

Industry Tip

Interpreting *Preliminary Notice of Lease Continuance Level Reports*

Date	Module/Application/Functionality	Notes
November 9, 2016	Petroleum Tenure	Initial release


Background

To assist industry in managing their Crown disposition lease commitments, the Ministry of the Economy (ECON) started to provide monthly *Preliminary* (also known as 'Prior') *Notice of Lease Continuance Level Reports* through IRIS [in September](#).

Interpreting Reports

When reviewing the preliminary notice reports:

- The monthly *Preliminary Notice of Lease Continuance Level Reports* provides Business Associates (BA) with information on what the results of the annual continuance review would be if they don't take action on Crown leases by March 31.
 - The information contained in the report is based on the data processed by ECON through IRIS as of the report run date found in the report's header.
- 'Changes from current rights' noted for the continuance level of the report does not mean Ministry action has been taken. Rather, it provides BAs an idea of what will happen to their leases if they don't take action before March 31.
- Example:



Ministry of the Economy
Preliminary Notice of Lease Continuance Level Report
 (Based on information processed by the Ministry as of 2016-Sep-30)

REVIEW INFORMATION CAREFULLY. Changes to leases or wells may affect continuance status (well abandonments, lease transfers, lease surrenders etc).
 Inquiries? Contact Petroleum Tenure Support at 1-844-787-8695 (Monday - Friday 8 a.m. - 5 p.m. excluding holidays) or email anytime petlands@gov.sk.ca.

Run Date: 2016-09-30

LEASE NUMBER	Lease Type	Lease Owner(s)
LSD-SEC-TWP-RGE-MER	Petroleum and Natural Gas Lease	
Current Rights		
Lands	Substance	Top
	Gas	Top Surface
	Gas	Base Milk River Formation
	Gas	Top Surface
	Gas	Base Milk River Formation
	Gas	Top Surface
	Gas	Top Surface
	Gas	Top Surface
	Gas	Base Milk River Formation
	Gas	Top Surface

Continuance Level		
Continuing Bottom	Bold Indicates change from current rights	Reason
Top Milk River Formation	Expired	
Top Medicine Hat Sand	Expired	
Top Milk River Formation	Expired	
Top Medicine Hat Sand	Expired	
Top Milk River Formation	Expired	
Top Milk River Formation	Continued No Change	SSP
Top Medicine Hat Sand	Continued No Change	SSP
Top Milk River Formation	Continued No Change	SSP

Pool Stratigraphic Unit

Second White Speckled Shale

Second White Speckled Shale

Second White Speckled Shale

A

B

C

- A. This *Preliminary Notice of Lease Continuance Level Report* is based on information processed by ECON in IRIS as of September 30, 2016.
- If the BA takes the appropriate actions to ensure continuance of the leases in the month of October (apply to licence a well, report drilling and production activity, etc. in IRIS) changes will be reflected in *November's Preliminary Notice of Lease Continuance Level Report*. For example, if a well licence is applied for and approved for a lease that is set to expire on April 1 in October, the November run report should show the continuance level for that lease changed from 'Expired' to 'Continued No Changes' due to a reason of Licensed Well (LI).
- B. If this BA doesn't take action on the 'Expired' lands and rights by March 31 the end result is that on April 1 the lands and rights will 'Expire' and revert back to the Crown.
- C. For these lands and rights, the BA won't have to take action before March 31 provided the reasons for continuance do not change. See the [Lease Continuance Review Guidelines](#) for more information on reasons why a lease may or may not be continued by ECON when the annual lease continuance process is performed on April 1.

Access the *Preliminary Notice of Lease Continuance Level Report*

1. Log into [IRIS](#).
2. Select 'Reports' tab, then click on 'Tenure Disposition'. Click 'Preliminary and Final' under the 'Lease Continuance' heading. This opens the 'Lease Continuance Preliminary & Final Report Search' screen.

The screenshot shows the 'Lease Continuance Preliminary & Final Report Search' interface. At the top, there is a navigation bar with tabs: Tenure, Applications, Infrastructure, Reports, Support, and Quick Search. The 'Reports' tab is selected. Below the navigation bar, the title 'Lease Continuance Preliminary & Final Report Search' is displayed. Underneath, there is a 'Search Criteria' section with the following fields:

- Continuance Run Type: A dropdown menu.
- Continuance Review Date From: A date input field with a calendar icon.
- Continuance Review Date To: A date input field with a calendar icon.
- Disposition ID: A text input field.

There are two search buttons: a magnifying glass icon with the text 'Search...' and a button with the text 'Search'.

3. Select 'Lease Continuance (Preliminary Run)' from the 'Continuance Run Type' drop-down menu. You can complete the additional parameters to narrow your search results, but if you click 'Search' at this point, IRIS will return all the reports for your BA ID. The report includes all the leases you are either the lessee or the Confidential Designated Representative.
4. The report is available in both PDF and CSV formats.

- CSV files are Microsoft Excel-friendly, enabling the BA to sort the report using the spreadsheet program.
5. Download and open the file to see your continuance prior notice reports.

Industry Action

BAs are encouraged to thoroughly review their report and communicate any discrepancies with the continuance results to Petroleum Tenure Services at 1-844-787-8695 or petlands@gov.sk.ca.