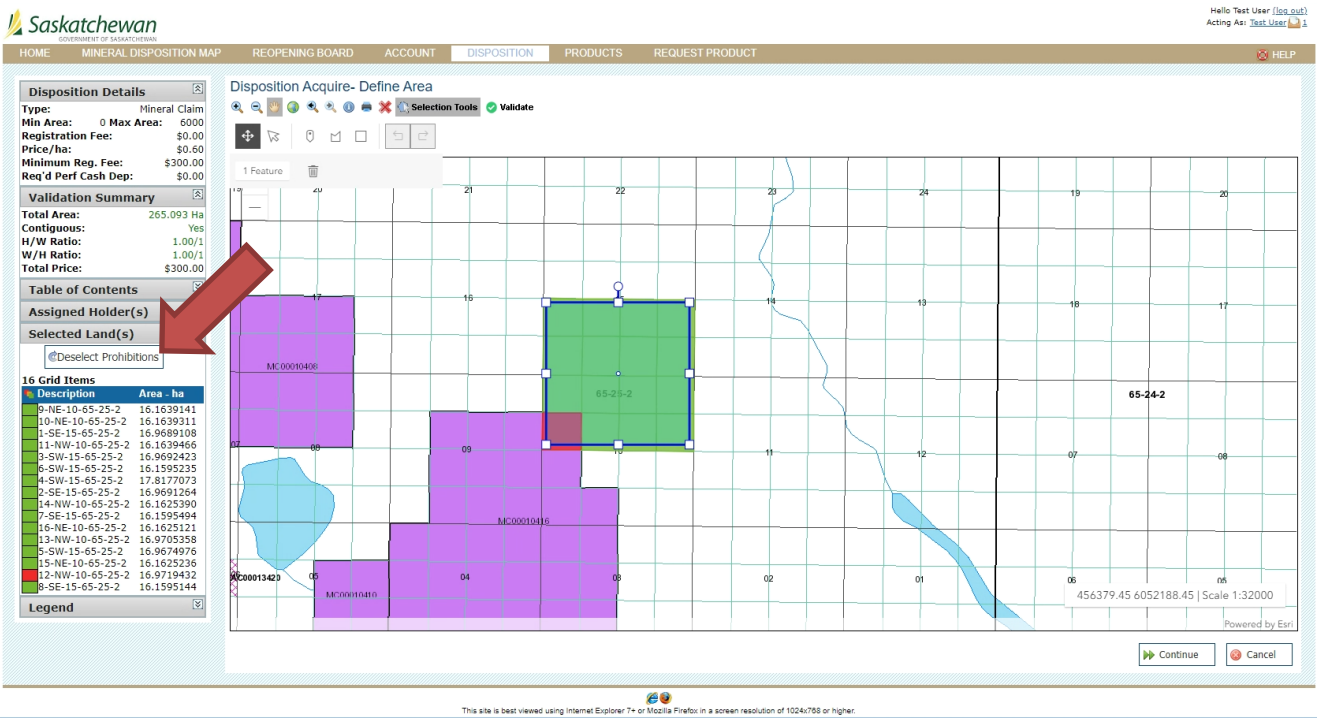
- Using the navigation tool , zoom to the portion of the map you wish to select. You can refer to section (WHAT IS AND HOW TO USE THE MARS MINERAL DISPOSITION MAP for navigation tool walk through).



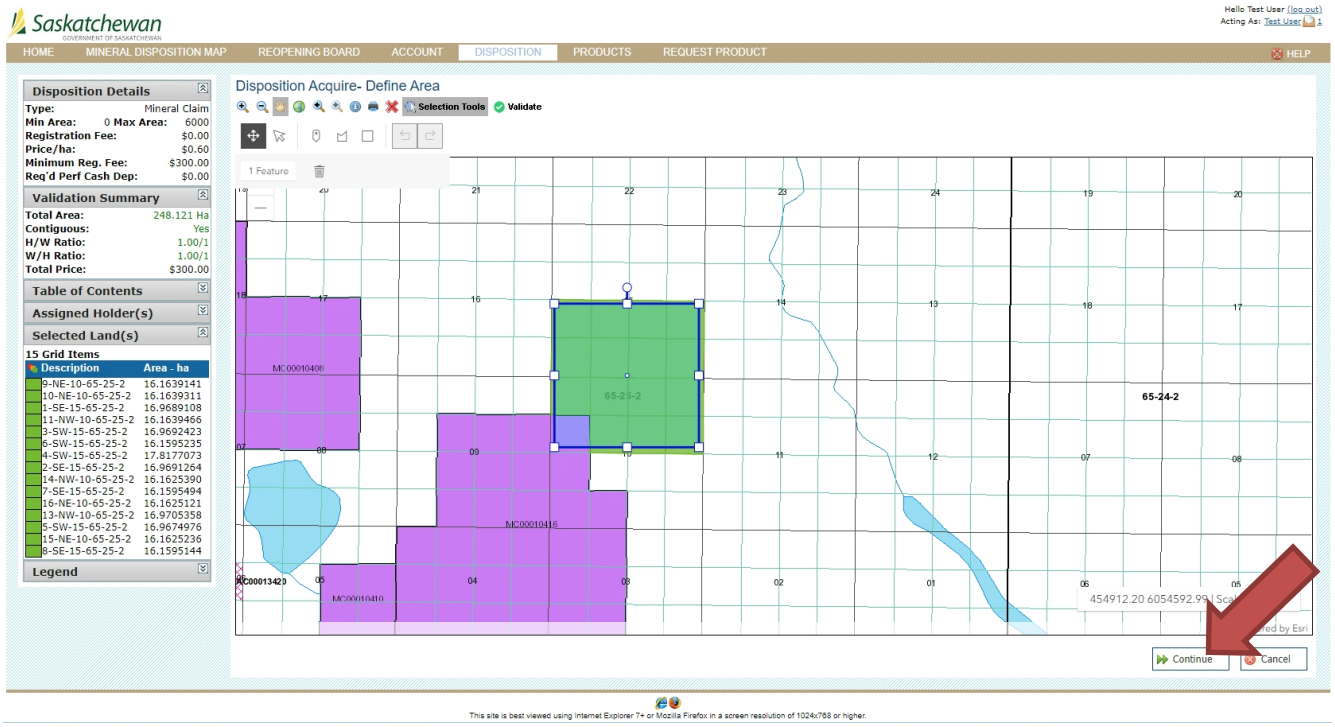
- The selection tools will appear when you zoom into the map. Select the area you wish to acquire by choosing your desired selection tool to use among “draw a point”, “draw a polygon” and “draw a rectangle”.
    a. TIP: to close off the freehand polygon area double click at the end of your selection.



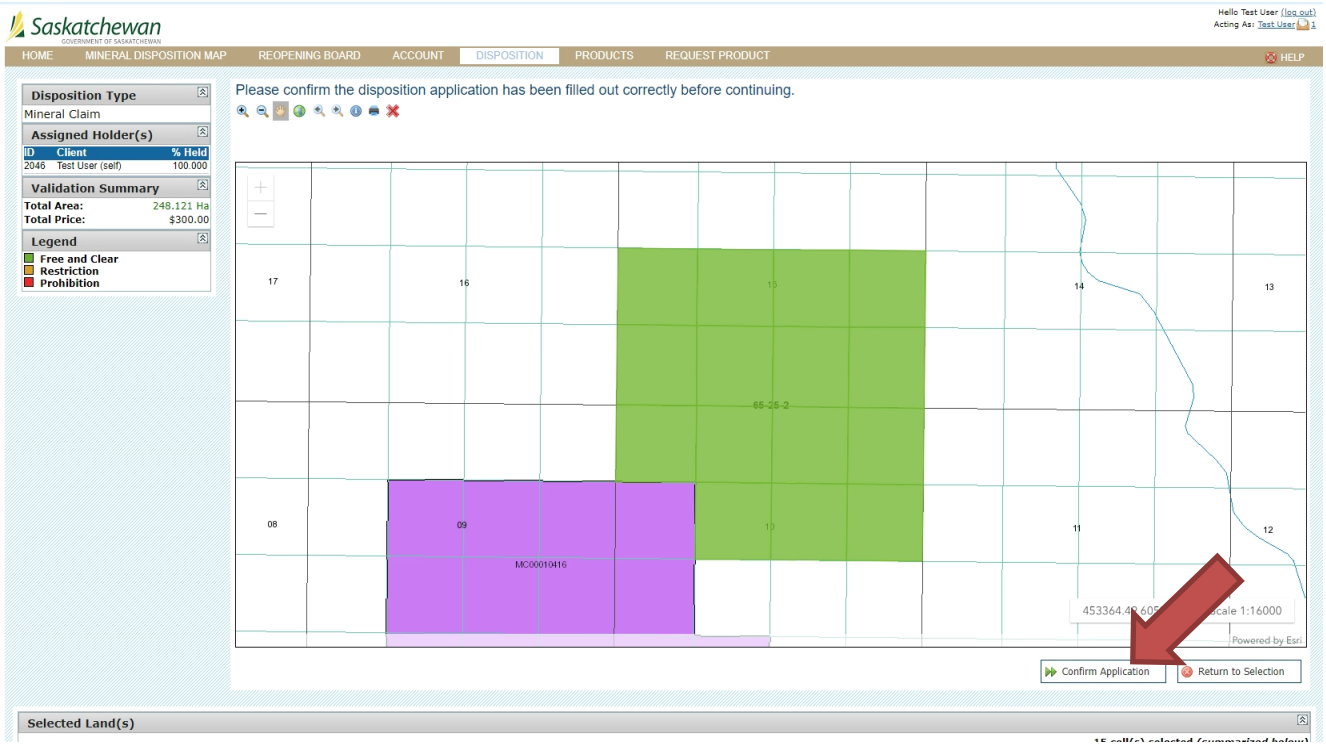
- Click “Validate”.



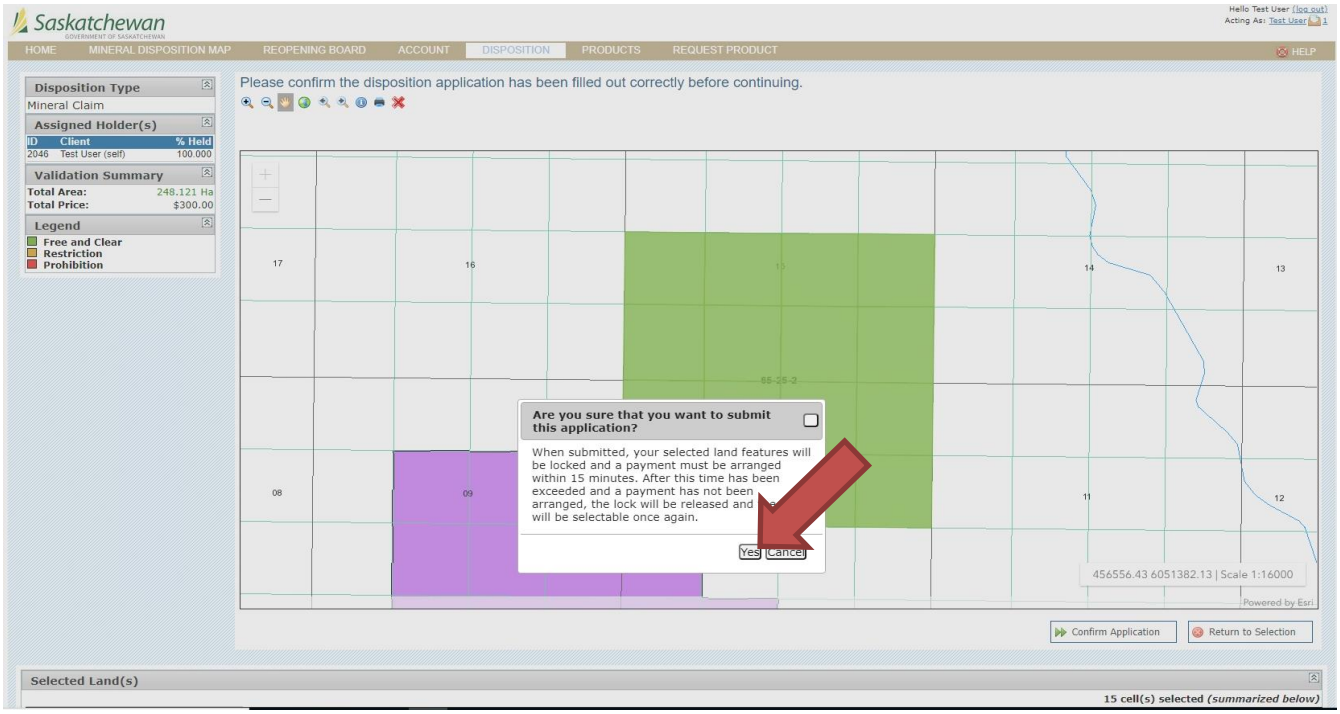
- If your selection includes prohibitions, you will see “red” areas on the map. These prohibitions will need to be deselected before continuing. You can do this by clicking “Deselect Prohibitions” on the left hand side of the page.



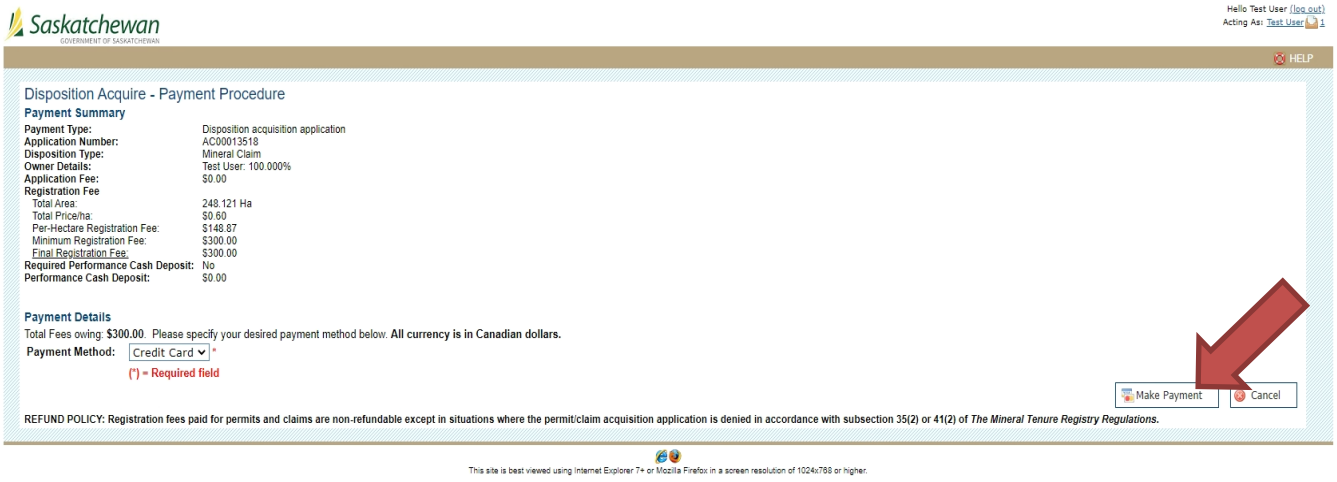
- If the remaining selected area is what you desire, then use the “Continue” button at the bottom of the page.



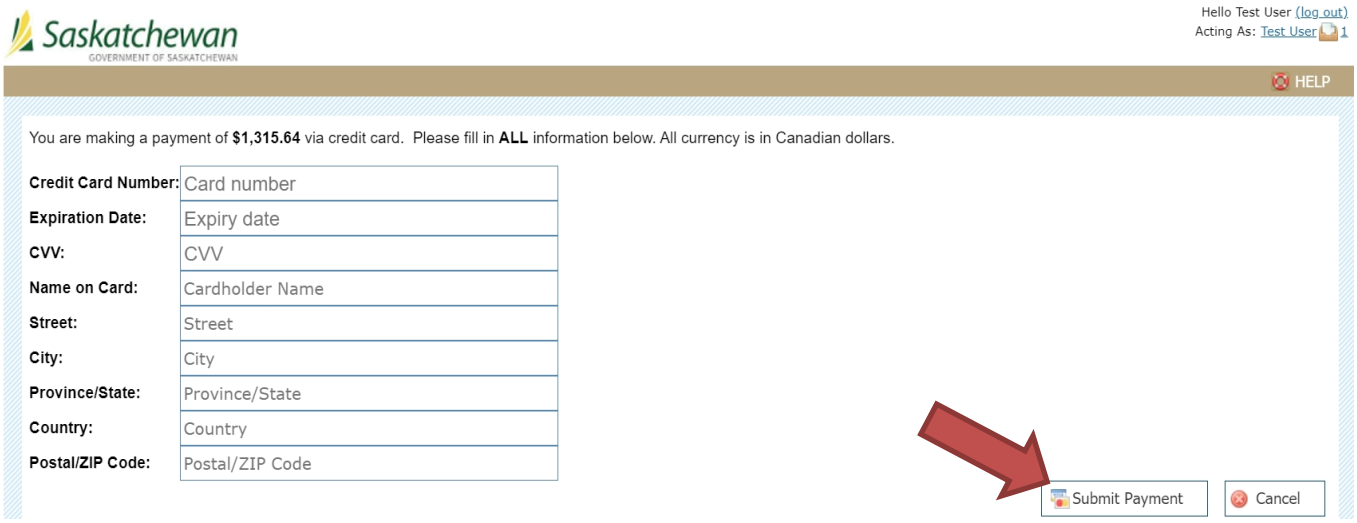
- Click “Confirm Application”
- A pop up notification will appear asking if you wish to continue.



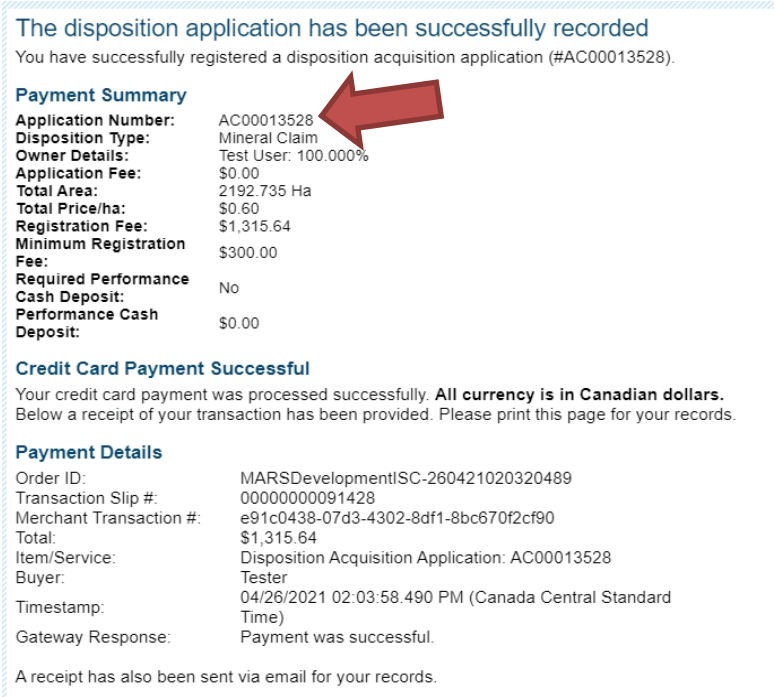
- This screen gives the breakdown of your disposition.



- Click “Make Payment”. The only payment type available is Credit Card.



- Enter your Visa or Master card number, expiry date, CVV code (the 3-digit number on the back of your card) and other information.
- Click “Submit Payment”.



- The last screen will give you “The disposition application has been successfully recorded”.
    a. Take note of the application number (AC######). If/when the MARS administrator approves your application it will become a mineral claim (MC######).
    b. An email from MARS will be sent to the client’s email address registered in MARS, with a receipt to confirm payment.
    c. Upon approval MARS will send an email alerting you that your application has been converted to a claim or denied.
        - Note: The first year of your claim has no work requirements.

- Note: A claim will lapse without notice if there are insufficient work credits or if a deficiency deposit has not been made. We do not notify holders in advance that claims are about to lapse.

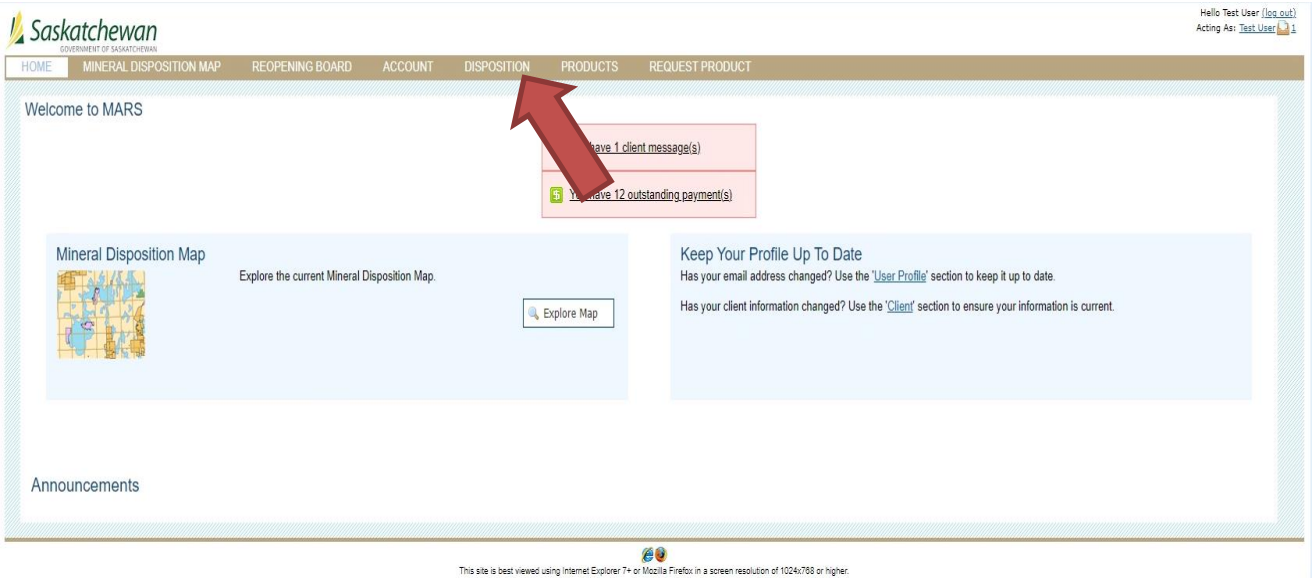
How to Apply for a Claim in the Mineral Disposition Zone of Lac La Ronge Provincial Park

- Pursuant to section 10(1)(e) of *The Mineral Tenure Registry Regulations*, lands described in table 1 of the Appendix to the regulations may be available for staking.
- To apply for a claim in Lac La Ronge Provincial park you will need to complete the application form which can be downloaded from https://www.saskatchewan.ca/business/agriculture-natural-resources-and-industry/mineral-exploration-and-mining/mineral-tenure/mineral-administration-registry-saskatchewan-mars
    - Related Items: Special Application For Mineral Disposition Under Section 10 of The Mineral Tenure Registry Regulations

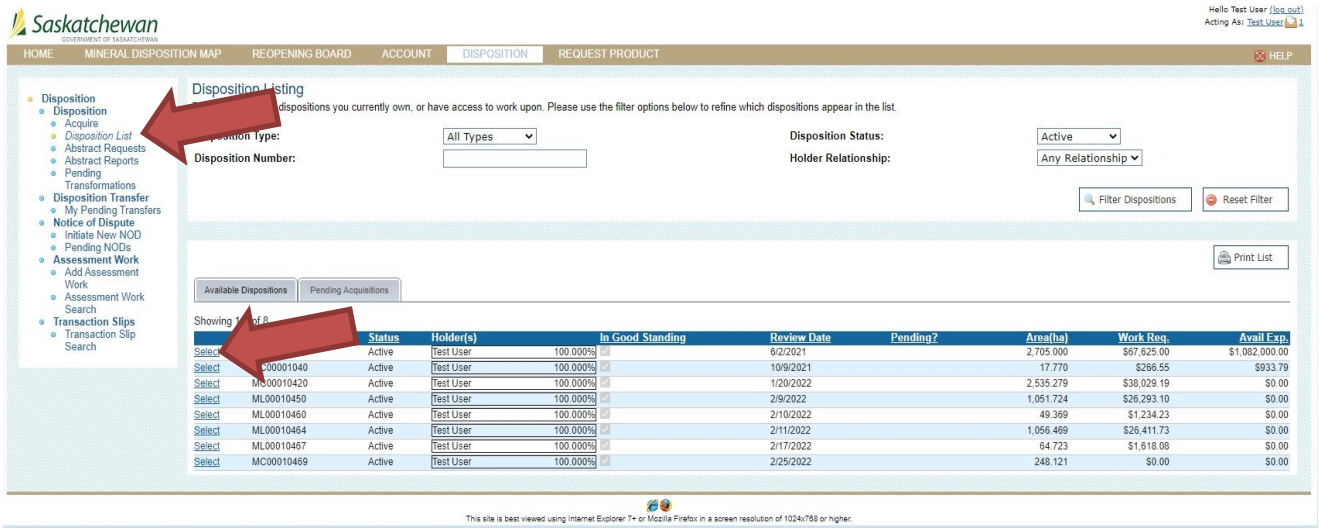
  Direct Link:
  https://publications.saskatchewan.ca/api/v1/products/109308/formats/122819/download
- Once your application is received and approved by the MARS administrator you will be notified of your new Mineral Claim by an email through MARS.

HOW TO TRANSFORM YOUR CLAIM

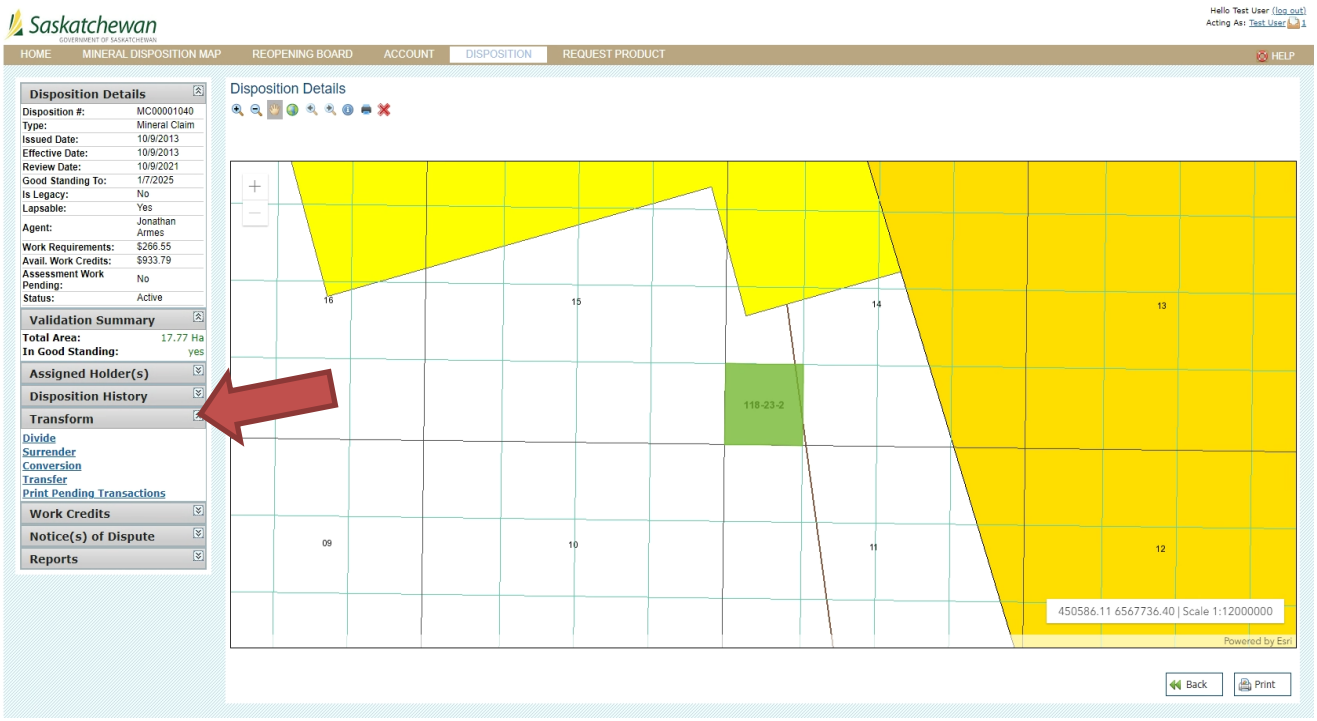
- Sign into MARS



- Click the “Disposition” tab at the top of the screen.



- Click on “Disposition List” on the left hand side.
- Click on “Select” beside the disposition you wish to transform.



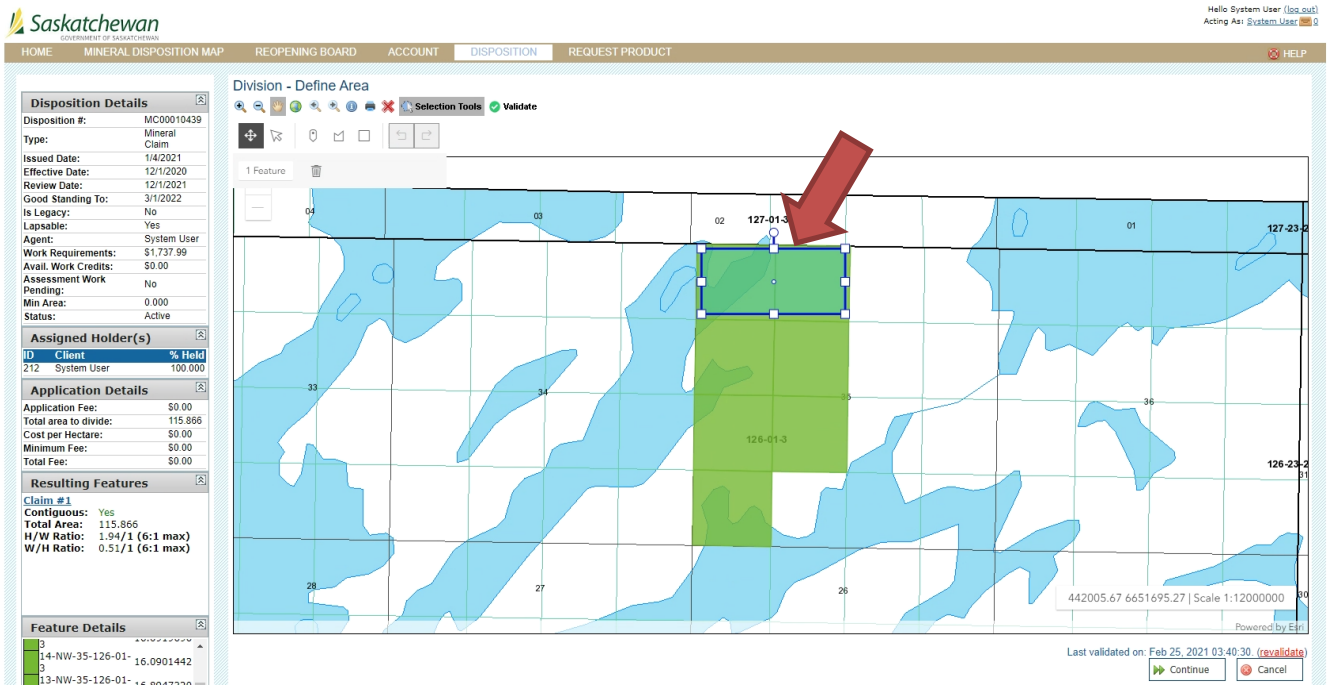
- When the disposition page comes up, look on the left hand side of the page and click "Transform" this will open up the menu for self-serve options.
    - Divide
    - Surrender
    - Conversion
    - Transfer
    - Print Pending Transactions
- NOTE: You will be **unable** to edit any disposition that has Assessment work pending.
- NOTE: You will be **unable** to transform a claim that has not fulfilled its regulatory work requirements for the previous assessment work period (except for transfers).

How to Divide a Claim

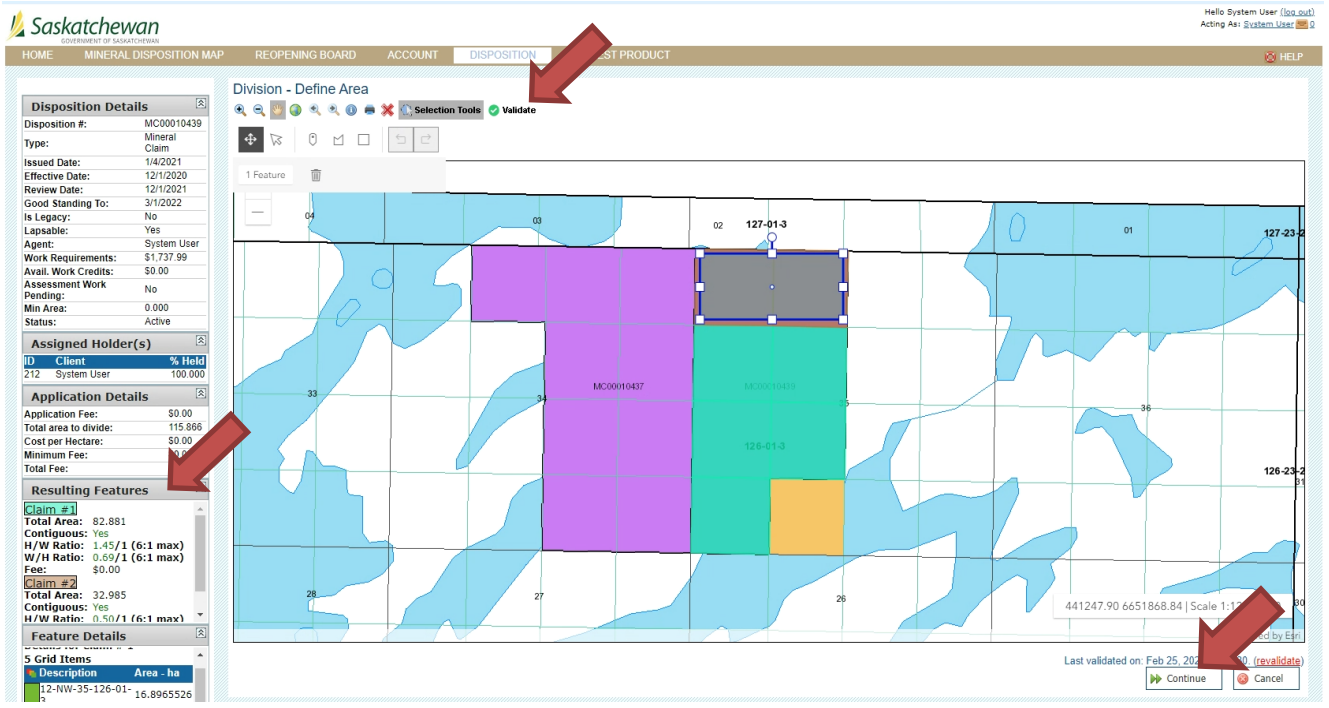
- Follow the beginning directions under HOW TO TRANSFORM A CLAIM.

- Click on the "Divide" option.
- Choose the selection tool you wish to use among "Draw a point", Draw a polygon" or "Draw a rectangle" to select the area you would like to divide.

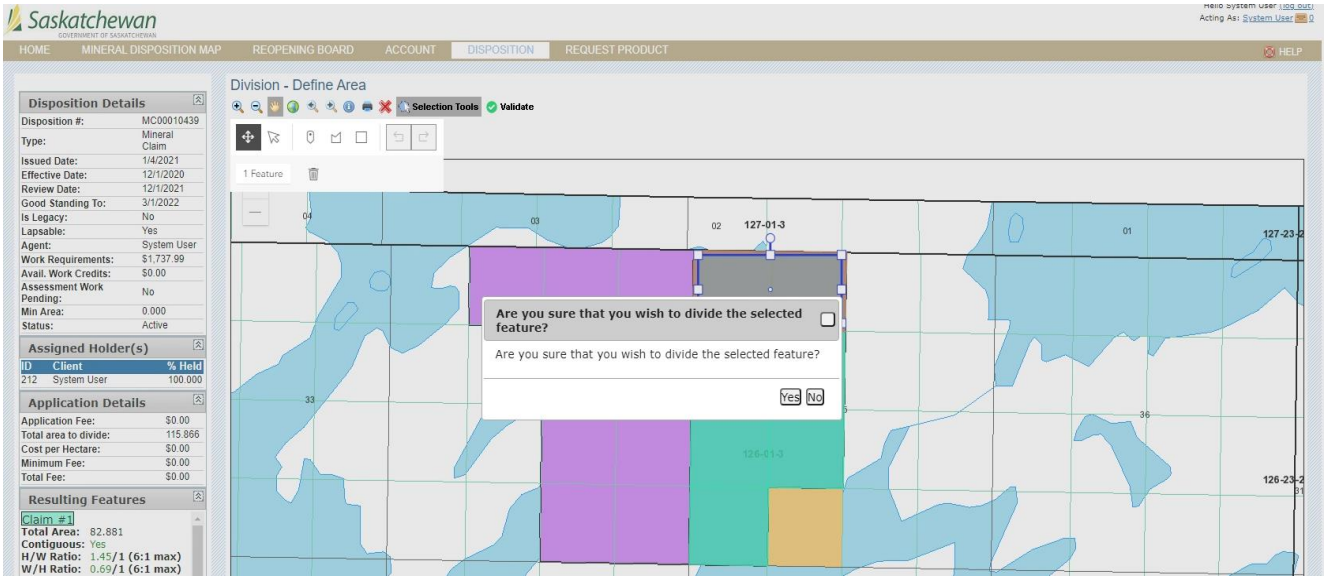
- In this case, “Draw a rectangle” was used.

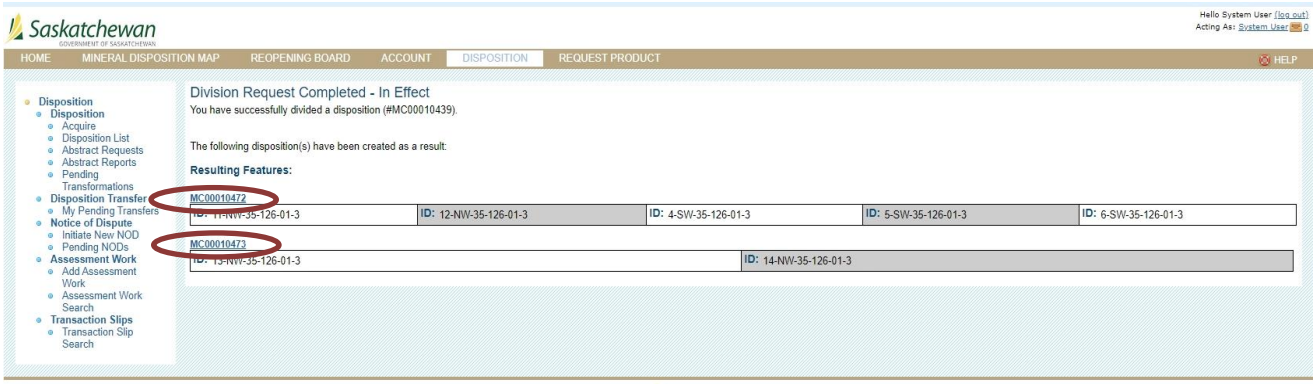


- Click “Validate”. After Validation, you will see the divided claims on the “Resulting Features” located on the lower left hand of page.
- Once you are happy with your division. Click “Continue”.



- A pop up question will ask you if you are sure about your selection. Click “Yes” if you would like to proceed.





- This will take you to a screen that lists all of the land locations that have been divided into new claims (you can scroll down to the second claim made is farther down on the screen).
- Your “disposition list” will now contain the new claims and the “original” claim will be automatically archived.

How to Divide a Legacy Claim or Lease

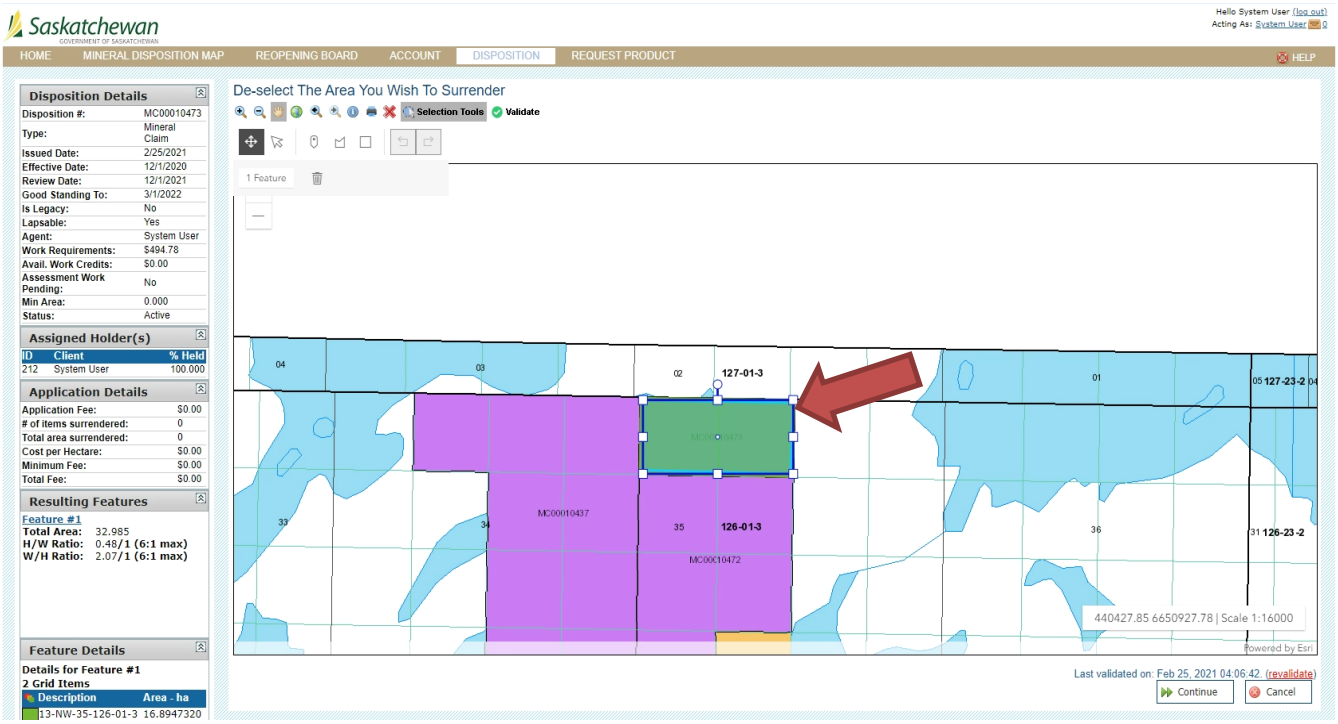
- You will need to submit your request by email to MARS@gov.sk.ca.
- When the necessary work has been done you will be contacted.

How to Surrender a Claim

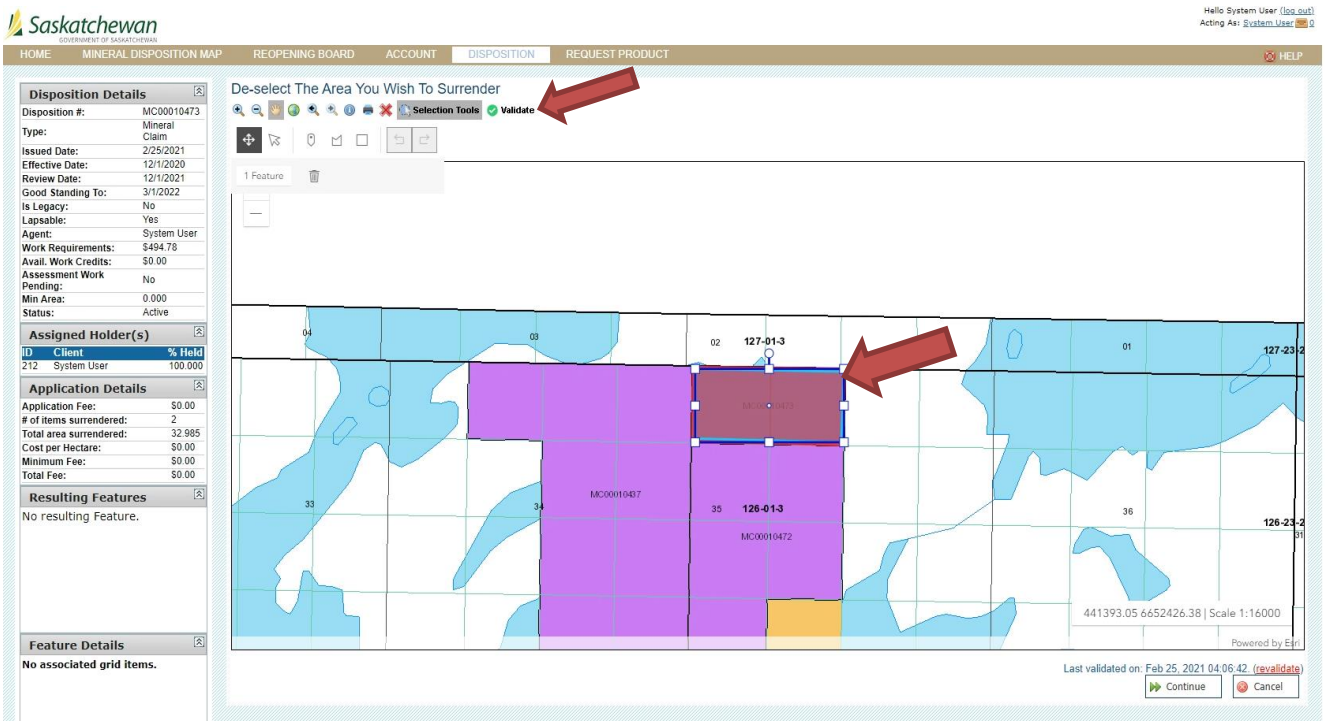
- Following the beginning directions under HOW TO TRANSFORM A CLAIM.

- Click on the “Surrender” option.
- Choose the selection tool you wish to use among “Draw a point”, “Draw a polygon” or “Draw a rectangle” to select the area you would like to surrender.

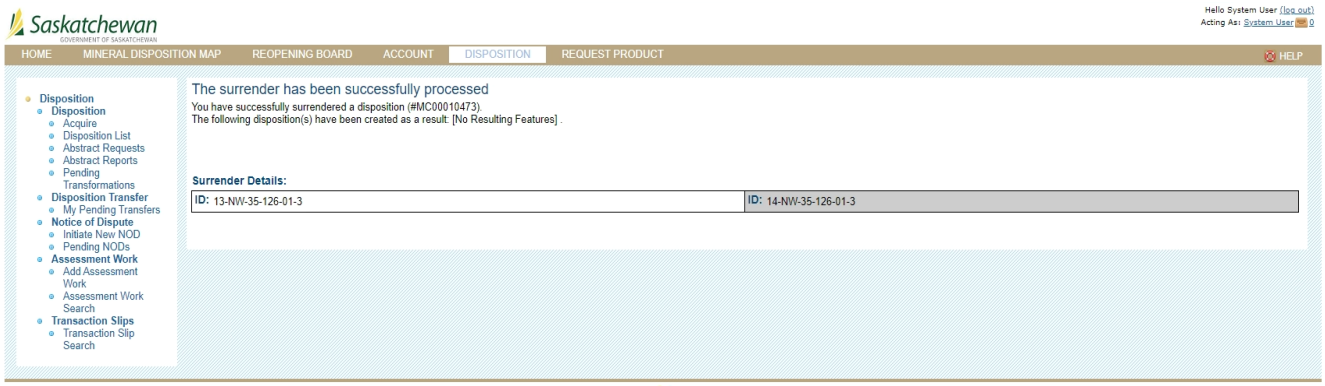
- In this case, “Draw a polygon” was used.



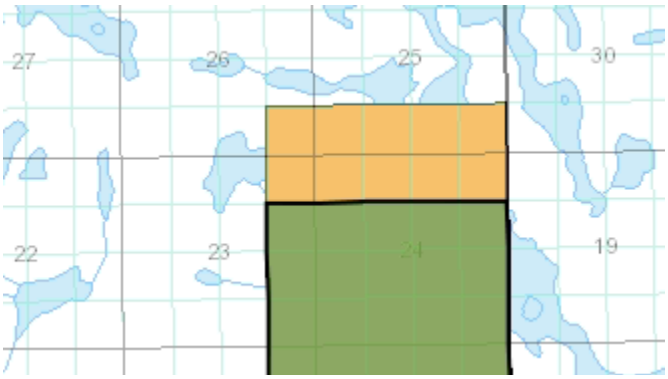
- Click “Validate”.



- Once Validated, you will see that the selected area you wish to surrender shows color “red”.
- Once you are satisfied with your selection click “Continue”.



- This will bring up a screen showing that the surrender has been successfully processed.
- The surrender application is automatically approved when requirements met.



- The surrendered portion of your claim will be yellow on the map and will be put into a MARS reopening at a later date.

How to Convert from a Legacy Claim to Lease

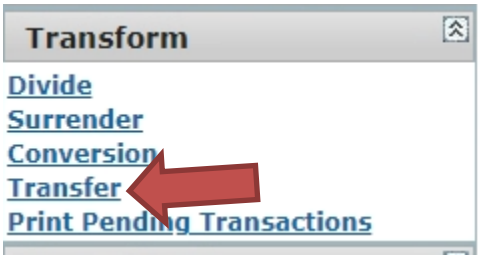
- You will need to send in a request to the MARS Help desk MARS@gov.sk.ca.
- The requestor needs to have signing authority from the company to request a conversion from lease to claim and must submit the required fee of $250.00 per lease with the application.
- When your request has been processed by a MARS administrator, you will receive an email from MARS that the conversion is complete.

How to Convert from Lease to Claim

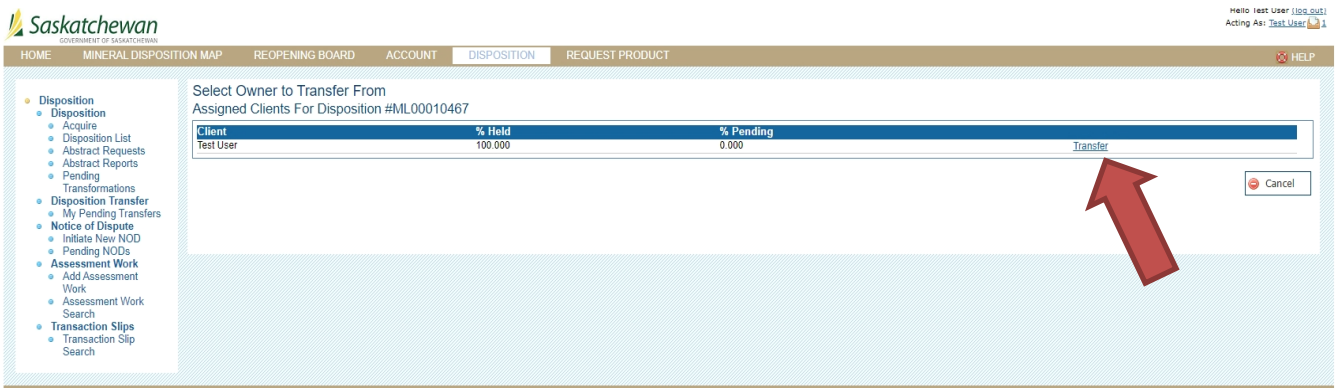
- You will need to send in a request to the MARS Help desk MARS@gov.sk.ca.
- The requestor needs to have signing authority from the company to request a conversion from lease to claim, there is no required fee.
- When your request has been processed by a MARS administrator you will receive an email from MARS that the conversion is complete.

How to Transfer a Claim or Lease

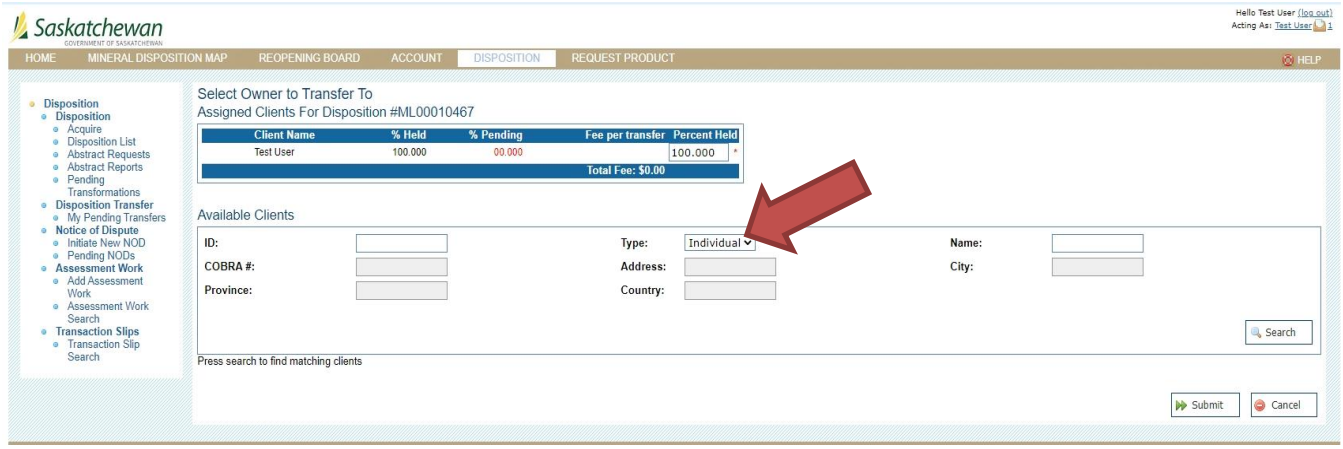
- Follow the earlier directions under HOW TO TRANSFORM A CLAIM.



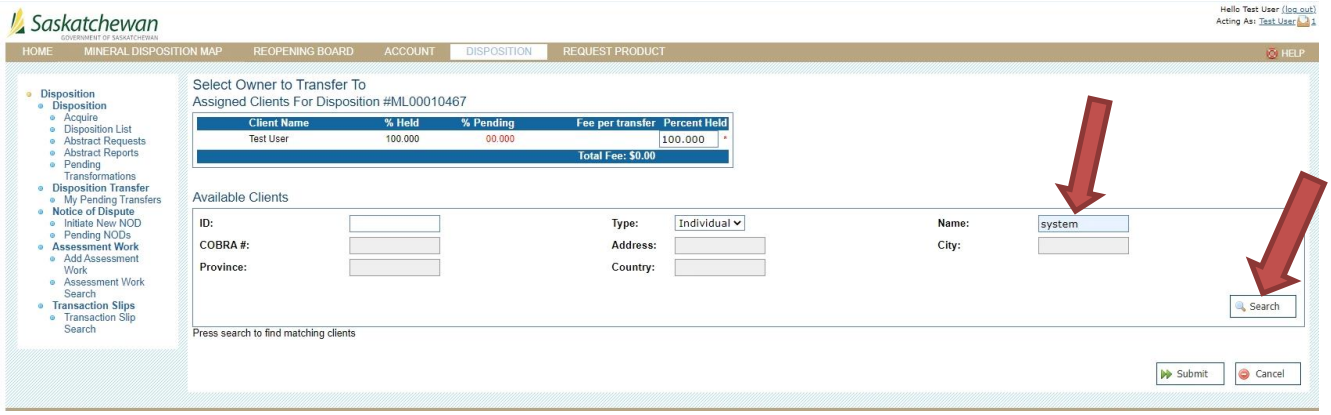
- Click “Transfer” on list of Transform.



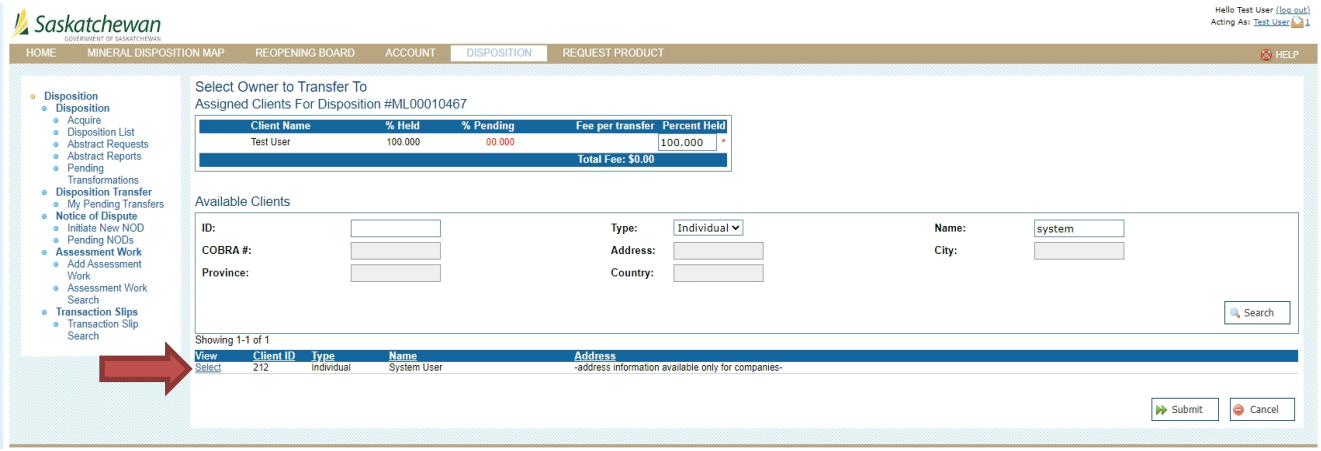
- Click “Transfer”.
- This will bring up the “Select Owner to Transfer to” page.



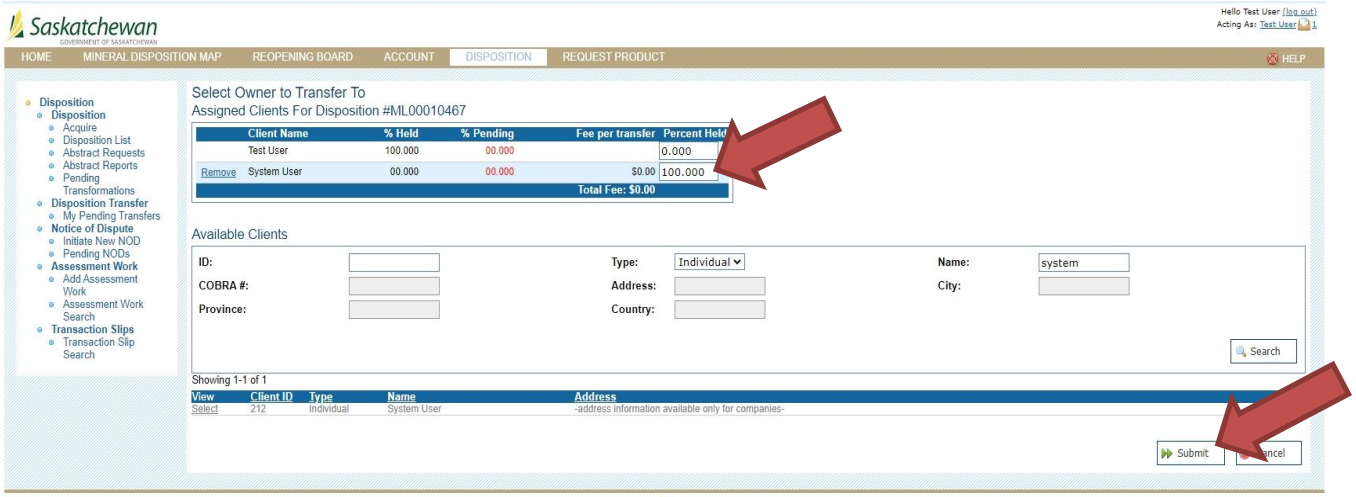
- Search available clients
    - You can change the drop down to “Individual” or “Company”
    - You can search by:
        - MARS ID
        - Name
        - COBRA #
        - Address
        - City
        - Province
        - Country



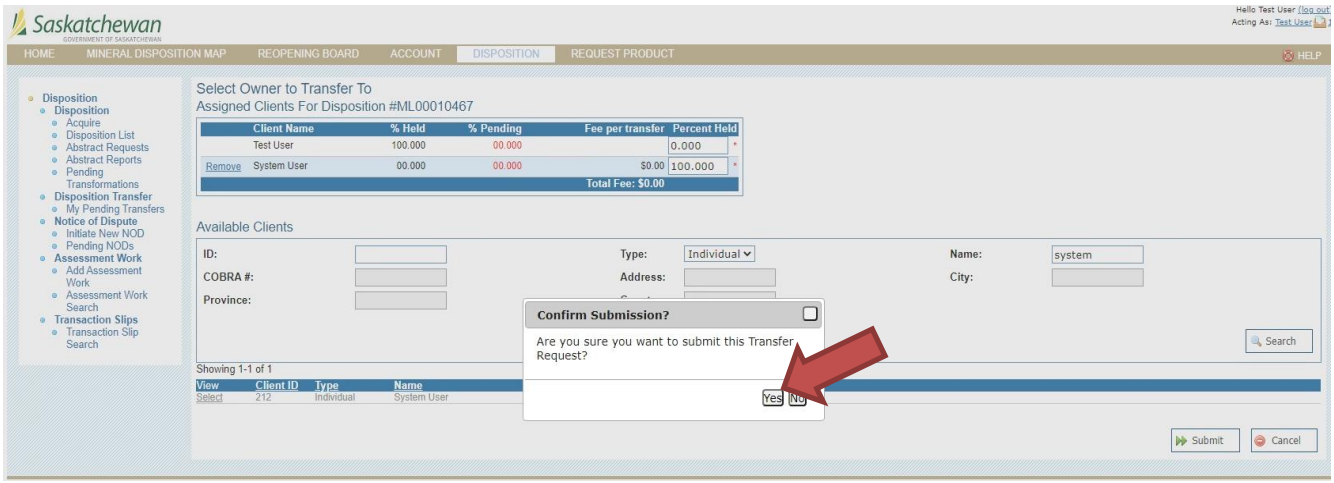
- You can enter in full or partial search criteria.
- Then click “Search” this will populate your options to choose from.



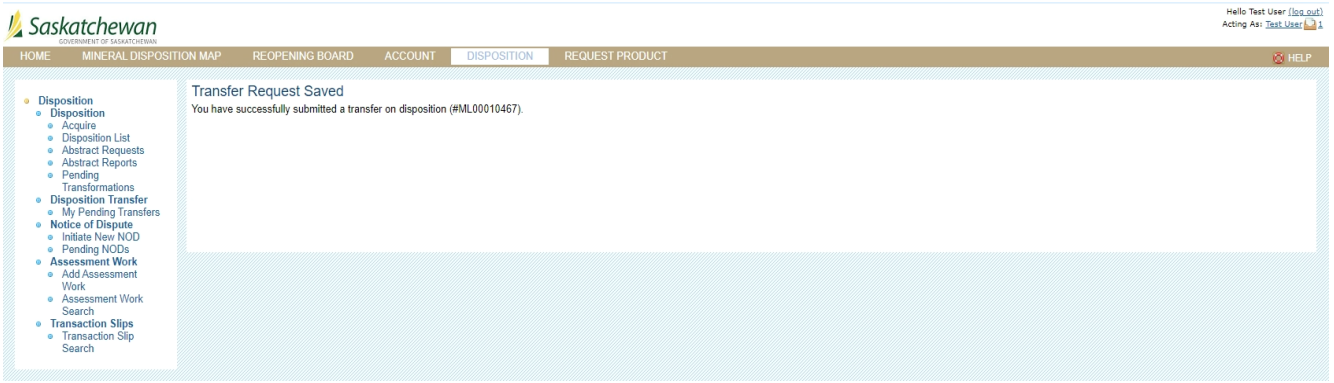
- Click “Select” on the client that you have chosen.
- This will populate the box above and you can choose the percentage you wish to transfer.



- Click “Submit”



- A pop up box will ask you if you are sure you want to transfer. Click “Yes” if you want to proceed.

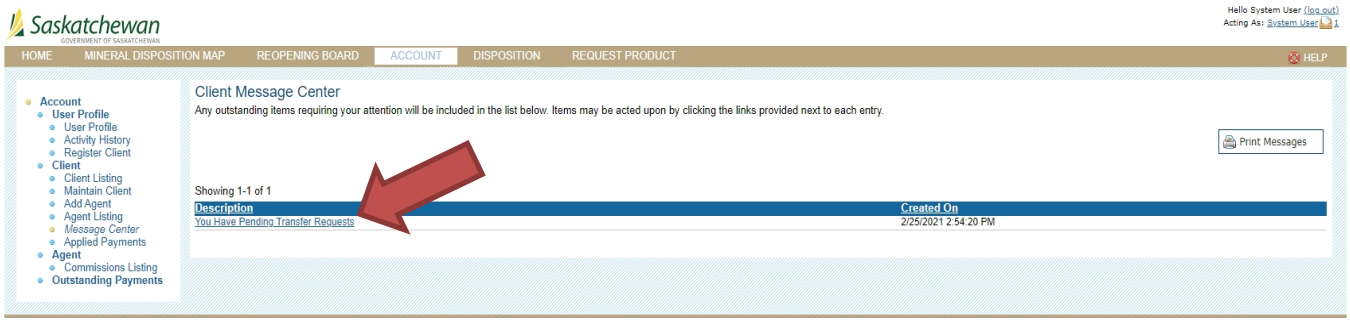


- MARS will send an email to the transferee asking if they want to accept the transfer.
- When the transferee has accepted the transfer the application will go to the MARS administrator to be approved.

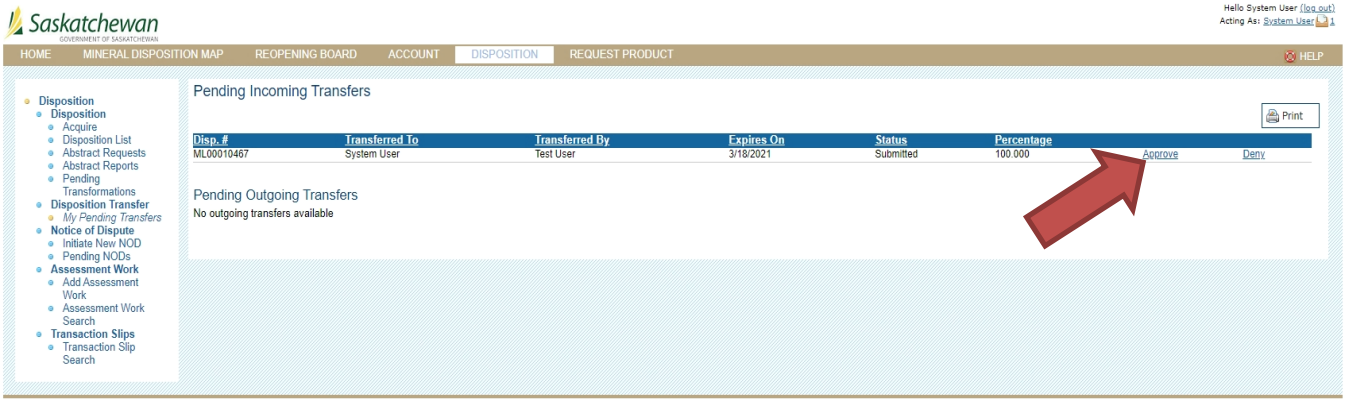
How to Accept a Transfer of a Claim or Lease

- Sign into MARS

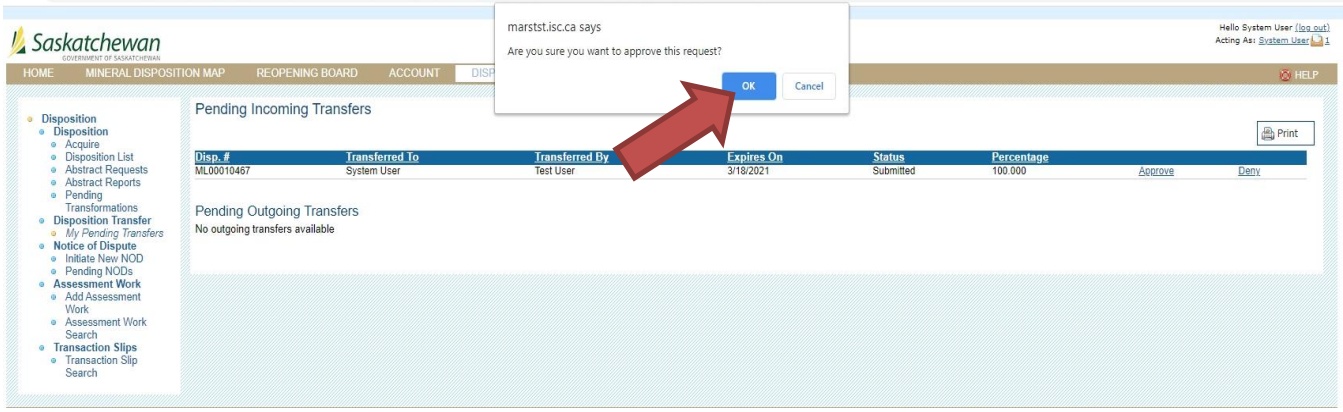
- If you have pending transfers, you will have “client messages”.



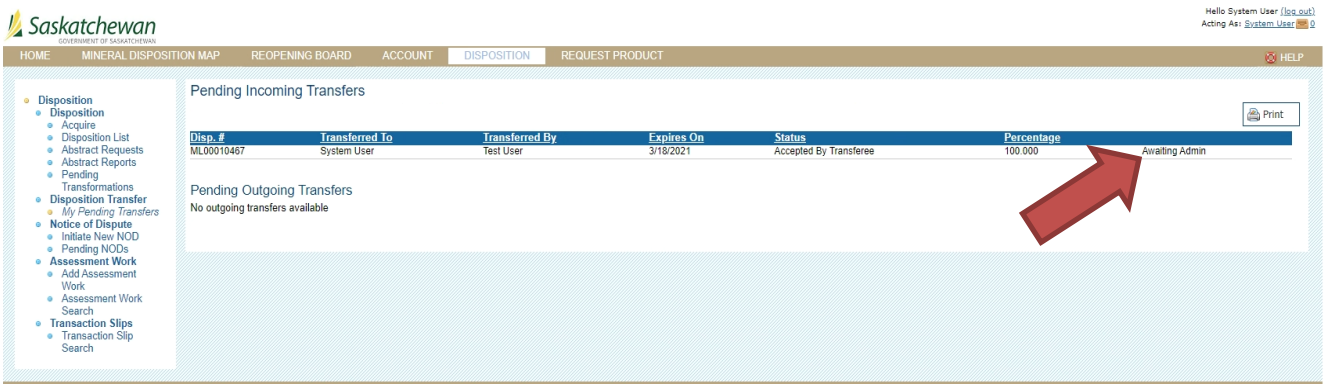
- Click on the “pending transfer request” link.



- Click on “Approve” or “Deny”.



- A pop up will appear. Click “OK” if you want to accept the transfer.

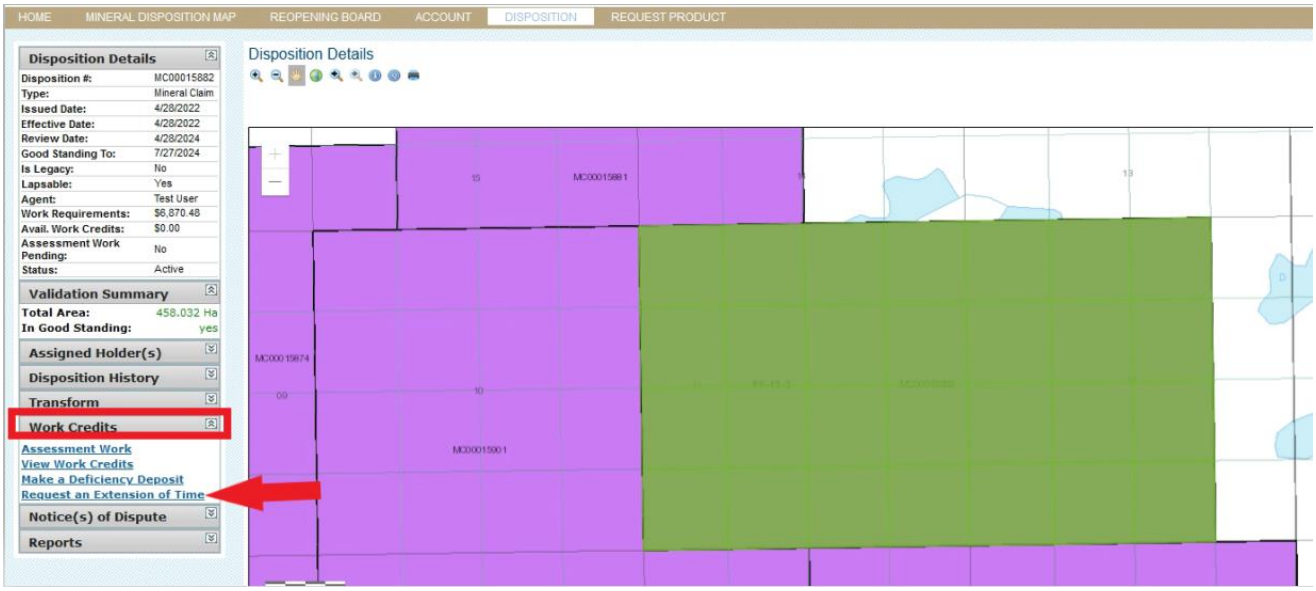


- Once you have agreed, you will get a status of “Awaiting Admin”. Your transfer will have to be approved by the MARS administrator before the transfer will take effect.

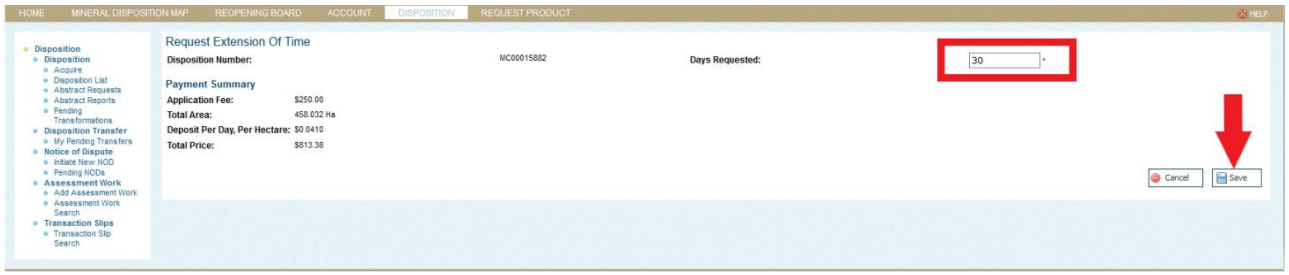
HOW TO APPLY FOR AN EXTENSION OF TIME

- Log into MARS
- Click on 'Disposition' tab and 'Disposition List' on the left-hand side.

- Select the disposition you would like to apply for an extension of time.
- Click on "Work Credits" on the left-hand side of "Disposition Details" Page and click "Request an Extension of Time" from the drop-down list.

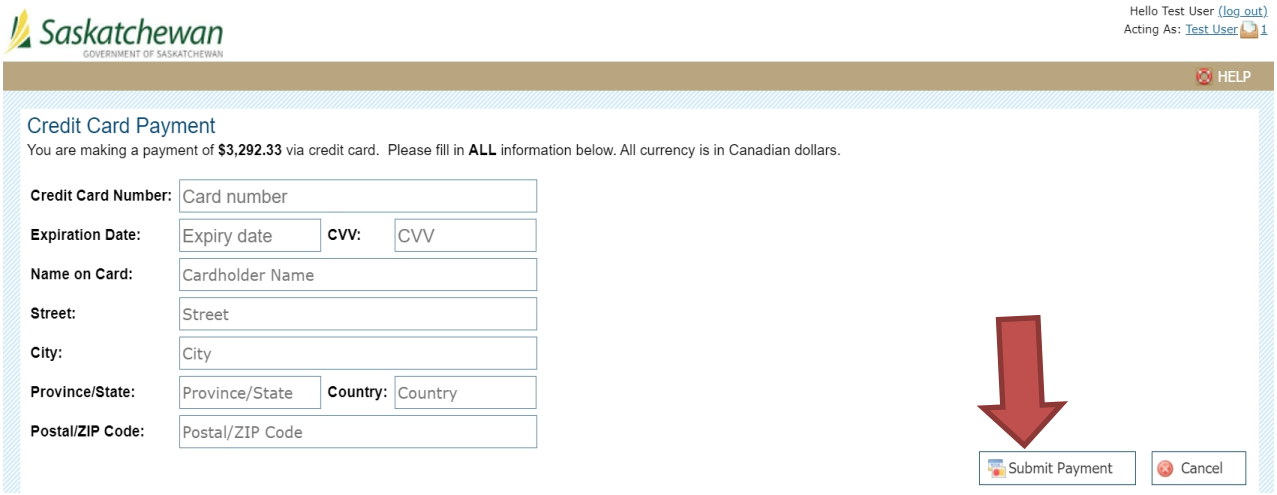


- Enter the number of days you wish to apply for extension in the "Days Requested" box and click 'Save'.



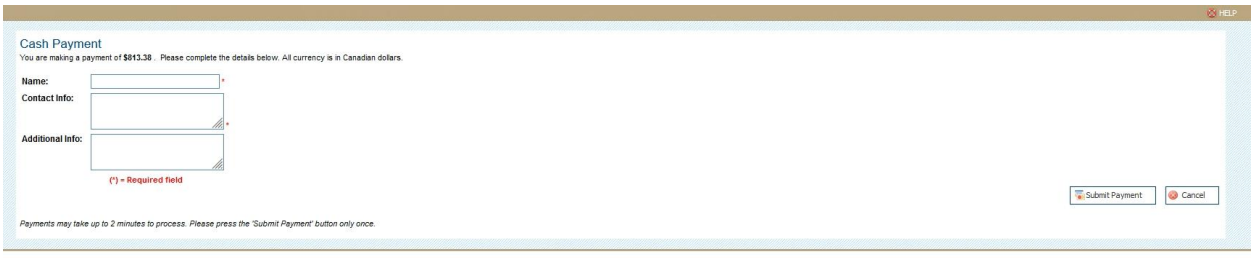
- Select the payment method from the drop-down list and click “Continue”.

- For Credit Card payment, fill in the required information in the credit card payment page and click “Submit Payment”.



- For EFT payment, select “Cash” and fill in the required information in the Cash Payment page and click “Submit Payment”.

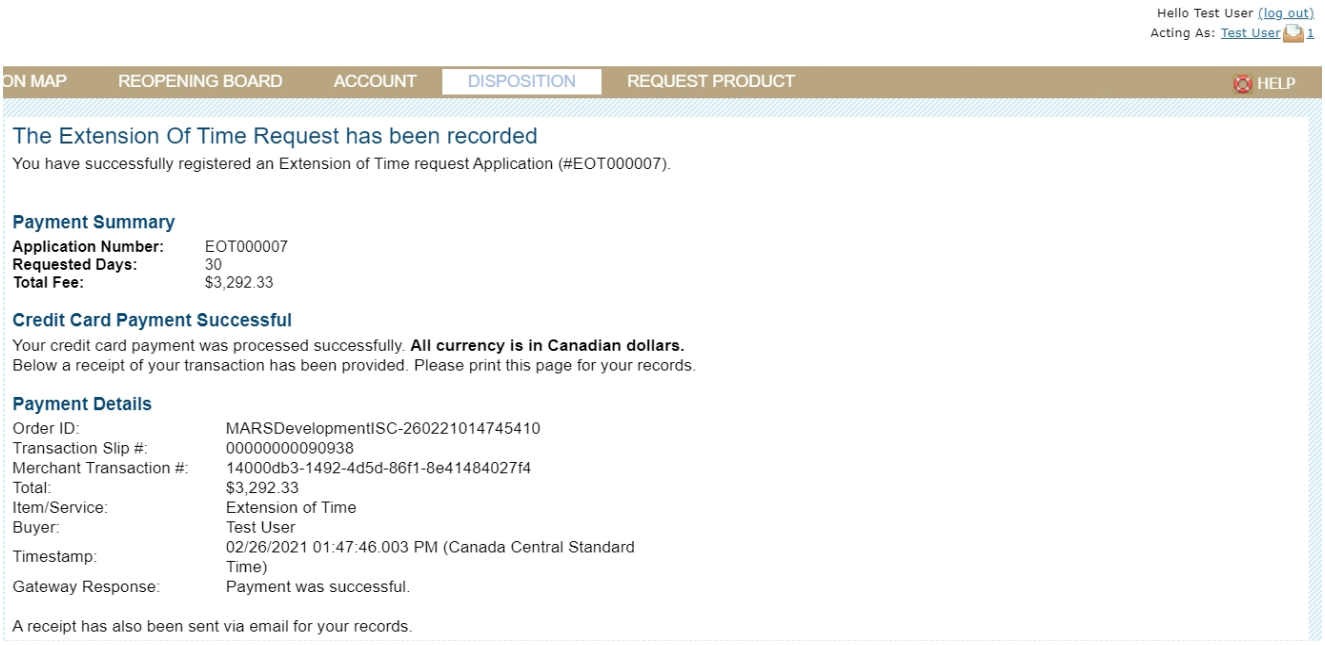
  Note: Please contact our Service Desk at 1 (855) 219-9373 or email er.servicedesk@gov.sk.ca to set up an EFT account with the ministry.



- For Cheque payment, select “Cheque” and fill in the required information in the Cheque Payment page and click “Submit Payment”.
  - Cheque should be payable to Minister of Finance and mail it to the address below:

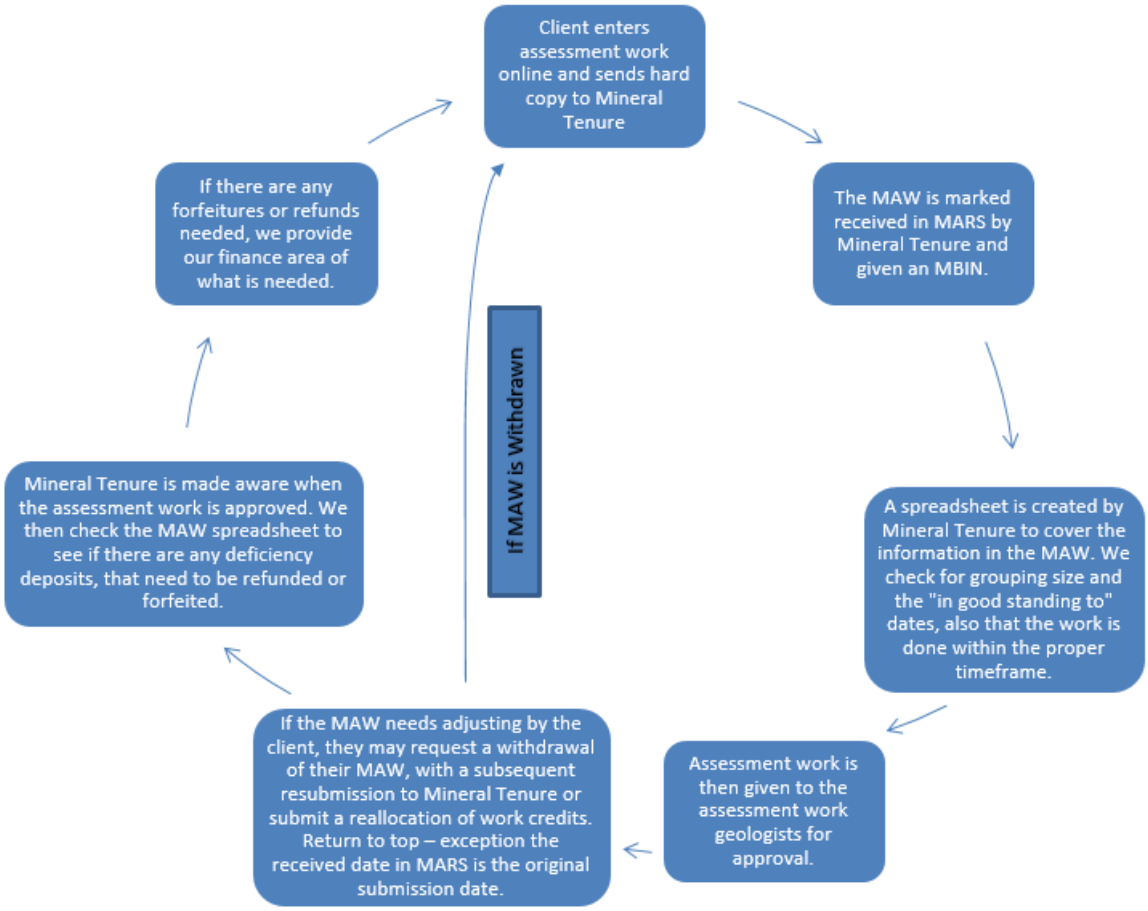
    Ministry of Energy and Resources
    Mineral Tenure
    610-1945 Hamilton Street
    Regina, SK S4P 2C7

- Once payment has been completed, MARS will provide detailed information about the application for your reference.



- The number of days for an Extension of time request is no less than 30 days and no more than 270 days.
- The application fee is $250.00 non-refundable per disposition, with either:
  - $0.041 per hectare per day for the second to tenth assessment work periods
  - $0.0684 per hectare per day for subsequent assessment work periods

MINERAL ASSESSMENT WORK (MAW)



Submitting a MAW

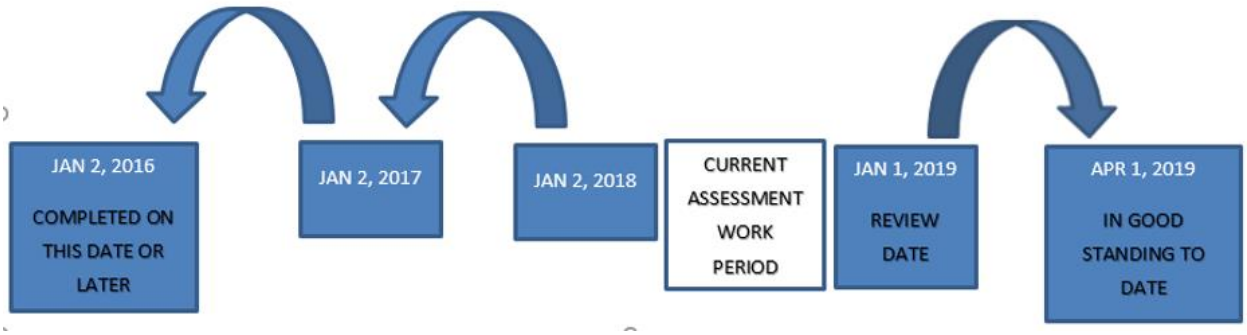
1. Sign into MARS and select the “Acting as” commission you wish to view from the upper right hand main screen

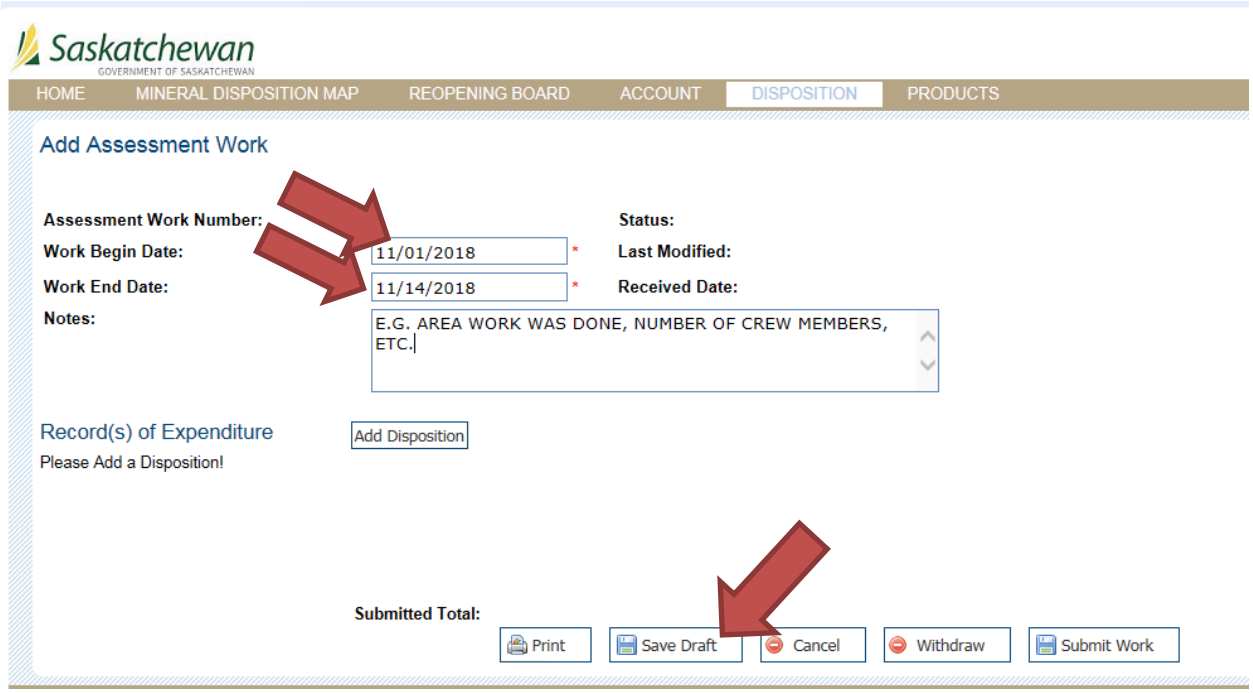
2. Click on the “DISPOSITION” tab
3. On the left hand side click “Add assessment work”

4. Enter in the start and end dates of the work period

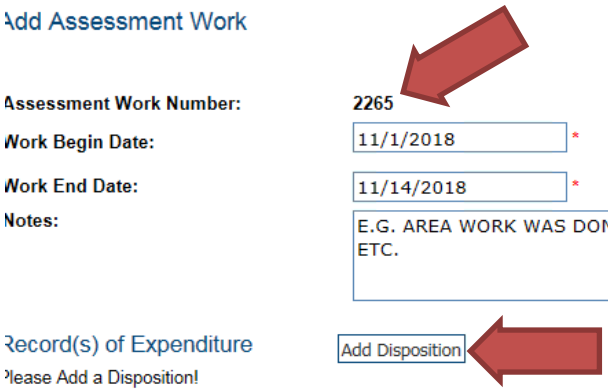
MARS Assessment Work Timeline Chart

EXAMPLE:

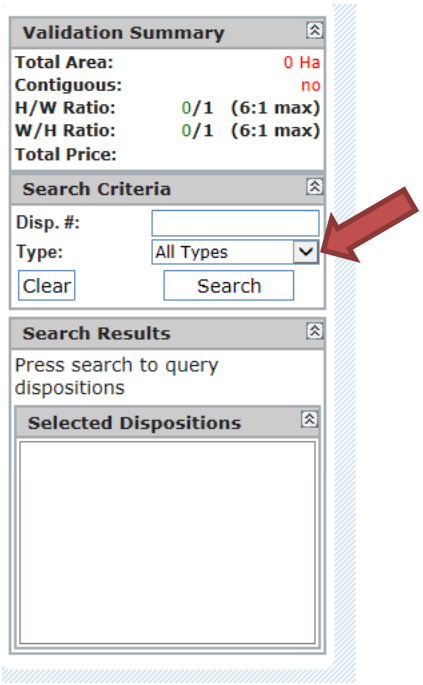




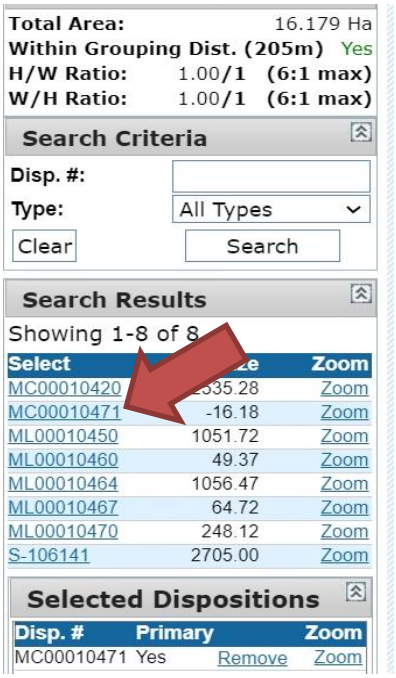
5. Hit “Save Draft” at the bottom of the page. This will give you your assessment work number (*TAKE NOTE of the number as it is hard to relocate afterwards)



6. Click the “Add disposition” box, this will take you to the mineral disposition map
7. On the left hand side, you can select mineral claim from the drop down or if you select all types it will populate with all of the claims and leases your commission has access to.

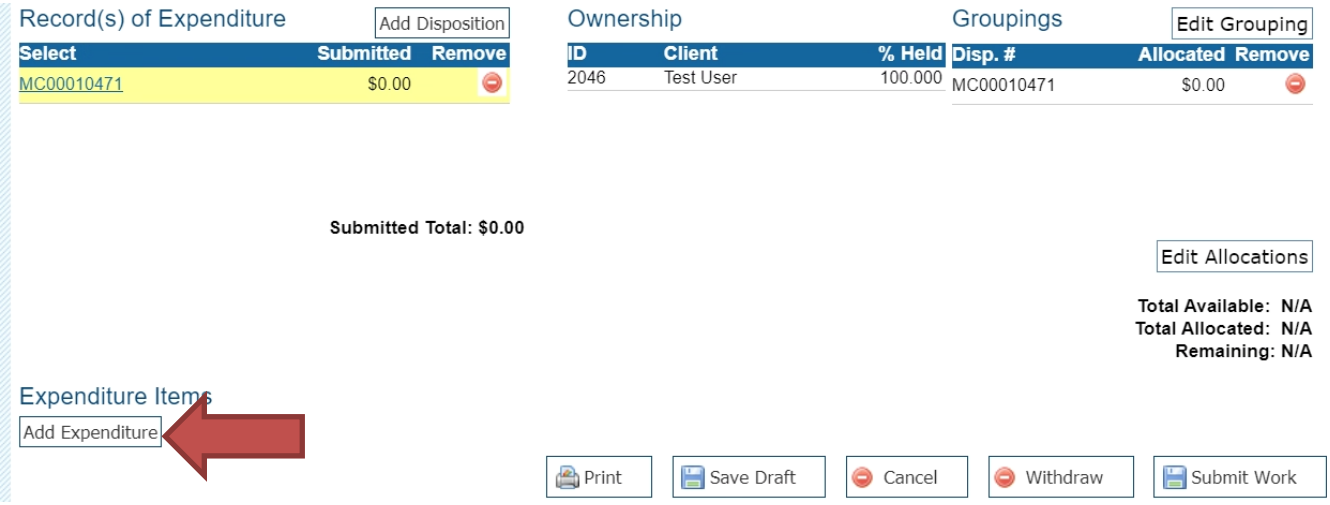


8. Click “Search”. This will populate the claims you are able to select from
9. Select the disposition number you wish to add as your primary disposition.

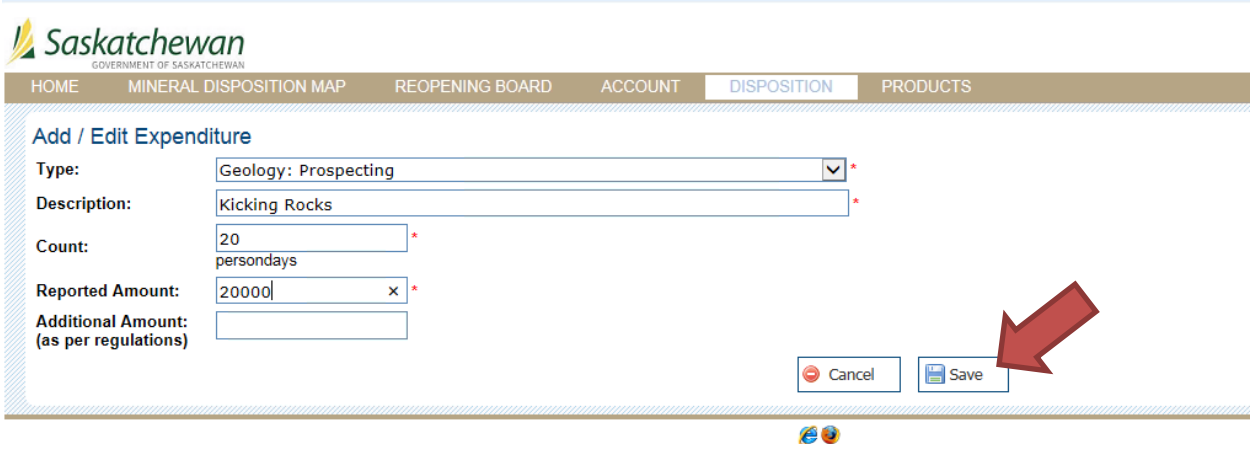


10. After you have selected your primary disposition MARS will automatically zoom into the disposition.

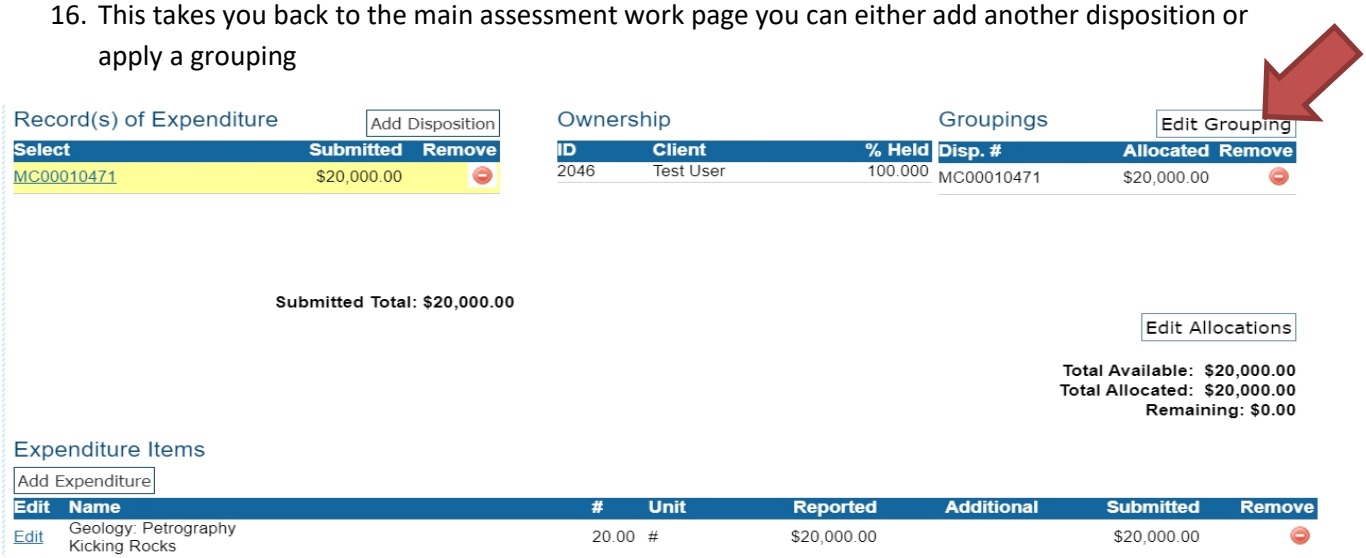
11. Click “Save” at the bottom of the page
12. On the next page select the disposition you want to add assessment work for.
13. Click “Add Expenditure” at the bottom of the page. (SEE APPENDIX A – All expenditure types)



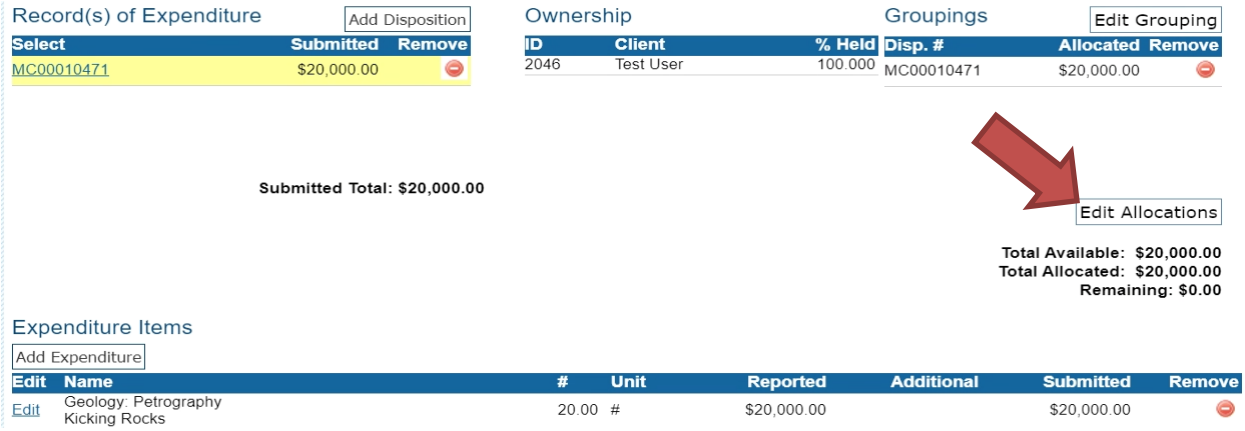
14. Enter the following information:
    a. Type (refer to APPENDIX A for more information on expenditure types)
    b. Description
    c. Count
    d. Reported amount
    e. Additional amount (if required * this is <u>only</u> for airborne surveys and future additional credit programs)

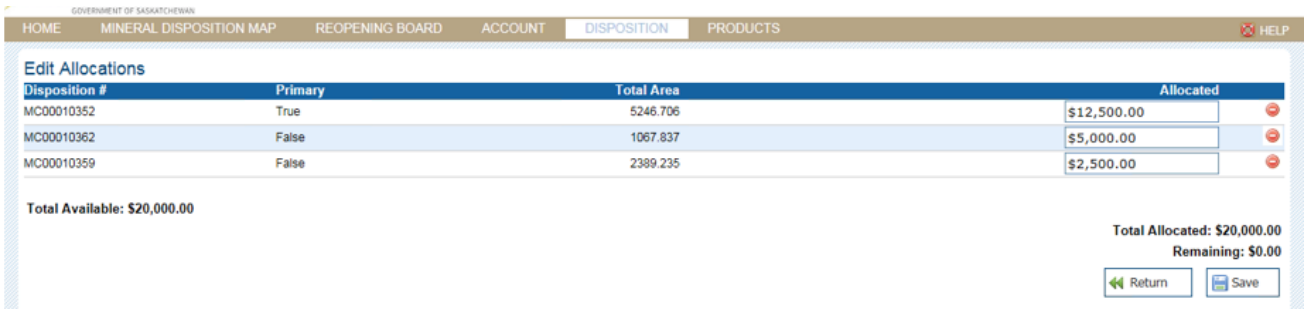


15. Click 'Save'.
16. This takes you back to the main assessment work page you can either add another disposition or apply a grouping

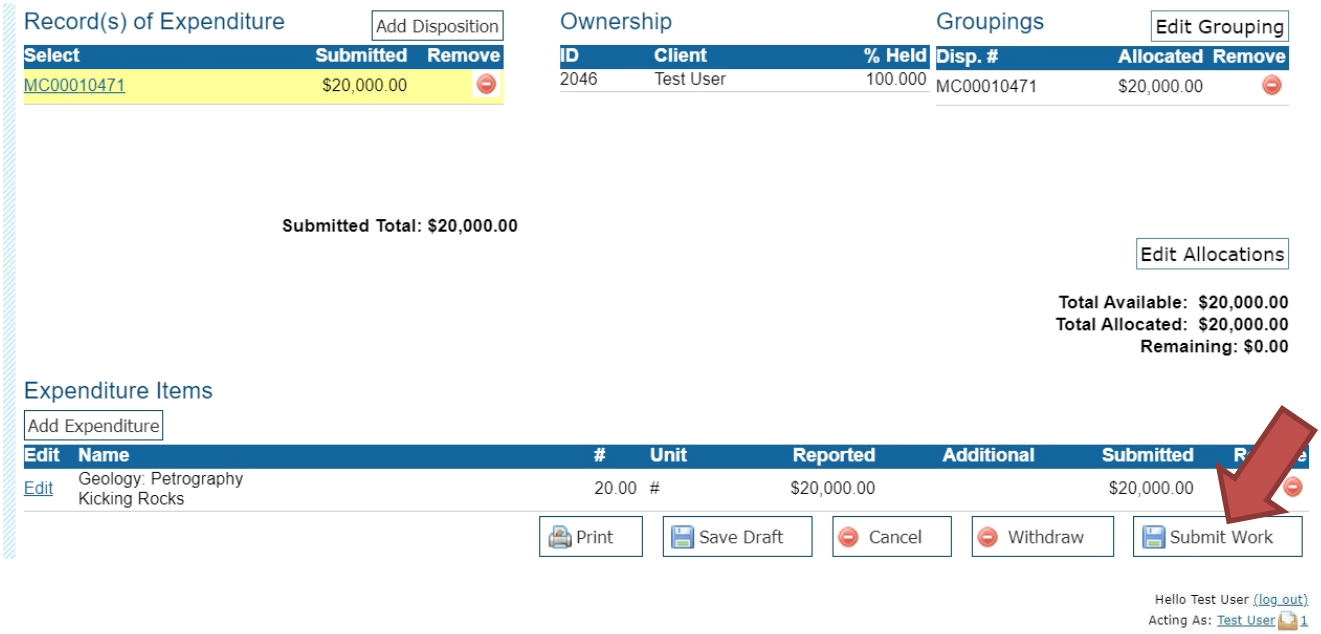


17. Once you have added the claims to the MAW that will be part of the grouping you can hit save.
    NOTE: The grouping distance is 700 meters
18. With your new grouping you will be able to edit your allocations





19. Click “Save” then click “Return”
20. Once you are satisfied with your Work assessment you can “Submit work”



21. Send in the digital copy of your assessment work to The MARS Administrator.
22. THIS MUST BE RECEIVED BEFORE THE earliest IN GOOD STANDING DATE for the dispositions in the MAW.

TIPS

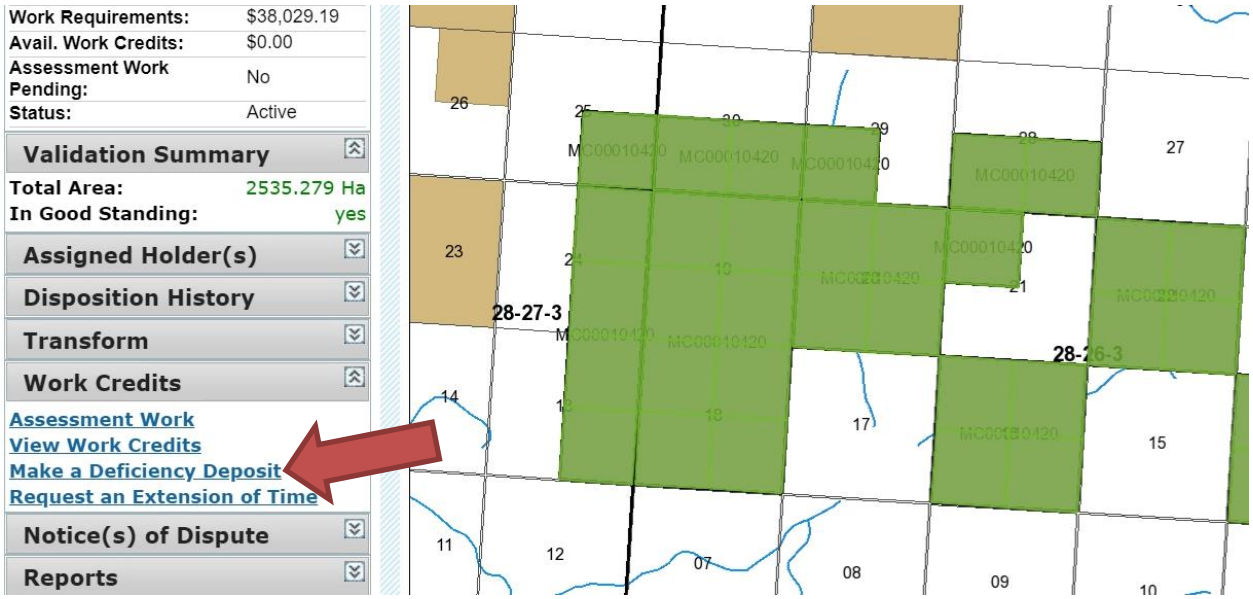
- If you have your MAW saved as a draft, you can locate it by clicking on the disposition tab on the left-hand side “assessment work search” enter in the MAW number.

SUBMITTING REALLOCATION OF WORK CREDITS

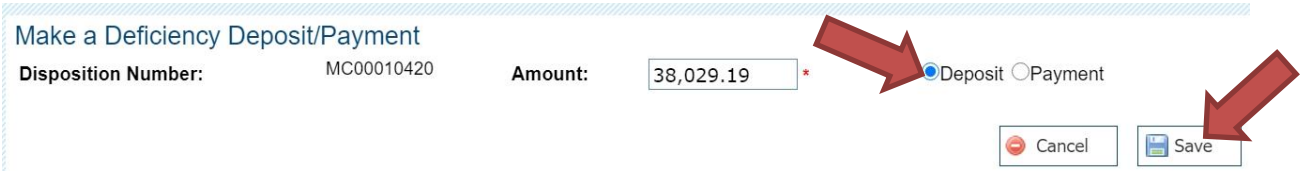
1. Upon the review of your MAW, the assessment work geologist may disallow a portion of the credits requested. When this happens, you may submit a deficiency deposit to cover the shortfall or reallocate the reduced credit to the existing grouping of claims in your MAW. This section of the manual addresses the reallocation of expenditures. The Mineral Tenure Regulations section 67 part (1) and part (2) covers this topic.
2. The holder will receive an email that the expenditure has been reduced. You have 10 business days to make the necessary corrections.
3. In MARS, access the MAW for which grouping of expenditures is to be reallocated.
4. The top right-hand side has “Reallocate Expenditure List”
5. Adjust your credits as needed and click “Submit.”

ADDING DEFICIENCY DEPOSITS

1. Sign into MARS.
2. Click on the “DISPOSITION” tab.
3. On the left-hand side of the page, go into the “Disposition list” and select the disposition.
4. Click on “Work Credits” on the left-hand side and click “Make a Deficiency Deposit”.



5. Enter the “Amount” you would like to pay.
    a. Choose “Deposit”. DON’T Choose Payment, it is NON-REFUNDABLE. Click “Save”.



6. Select your payment option from the drop-down and click “Continue”.

    Below are the payment options we accept.

    a. Cash
    b. Cheque payable to Minister of Finance

        Mailing address:
        Ministry of Energy and Resources
        Mineral Tenure
        610-1945 Hamilton Street
        Regina, SK S4P 2C7

c. Credit Card (Visa or Mastercard)
d. Electronic Fund Transfer (EFT)

Enter the disposition number on the "EFT Confirmation Number" field.

Note: Please contact our Service Desk at 1 (855) 219-9373 or email er.servicedesk@gov.sk.ca to set up an EFT account with the ministry.

e. Direct deposit
To make a payment through your bank's website or mobile application, please add "SK ENERGY RESOURCES" as a new payee and enter the Business Associate (BA) ID, as your account number. Visit your bank's website for instructions on how to add a new payee.

7. Fill in all required information on the payment page and click "Submit Payment".
8. A notification that the deficiency deposit payment was successful.

Deficiency Deposit/Payment Successfully Received

Cash, Cheque, or Direct Deposit Payment Required

You are making a payment of **$38,029.19** via Cash or Cheque. Your payment must be received at the proper office by end of **03/05/2021**. Once payment has been received, your pending request will be processed. If no payment is received in the required timeframe, your request will be cancelled.

Make sure you identify the following order ID with your payment:
Order ID: **MARSDevelopmentISC-020321115129323**

Payment Details

Order ID:	MARSDevelopmentISC-020321115129323
Transaction Slip #:	00000000090705
Merchant Transaction #:	MARSDevelopmentISC-020321120246085
Total:	$38,029.19
Item/Service:	Deficiency Deposit
Gateway Response:	Payment was scheduled successfully.
Disposition Number:	MC00010420
Deficiency Deposit / Payment Amount:	$38,029.19

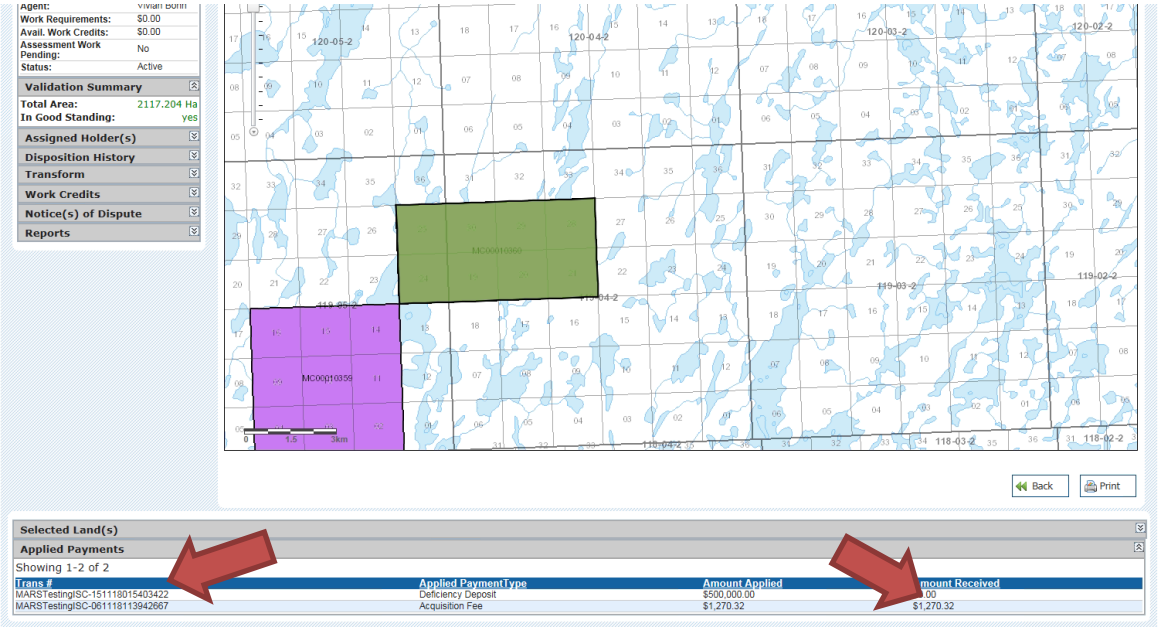
If you are paying by cash or cheque, please deliver the payments to the following locations:
MARS
Ministry of Energy and Resources
200, 2101 Scarth Street
Regina SK S4P 2H9

NOTES:

- Please include the Order ID(s) or the disposition number(s) as a backup document along with the payment.

- Please do not wait until the last minute to submit your payment as it will not be marked as received in MARS system until we have received the funds, and our Accounting Department has entered it into MARS. Late payment may result in lapsing of claims.

  - You can view if the payment has been received by our Finance department by clicking on "Applied Payments" at the bottom of the "Disposition Details" page.



- If you are making a last-minute payment, please notify MARS Help Desk by email at mars@gov.sk.ca or call 306-787-9030.
- MARS will not notify a client whether a payment was received.

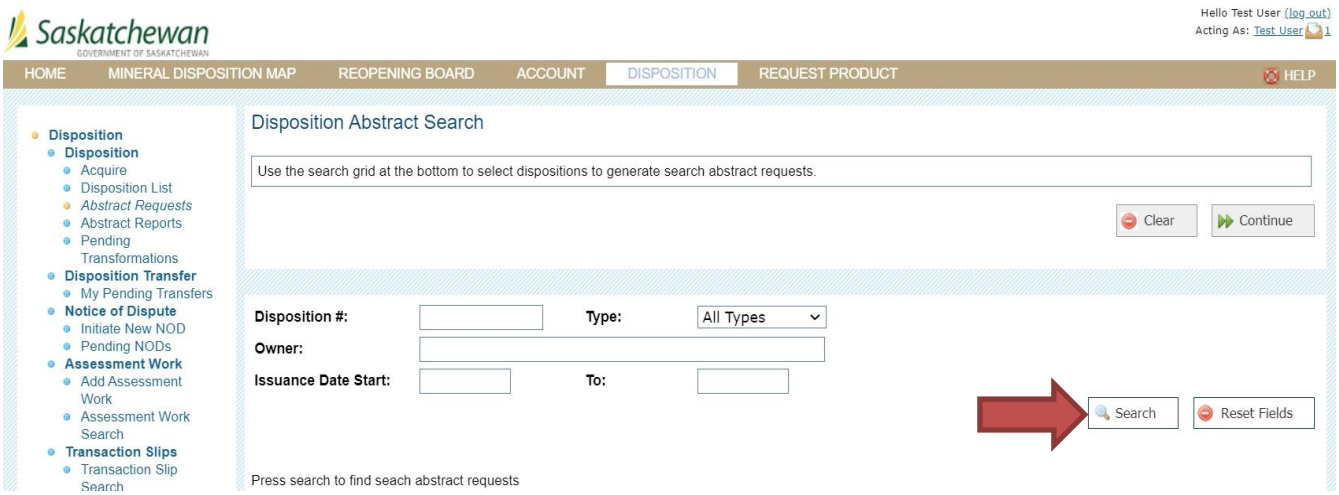
CHANGING LEASE PRODUCTION STATUS

- If you need to change status from “Producing” to “Non-Producing” or from “Non-producing” to “Producing”
    - Send an email to the MARS administrator at MARS@gov.sk.ca. Include in your email the date that the change becomes effective.
    - Indicate in your email which lease(s) is/are affected by the production change.

SEARCH ABSTRACTS

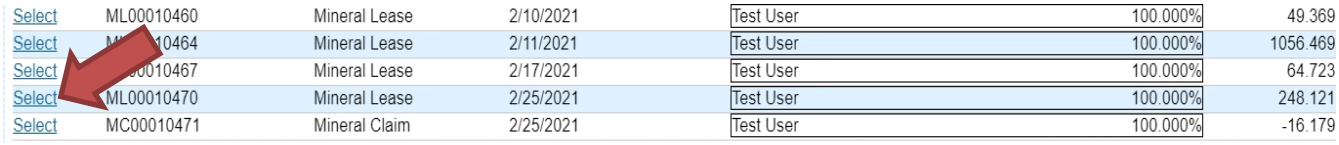
- Search abstracts contain information about a specific claim:
    - Disposition details
        - Disposition number
        - Type of disposition
        - Issued Date
        - Effective date
        - Next review date
        - Good standing to date
        - Is legacy
        - Lapsable
        - Agent
        - Status
    - Validation Summary
        - Total Area
        - In Good Standing
    - Work Assessment
    - Assigned Holders
    - Transfer History
    - Notice of Dispute Records
    - Builders Liens
    - Work Credit History
    - Legal Land description
- Log in to MARS

- Click the “Disposition Tab” at the top
- From the left hand bar choose “Abstract Request”



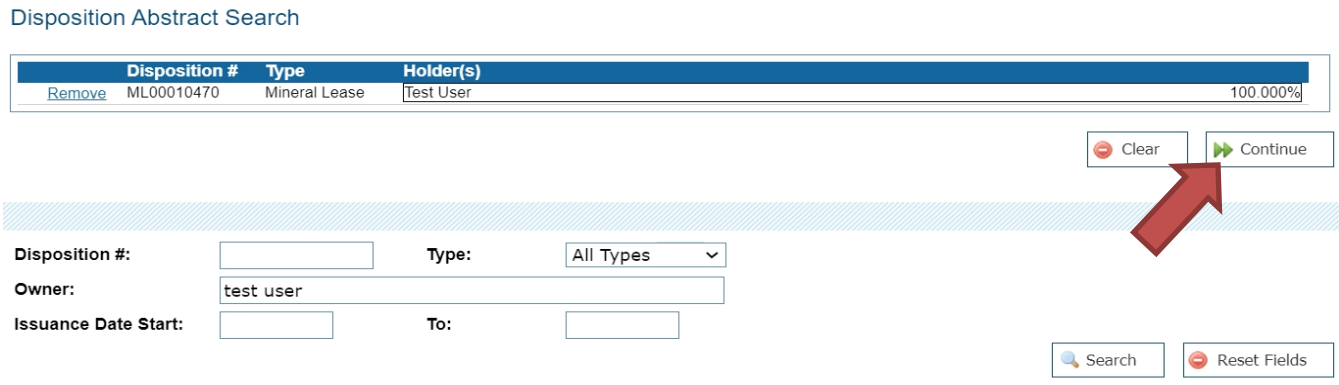
- You have the option to choose to search by:
  - Disposition #
  - Type
  - Owner
  - Issuance Date Start and to

- Once you have entered your criteria click the “Search” button on the right hand side

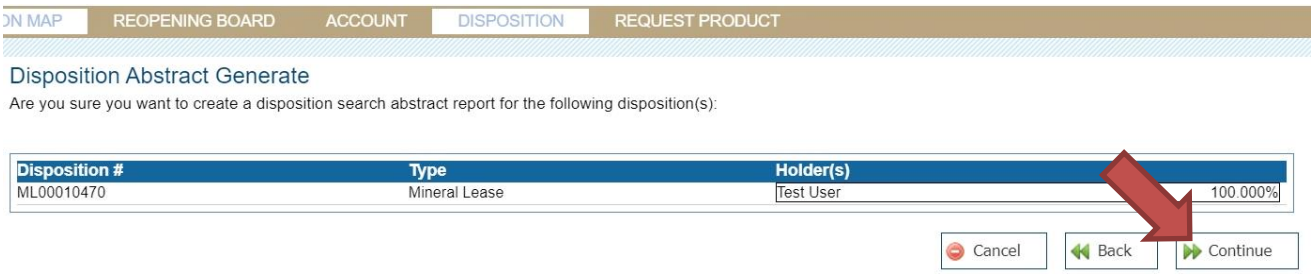


Select	ML00010460	Mineral Lease	2/10/2021	Test User	100.000%	49.369
Select	ML00010464	Mineral Lease	2/11/2021	Test User	100.000%	1056.469
Select	ML00010467	Mineral Lease	2/17/2021	Test User	100.000%	64.723
Select	ML00010470	Mineral Lease	2/25/2021	Test User	100.000%	248.121
Select	MC00010471	Mineral Claim	2/25/2021	Test User	100.000%	-16.179

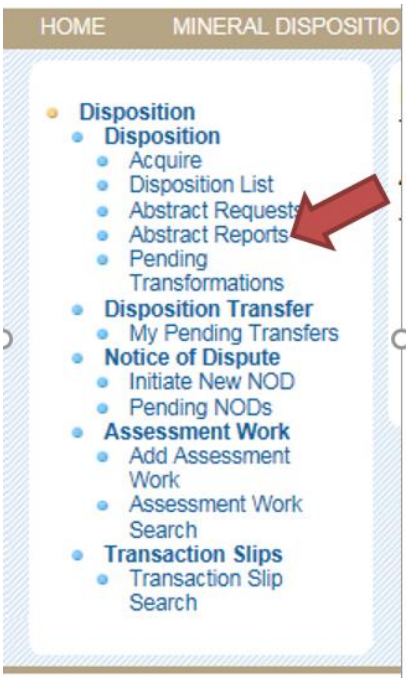
- Click the “select” next to the disposition you want a search abstract for
  - You can select 1 or multiple dispositions



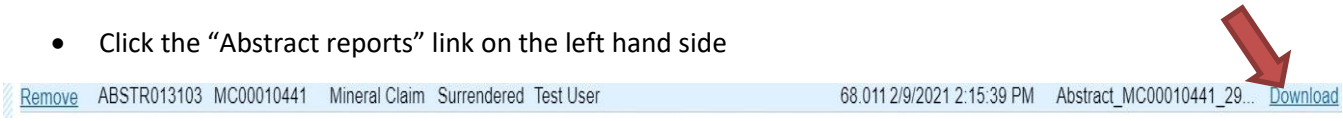
- Once you have selected the disposition it will populate the box at the top of the screen
- Click “Continue” from the top box



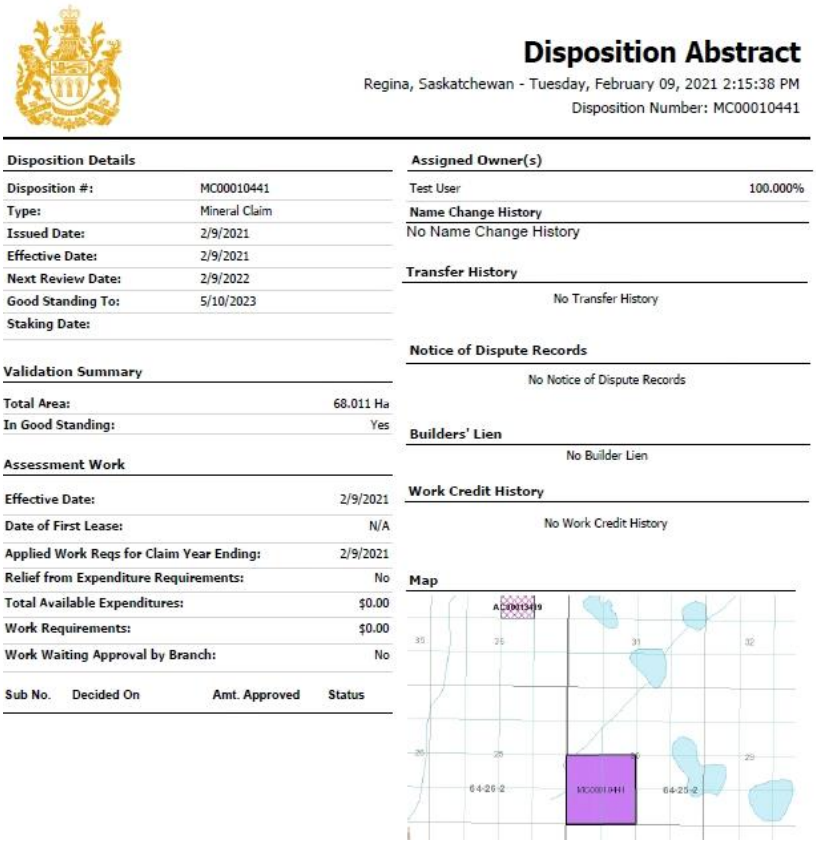
- On the next page click “Continue”
- A screen will appear that notifies you that the report is now available in “Abstract reports”



- Click the “Abstract reports” link on the left hand side



- The list of disposition abstract requests will be displayed.
- Click on the “Download” link and your report will be displayed.



Disposition Abstract

Regina, Saskatchewan - Tuesday, February 09, 2021 2:15:38 PM
Disposition Number: MC00010441

Disposition Details

Disposition #:	MC00010441
Type:	Mineral Claim
Issued Date:	2/9/2021
Effective Date:	2/9/2021
Next Review Date:	2/9/2022
Good Standing To:	5/10/2023
Staking Date:	

Validation Summary

Total Area:	68.011 Ha
In Good Standing:	Yes

Assessment Work

Effective Date:	2/9/2021
Date of First Lease:	N/A
Applied Work Reqs for Claim Year Ending:	2/9/2021
Relief from Expenditure Requirements:	No
Total Available Expenditures:	$0.00
Work Requirements:	$0.00
Work Waiting Approval by Branch:	No

Sub No.	Decided On	Amt. Approved	Status

Assigned Owner(s)

Test User	100.000%

Name Change History

No Name Change History

Transfer History

No Transfer History

Notice of Dispute Records

No Notice of Dispute Records

Builders' Lien

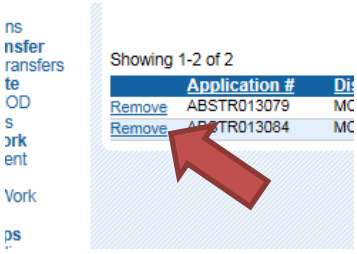
No Builder Lien

Work Credit History

No Work Credit History

Map

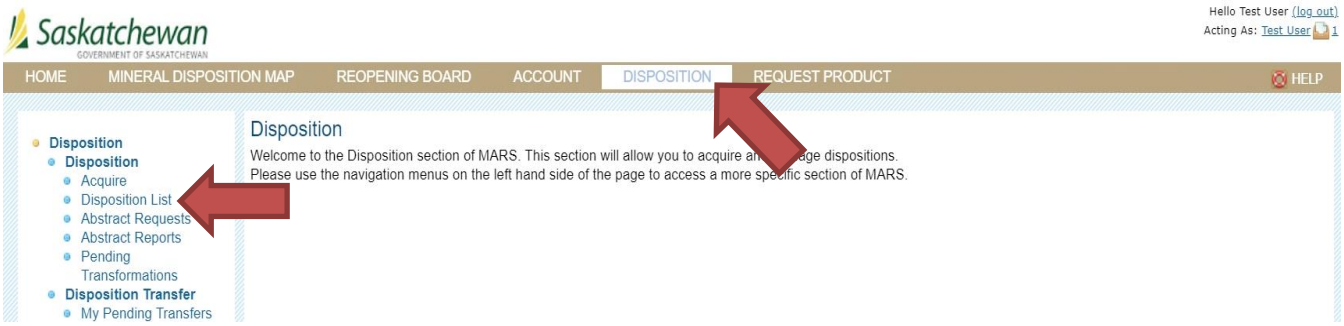
- NOTE: If you download the report yourself there is no change.
- NOTE: This is the exact report you would receive from the MARS Administrator for $50.00. There is no difference in the reports. The cost is for certifying the report.
- ALL information is current for the day that the report is generated. Information may change when updates to MARS run each evening.
- The company will not be notified that you ran a search abstract.

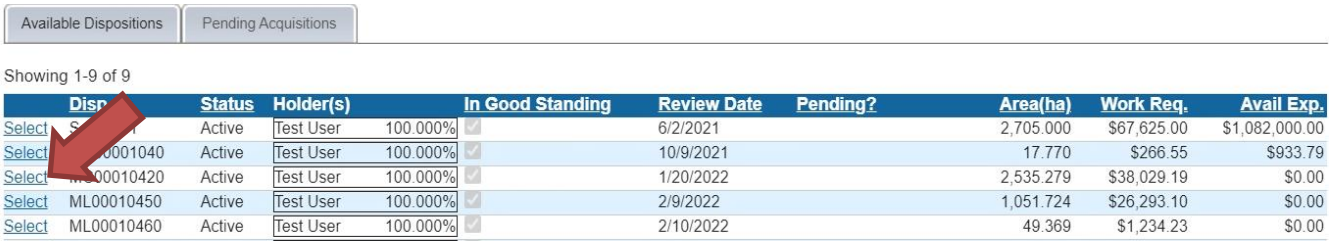


- To clear out your list you can click “Remove”
- You can use the “Issuance date Start” fields to populate your report list with abstracts from a specific search date.

DISPOSITION COPIES

- Sign into MARS
- Click on the “Disposition” tab at the top
- Click on “Disposition List” on the left hand side



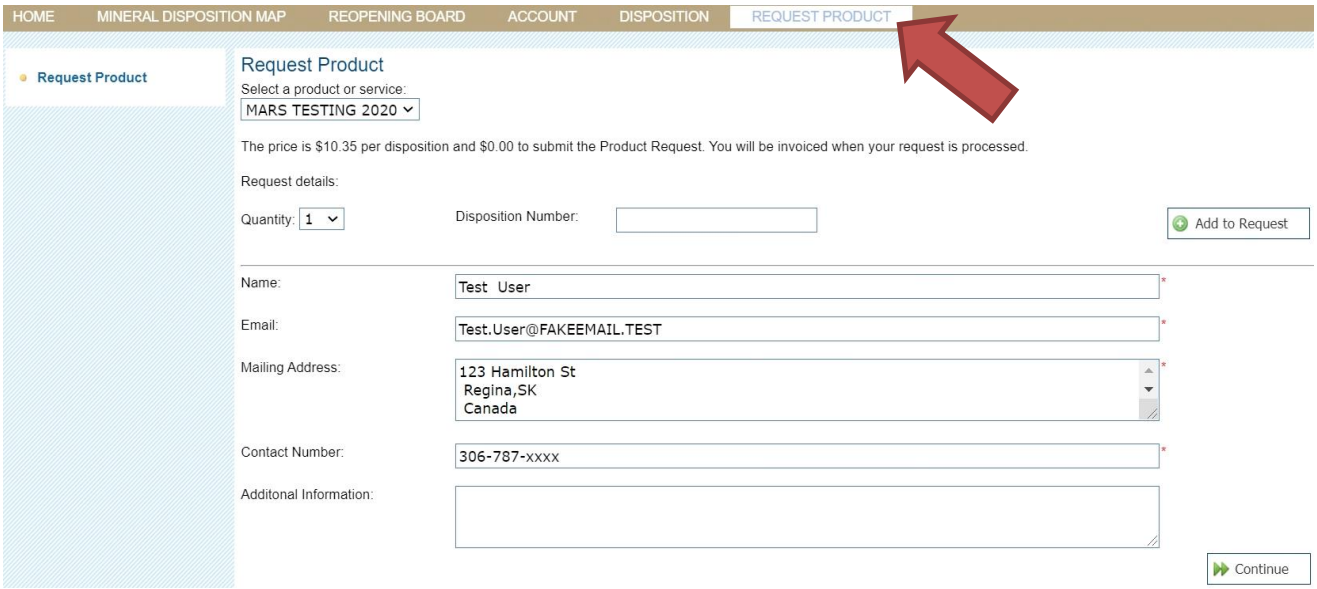


- Select the disposition you wish to have a copy of

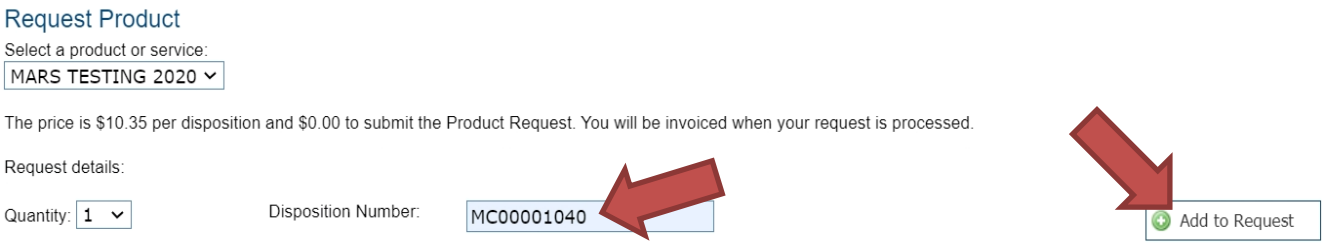
- Click on “Reports” on the left hand side of the “Disposition Details” page and choose “Disposition Copy”.
- The report will pop up. It is similar to the Search Abstract report but it does not contain name change history.

REQUEST PRODUCTS

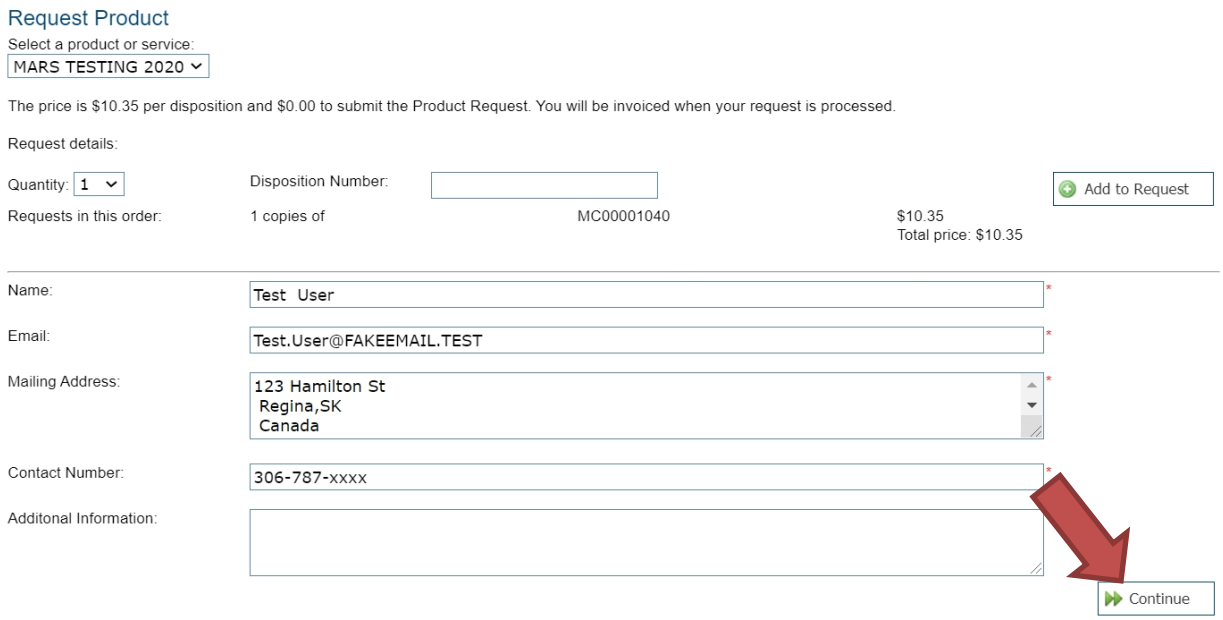
- If you click on the “Request Product” tab this will bring you to a screen to request a “Certified Certificate”.



- Enter the disposition number which you would like to request a certified copy, then click ‘Add to Request’.

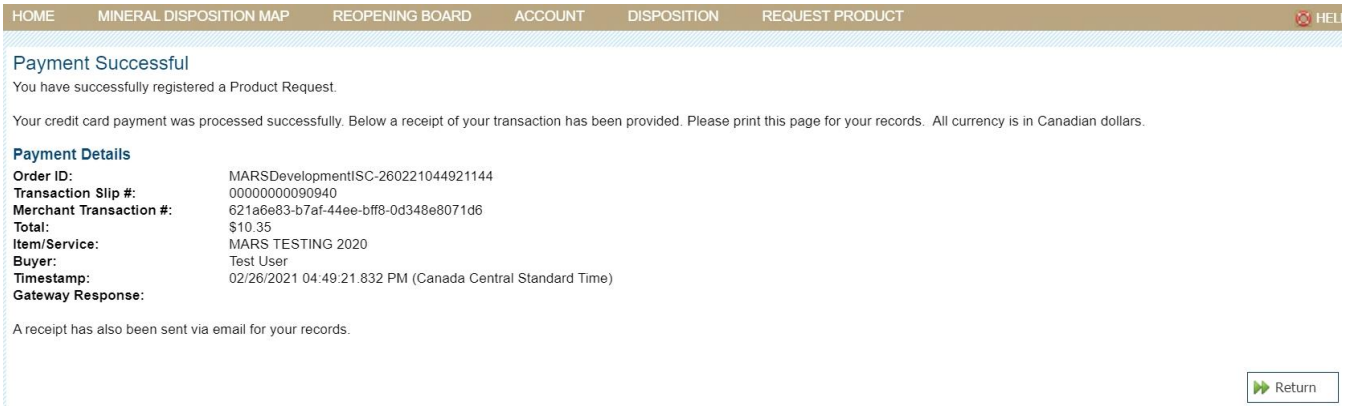


- Enter required information. Click ‘Continue’



- Choose the payment option from "Payment Details" page. See page 52 for the instruction of making payment.

- You will be billed $50.00 per disposition for this service but if you generate the abstract yourself you will not be charged.
- After the payment has successfully made, MARS will provide you detailed information of the request for your reference.



NOTE: What you will actually receive is a Search Abstract that has been certified correct at the time it is generated. See SEARCH ABSTRACT in this booklet to generate them yourself.

EXAMINE PAPER RECORDS

- Clients can view paper records and documents pertaining to a legacy disposition for $100.00 per disposition file.
- A request needs to be submitted to MARS@gov.sk.ca with a list of the legacy dispositions that you wish to examine.
- These requests can take some time as we need to retrieve the files from storage.
- The current holder has to give permission to the requesting client to view their disposition files.
- In the case of Lapsed dispositions, there is no wait time to view the files.

INSTRUMENT REGISTERY

- *The Crown Minerals Act* governs the registry under sections 27.3(h), 27.32, 27.33 and 27.34.
- Instruments that are included in the registry include:
    - Notice of security
    - Notice of Security Interest
    - Debenture Pledge Agreement
    - Net Smelter Returns
    - Discharge of Incentive Liens
    - Discharge of Debenture
    - Notice of Royalty Interest
    - Power of Attorney
    - Purchase Agreements
    - Etc.
        - Filing of a document in the Instrument Register is not a legal requirement and is done without guaranty and for informational purpose only. The Ministry cannot be held responsible for the absence of such instrument at a later date.
- These are documents that are not available through the MARS database.
- The instruments in the registry are never deleted or removed, but a letter of discharge maybe registered against any of them at any time.
- To get information from the registry, send a request to MARS@gov.sk.ca with a list of the dispositions you wish to have searched.
- There is no fee for this service.

RECREATIONAL GOLD PANNING AND PLACER MINING

- Recreational gold panning is allowed in Saskatchewan; however, there are no specific regulations for recreational gold panning or placer mining in the province. *The Mineral Tenure Registry Regulations* are applicable to any Crown mineral rights issued for the exploration and production of gold by any means, including placer mining.
- Using a pan to test the presence of gold can be done without authorization where Crown mineral rights have not been already issued to somebody else. Mineral rights belong to the Crown, except where they are the property of a third party, who would authorize the exploration.
- Only the surface land owner can grant surface access rights. Anyone wishing to conduct gold panning must be aware of who owns the land and obtain permission from that person or entity to access the land.
- All recreational gold panning must be done with a gold pan. Sluice boxes, rocker boxes, concentrators, jigs, trammels, screens and dredges of any size or design are prohibited. No equipment, including hand shovels, can be used to move material to be panned.
- The use of any equipment other than a simple pan requires a mineral claim. If mineral exploration activity goes beyond recreational panning, please use MARS to obtain proper mineral claims or leases, or to check the availability of land for mineral exploration.
- You may also contact the MARS Help Desk for information about obtaining a mineral claim or a mineral lease. Please provide the land description (i.e., legal subdivision, section, township, range and meridian).
- No damage is to be inflicted to the bed, bank or boundary of any water body or water course. If you have questions regarding gold panning in Saskatchewan, please contact one of the following Ministry of Environment offices:
    - La Ronge - LaRongeExploration@gov.sk.ca
    - Meadow Lake - MeadowLakeExploration@gov.sk.ca
    - Melville - MelvilleOil@gov.sk.ca
    - Prince Albert - PrinceAlbert.Exploration@gov.sk.ca
    - Saskatoon - SaskatoonOil@gov.sk.ca
    - Swift Current - SwiftCurrentOil@gov.sk.ca

APPENDIX A (Assessment Work Categories)

Category	Type	Unit of Measurement	Additional Description Required	Work to Include in This Category
GEOLOGY	Geology: Prospecting	person days		Traversing, scintillometer/spectrometer survey (not gridded), collecting samples
	Geology: Geological Mapping/Petrography	person days	# of samples if taken	Traversing, outcrop investigation, collecting samples
	Geology: Trenching/Stripping	m^3	# of trenches	
	Geology: Petrography	#		Analysis of petrographic samples
GRID	Grid: Legal Survey	km		
	Grid: Line Cutting	km		In preparation for exploration survey to be conducted in the same assessment work period
	Grid: Picket Setting	km		In preparation for exploration survey to be conducted in the same assessment work period
GEOPHYSICS AIRBORNE	Geophysics: Airborne EM	km		
	Geophysics: Airborne Mag or Grad	km		
	Geophysics: Airborne Radiometric	km		
	Geophysics: Airborne Gravity	km		
	Geophysics: Airborne Combination	km	survey type	Only used if other choices don't adequately describe what was done
	Geophysics: Airborne Other	km	survey type	Only used if other choices don't adequately describe what was done
GEOPHYSICS GROUND	Geophysics: Ground Seismic	km		
	Geophysics: Ground VLF	km		
	Geophysics: Ground Ground Time Domain EM	km		ML-TEM, TDEM, SQUID, SML-TEM
	Geophysics: Ground EM Other	km	survey type	Only used if other choices don't adequately describe what was done
	Geophysics: Ground Magnetic	km		
	Geophysics: Ground IP/Resistivity	km		
	Geophysics: Ground Gravity	km		
	Geophysics: Ground Bore Hole	m (metres of hole surveyed)	# of holes, survey type	Downhole geophysics
	Geophysics: Ground Bathymetry/Soundings	km or #		
	Geophysics: Ground Combination	km	survey type	Only used if other choices don't adequately describe what was done
	Geophysics: Ground Other	km	survey type	Only used if other choices don't adequately describe what was done
GEOCHEMISTRY	Geochemistry: Lake/Stream Sediments	#	survey type	Analysis of samples
	Geochemistry: Water	#	survey type	Analysis of samples
	Geochemistry: Soil Gas	#	survey type	Analysis of samples
	Geochemistry: Core/Rock/Chip/Boulder	#	survey type	Lab analysis of samples
	Geochemistry: Biogeochemical	#	survey type	Lab analysis of samples
	Geochemistry: Bulk Sample	#	weight, survey type	Lab analysis of samples
	Geochemistry: Heavy Mineral/Indicator/Microdiamond	#	weight	Lab analysis of samples
	Geochemistry: Soil/Overburden/Till	#	survey type	Lab analysis of samples
	Geochemistry: Other	#	survey type	Only used if other choices don't adequately describe what was done
DRILLING	Drilling: Diamond	m	# of holes	
	Drilling: Percussion	m	# of holes	
	Drilling: Rotary	m	# of holes	
	Drilling: Reverse Circulation	m	# of holes	
	Drilling: Other	m	# of holes, drilling type	Only used if other choices don't adequately describe what was done
OTHER	Other Work	counts	survey type	Only used if other choices don't adequately describe what was done, specify units of measurements used
ADMIN	Administration			Includes report writing, administrative duties, up to 10% of eligible expenditures MTRR, 2012 s 65(1)(b)
EXTRA	Additional			Used for claiming the extra 50% credit for the cost of the airborne survey. *MTRR, 2012 s65(2)*

APPENDIX B (Fee Schedule)

Fees	***Provision***	***Amount***
Registry access fee 12(2)(c) NIL	12(2)(c)	NIL
Electronic search of the registry fee	15(1)	NIL
Search of paper records and documents pertaining to a legacy disposition	15(2)	$100.00 per disposition
Copy of the paper records and documents pertaining to a legacy disposition	15(3)	$0.25 per page, minimum of $25.00 per disposition
Registration fee for division or partial surrender of a legacy disposition	29(2)	NIL
Registration fee for a permit	33(2)(b)	$0.30 per hectare, minimum of $3,000.00
Registration fee for conversion of permit to claim	38(1)(b)	$0.60 per hectare, minimum of $300.00
Registration fee for claim	41(1)(b)	$0.60 per hectare, minimum of $300.00
Registration fee for lease	49(2)	NIL
Registration fee for consolidation of leases	56(2)	NIL
Registration fee for conversion of lease to claim	57(3)	$250 per lease
Application for expenditure relief fee	72(3) and 75(3)	NIL
Application for extension of time fee	74(3)(b)	$250 per disposition
Registration fee for transfer of mineral disposition	84(1)	NIL
Certified paper copy of mineral disposition	94(1)	$50 per mineral disposition

APPENDIX C (Requirement Schedule)

Expenditure Requirements - Claims		
Description	*Provision*	*Amount*
Expenditure requirements for a claim	44(1)	(a) NIL during the first assessment work period;
		(b) $15.00 per hectare per assessment work period, from the second to tenth assessment work periods with a minimum of $240.00 per claim per assessment work period;
		(c) $25.00 per hectare per assessment work period, for the eleventh assessment work period and all subsequent assessment work periods with a minimum of $400.00 per claim per assessment work period.
Cash deposit to meet claim expenditure requirements for extension of time	(3)(c)	(a) $0.041 per hectare per day for the second to tenth assessment work periods;
		(b) $0.0684 per hectare per day for subsequent assessment work periods.
Expenditure Requirements and Rentals - Leases		
Description	*Provision*	*Amount*
Expenditure requirements for a Lease	(1)	(a) $25.00 per hectare per assessment work period, from the first to tenth assessment work periods with a minimum of $400.00 per lease per assessment work period.
		(b) $50.00 per hectare per assessment work period, from the eleventh to twentieth assessment work periods with a minimum of $800.00 per lease per assessment work period.
		(c) $75.00 per hectare per assessment work period, for the twenty-first assessment work period and all subsequent assessment work periods with a minimum of $1,200.00 per lease per assessment work period.
Lease annual rental fee payable	54(1)	$10.00 per hectare per year with a minimum of $1,600.00 per lease per year.