

MINERAL AND COAL EXPLORATION NOTICE OF WORK APPLICATION COMPANION

How to Prepare for, Complete, and Submit High-Quality Notice of Work (NOW)
Applications for Mineral and Coal Exploration Programs in British Columbia

FOREWORD

In 2018, the BC Ministry of Energy, Mines, and Low Carbon Innovation (“EMLI”) commissioned a study to review and identify recommendations to improve the existing online guidance for coal and mineral exploration notice of work (“NOW”) applications. One of the recommendations arising from that study was the development of a stand-alone manual to assist NOW applicants to prepare, complete, and submit high-quality applications. This NOW Application Companion (“Companion”) fulfills that recommendation, and is intended to be a single, consolidated source of guidance and resource information for those wishing to apply for a NOW authorization for mineral or coal exploration programs in British Columbia. This Companion was updated in 2021 to reflect the updated platform of virtual FrontCounter BC (“vFCBC”), which currently houses the NOW application form.

This Companion is intended to complement the information and guidance available online via various sources (as cited throughout the document), and within the NOW application form at vFCBC. As individual pieces of guidance are updated, this document will also be kept up-to-date.

Section 1 presents information to assist applicants with early preparation before even accessing the online NOW application form. It outlines the key considerations for an applicant in advance of completing a NOW application, including some activities that may take some time and therefore affect project scheduling. For many topics, a variety of recommendations are provided, and applicants are able to determine their own customized path that reflects their specific company, project, area of the province, financial considerations, and other potential constraints.

Section 2 provides step-by-step guidance on completing the online NOW application form. While there is value to reviewing it in advance, especially for those new to the British Columbia NOW authorization process, it is intended to be used as a reference while the applicant is working through the form. There is a great deal of variation among mineral exploration programs – from the very simple (e.g. induced polarization) to much more complex and involved undertakings (e.g. bulk sample, underground exploration). The online NOW Application, as well as this Companion, address the broad range of considerations and requirements for all potential mineral and coal exploration programs – but only some of them will apply to any particular project. This Companion covers all the information necessary for completion of a comprehensive NOW application and navigation of the review process, including associated consultation processes.

Section 3 provides some insight into the review process that commences following submittal of an application, and how to determine where an application is in the process. This process generally includes a completeness review by FrontCounter BC; followed by technical review by a mines inspector and referral to other government agencies and Indigenous groups for

comment; followed by referral of any information requests to the applicant for response; followed by final review and decision by the mines inspector. A process flow chart is included in section 3 that outlines key milestones and some approximate timelines.

Appendices provide additional reference information, including more detailed examples of the level of information to provide in some key parts of the NOW application form, and resource/contact information for when additional permits or authorizations may be required.

The terms “applicant” and “proponent” are used interchangeably within this document. While the main term used is “applicant”, where the term “proponent” appears, it should be taken to have the same meaning and application as “applicant”.

Prospective NOW applicants are encouraged to review this Companion, particularly section 1, as early as possible to determine required activities, scheduling, and costs in order to be able to complete a high-quality NOW application. This will also assist with broader project planning and budgeting.

TIP



All the information applicants need to navigate the review process is contained in this Companion.

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This publication has been prepared by One-Eighty Consulting Group Inc., on behalf of the BC Ministry of Energy, Mines and Low Carbon Innovation.

CONTENTS

FOREWORD	2
GLOSSARY OF KEY TERMS	6
1 HOW TO PREPARE	8
1.1 Accessing the NOW Application in Virtual FrontCounter BC	9
1.2 Indigenous Early Engagement	10
1.2.1 How to Determine which Indigenous Groups to Engage	11
1.2.2 How to Engage	13
1.2.3 Keeping an Effective Record of Engagement	15
1.3 Archaeological Considerations	16
1.3.1 Information Required to Complete a NOW Application	16
1.3.2 How to Create and Implement a Chance Find Procedure	17
1.3.3 Additional Archaeological Assessment – When it is Required and How to Plan	18
1.4 Mapping Requirements and Tools	19
Sample Map 1: Location Map	24
Sample Map 2: Title (Tenure) Map	26
Sample Map 3: Proposed Permitted Mine Area Map (ALSO Map of Proposed Work) for site-specific NOW application	28
Sample Map 4: Proposed Permitted Mine Area Map – Year 1 (ALSO Map of Proposed Work) for MYAB NOW application	29
1.5 Costs and Budgeting – Reclamation Bond Calculator	31
1.6 Determining the Type of NOW Application	32
1.6.1 New Permit vs. Amendment	32
1.6.2 Multi-Year Area-Based vs. Site-Specific	33
1.7 Additional Preparation Tips	35
1.7.1 Understand Land Use Constraints in Your Proposed Work Area	35
1.7.2 Introduce Yourself/ Your Company and Your Project to the Local EMLI Office	36
1.8 Potential Additional Requirements Prior to Commencing Work	37
1.8.1 Erosion and Sediment Control Plan	37
1.8.2 Wildlife Management Planning	38
1.8.3 Engineering Plans	38
1.8.4 Land Owner Notification for Access on Private Land	39
1.9 Listing of Required Information and Associated Guidance	40
2 HOW TO COMPLETE THE NOW APPLICATION	43
2.1 General Instructions	44
2.2 Key Guidance by Section	46
2.2.1 STEP 1 - INTRODUCTION	46
2.2.2 STEP 2 – TECHNICAL INFORMATION	46
2.2.2.1 Application Information	46
2.2.2.2 Mine Information	47
2.2.2.3 Information About Proposed Activities	47
2.2.2.4 First Aid	48
2.2.2.5 Description of Work Program	48
2.2.2.6 Time of Proposed Activities	50
2.2.2.7 Access	50

2.2.2.8 Cultural Heritage Resources	52
2.2.2.9 First Nations (Indigenous) Engagement	53
2.2.2.10 Blasting	54
2.2.2.11 Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage	56
2.2.2.12 Mechanical Trenching/Test Pits	58
2.2.2.13 Exploration Surface Drilling	59
2.2.2.14 Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps	60
2.2.2.15 Surface Bulk Sample	61
2.2.2.16 Underground Exploration	63
2.2.2.17 Water Supply	64
2.2.2.18 Cut Lines and Induced Polarization	65
2.2.2.19 Settling Ponds	66
2.2.2.20 Timber Cutting	67
2.2.2.21 Equipment	68
2.2.2.22 Summary of Reclamation	69
2.2.2.23 Other Contacts	70
2.2.3 STEP 3 – LOCATION (MAPPING)	71
2.2.4 STEP 4 – DOCUMENT UPLOAD	72
2.2.5 STEP 5 – PRIVACY DECLARATION	73
2.2.6 STEP 6 – CONTACT INFORMATION	73
2.2.6.1 Applicant Information	73
2.2.6.2 Referral Information	73
2.2.7 STEP 7 – REVIEW	74
2.2.8 STEP 8 – DECLARATIONS	75
2.2.9 COMPLETE	75
2.2.9.1 Any Other Information About Your Application	75
2.2.9.2 Application Fees	75
2.2.9.3 Project Information	76
2.2.9.4 Office	76
3 WHAT TO EXPECT – REVIEW PROCESS AND TIMELINES	77
3.1 The Process	78
3.1.1 Submittal of NOW application via vFCBC system (Applicant)	78
3.1.2 Intake/Completeness Screening (FrontCounter BC)	79
3.1.3 Technical Review and Referrals/Consultation (EMLI, Agencies, Indigenous Groups, etc.)	80
3.1.4 Information Requests Sent to Applicant (EMLI)	81
3.1.5 Responses to Information Requests (Applicant)	81
3.1.6 Final Review and Decision (EMLI)	82
3.2 Determining An Application's Status	83
Figure 1: Process Flowchart for Mineral/Coal Notice of Work Applications	78
APPENDICES	85
Appendix A – Provincial Government Contact Information for Matters Relating to Notice of Work Applications	86
Appendix B – Sample Description of Work Program	89
Appendix C – Definitions for Access Construction and Modification	91
Appendix D – Considerations in Developing a Reclamation Program	93
Appendix E – Archaeological Chance Find Procedure Considerations	95
Appendix F – Reference Information for Other Potential Permits/Authorizations	96
Appendix G – Sample NOW application	98

GLOSSARY OF KEY TERMS

Aboriginal Interests	A broad term used by the provincial government encompassing the existing treaty rights or the asserted or established Aboriginal rights of Indigenous groups in British Columbia.
Archaeological Assessment	Field- and desk-based assessment, directed by a professional archaeologist and overseen by the BC Archaeology Branch, to determine whether an area has archaeological potential; may involve some ground-disturbing investigation such as test pits.
(Archaeological) Chance Find Procedure	A document that outlines the procedures to be followed if there is an accidental discovery of a potential protected heritage resource during field work, to ensure protection of as-yet undiscovered heritage resources.
Cultural Heritage Resource	As defined in the <i>Mineral Tenure Act</i> , “an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people”.
Decision-maker	The government employee with delegated statutory decision-making authority for a particular regulatory decision – for the issuance of a <i>Mines Act</i> permit/notice of work authorization, this is an inspector of mines.
Free Use Permit	A forestry permit that mines inspectors have delegated authority to issue for exploration programs, which authorizes the removal of up to 50 m ³ of merchantable timber from Crown land.
Indigenous Engagement	Proponent-led process of sharing project information with potentially affected Indigenous groups with Aboriginal Interests in the project area; information-sharing should be two-way and occur as early as possible and throughout the project life cycle.
Merchantable Timber	Timber which is of sufficient size and/or quality to have commercial value as determined by a forestry professional. A permit is generally required to remove any timber from Crown land, merchantable or not.
Mine	As defined in the <i>Mines Act</i> , includes areas and activities used in mineral and coal exploration. Thus references to “mine” and “mining” in this document refer to exploration rather than producing/operating mines.
Mines Inspector	The common reference convention in this document to an inspector of mines, the delegated decision-maker for notice of work authorizations.
Mitigation (mitigated, etc.)	Action(s) taken to reduce or minimize the severity of potential adverse project effect(s).

Multi-year Area-based Application	A type of authorization that may be applied for via a notice of work application. A multi-year area-based application seeks a term of between two and five years, with site-specific information provided for the first year, an area defined within which all future work will be performed, and details of the location(s) of work for years two onward to be provided in advance through annual updates.
Notice of Work Application	Application for an authorization/permit issued under the <i>Mines Act</i> for mineral or coal exploration activities as described in the notice of work (NOW) application form.
Occupant Licence to Cut	A forestry permit granting the removal of more than 50 m ³ of merchantable timber from Crown land; must be sought separately from the NOW application and cannot be issued by a mines inspector.
Preliminary Field Reconnaissance	A type of archaeological assessment including on-site ground-truthing and identification (if any) of likely heritage resources and/or high potential areas, with no ground disturbance; generally performed under the direction of a professional archaeologist.
Progressive Reclamation	Reclamation activities that are carried out concurrently with mineral exploration activities, rather than being left until the conclusion of the exploration program (e.g. reclaiming each drill site following completion of the drill hole).
Reclamation Security Bond	A security bond required prior to approval of a NOW, that is intended to cover the provincial government's cost of site reclamation, maintenance, and closure should a proponent abandon a project without completing required reclamation.
Record of (Indigenous) Engagement	A record of the applicant's engagement activities with Indigenous groups which is kept/maintained by the applicant. Such a record can inform and assist government consultation processes during permitting/authorization processes. Should include Indigenous groups engaged, dates and type of communication, issues raised, responses, and whether they are considered to be resolved.
Referral	A process by which the mines inspector will provide the NOW application to parties they have determined should be involved in the review (such as Indigenous groups as part of the consultation process, other government agencies, or other tenure holders) to review and provide comments or questions by a certain date. Information requests received will generally be sent to the applicant for response before the decision-making process will move forward.
Site-specific Application	A NOW application (other than a multi-year area-based application) that provides specific information on the proposed location(s) of the described work for each year of the term being sought.

1 HOW TO PREPARE

This section of the Notice of Work (NOW) Application Companion outlines the information required to prepare a high-quality NOW application, and the steps a prospective applicant should take prior to sitting down to complete a NOW application form. This section should be read and understood well in advance of preparing a NOW application so that all required information can be assembled, thereby minimizing the risk of delays during the application and review process.

TIP



Reviewing section 1 (and the relevant parts of section 2) of the NOW Companion in advance of initiating the online application process can help the applicant prepare the information required and save time in the online process.

1.1 ACCESSING THE NOW APPLICATION IN VIRTUAL FRONT-COUNTER BC

A NOW application must be completed and submitted via the virtual FrontCounter BC (vFCBC) system¹. Accessing the application form is straightforward in the vFCBC system, and while a BC electronic identification (BCeID) is not technically required to complete an application, it is strongly recommended that most NOW applicants will use one². Most applicants should already have a BCeID from using systems such as Mineral Titles Online, and if so, should use it for NOW applications as well. Businesses such as incorporated entities, partnerships, and sole proprietorships should use a business BCeID; this will allow the permit, if issued, to be linked to the correct permittee, and makes tracking of permits, permittee status, and administrative changes more efficient throughout the life cycle of a mine. Individuals applying and acting on their own behalf, such as prospectors who do not have an incorporated business, may use a basic or personal BCeID instead of a business BCeID.

Applicants who do not already have a BCeID can find more information on the different types and how to apply at <https://www.bceid.ca/aboutbceid/>. Please note that if you are applying for a new business or personal BCeID, you may need to allow for sufficient time to complete the registration process, which may include appearing at a point of service location with supporting documentation to verify your identity or your business information.

TIP



While proponents can apply for a NOW authorization without a BCeID, it is strongly recommended to obtain and use a BCeID to apply so you can save and return to your application. Businesses should apply using a business BCeID to ensure that all permits and authorizations are linked to the company over the mine life cycle.

If you are completing a NOW application on behalf of a client or your employer, you do not need to sign up as an individual; rather, you should ensure the organization has a valid business BCeID, and ask the authorized representative to send you an invitation to represent them. This is important in order to ensure the authorization, if issued, is linked to the company and not the individual, and that the information stays with the company rather than the individual who happens to complete the application form.

Certain browsers are more suited to the vFCBC system than others. Please note that if you use Google Chrome you may experience some difficulties. It is therefore recommended that you use Microsoft Edge, Mozilla Firefox, or another browser. If in doubt contact FrontCounter BC to request advice (see **Appendix A**).

- ¹ The Natural Resource Online Services (NROS) system was used previously for most NOW applications. Currently the requirement is for all NOW applications to be submitted via the vFCBC platform. Guidance and reference material is still available on NROS and can be found at: <https://portal.nrs.gov.bc.ca/web/client/-/notice-of-work>.
- ² If a BCeID is not used to submit an application, the applicant will have no way of accessing it in the system to determine status, make requested changes, or other administrative tasks. If changes are required during the review, the application will be rejected and will have to be re-submitted as there is no way to update the information in the system.

1.2 INDIGENOUS EARLY ENGAGEMENT

Applicants are encouraged to engage with Indigenous groups with potential interest in their proposed project area early – prior to initiating any formal regulatory or permitting process with the provincial government. Both regulators and Indigenous groups are increasingly viewing early engagement by proponents as a best practice.

While there is no legal requirement for NOW applicants to consult with Indigenous groups, the provincial government must meaningfully consult on any decision that may affect an Indigenous group's treaty rights or asserted or established aboriginal rights and title (often referred to by the provincial government as "Aboriginal Interests"), and may delegate certain aspects of the consultation procedure to the proponent. This may include discussions of how the project might affect Aboriginal Interests, and whether potential adverse effects can be avoided or reduced by feasible project changes.

Land and resource use decisions, such as determining whether and how to allow exploration activities to occur, trigger the provincial government's duty to consult those Indigenous groups that hold or assert Aboriginal Interests in the area of the proposed activity³.

NOW applicants who choose to engage early with Indigenous groups may benefit from an expedited provincial consultation process, and may realize other relationship, reputational and/or project benefits. Ultimately, this is a decision each NOW applicant must make based on their own specific circumstances.

Potential benefits of early engagement with Indigenous groups include:

- lowered risk of conflict if Indigenous leaders know about and understand the nature of planned activities, and the proponent is known to the community;
- more certainty in regulatory/permitting processes:
 - NOW applications are less likely to be delayed due to unforeseen information requests from Indigenous groups as comments can be raised and addressed earlier;
 - NOW applicants are more likely to get a timely decision if a solid record of meaningful engagement has been provided to the decision-maker;
 - NOW applicants may achieve better permitting outcomes over the long-term if local Indigenous communities have been meaningfully involved in reviewing project plans, and shaping amendments to plans, in response to relevant issues;
- access to a local skilled workforce that minimizes mobilization costs (mining and exploration is a major employer of Indigenous people in BC);
- access to local companies that may be wholly or partly Indigenous-owned, or support local Indigenous communities in other ways, for consideration in procurement and contracting opportunities; and
- reputational benefits, including recognition by government, the public and prospective investors/business partners as a socially responsible operator.

³ More detailed information on the province's duty to consult and how proponents can help is available at https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations/building_relationships_with_first_nations__english.pdf

1.2.1 How to Determine which Indigenous Groups to Engage

Online tools⁴ are available to help NOW applicants determine which Indigenous groups may have an interest in a particular area:

- **Explore by Location** (<https://portal.nrs.gov.bc.ca/web/client/explore>): provides detailed reports, including names and contact information for Indigenous groups that may have an interest in a specific area;
- **Consultative Areas Database** (<http://maps.gov.bc.ca/ess/hm/cadb>): provides names and contact information for Indigenous groups that may have an interest in a specific area.

TIP



Consider the advantages and information available through use of the *Explore by Location* and *Consultative Areas Database* tools.

NOW applicants should consult both tools and compare results. If results are consistent, it is reasonable to reach out to identified contacts with relevant Indigenous groups to start building a relationship through early engagement activities (see next section)⁵.

If *Explore by Location* and *Consultative Areas Database* results do not match, applicants should contact FrontCounter BC and ask to be put in touch with the appropriate First Nations Relations Manager.

If results produced by the *Explore by Location* and *Consultative Areas Database* tools do not match, NOW applicants should contact FrontCounter BC and ask to be put in touch with the appropriate First Nations Relations Manager at the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRORD). The First Nations Relations Manager or their staff will be able to clarify which Indigenous groups should be consulted for any specific area, and indicate the level of engagement that is appropriate. **Appendix A** contains some contact information for regional FLNRORD offices.

For NOW applicants whose project area occupies the overlapping territories of several Indigenous groups, or for those at more advanced stages of exploration, it may be advantageous to understand the relative level of aboriginal interest among these various groups – sometimes referred to as “strength of claim”. This knowledge can help NOW applicants engage in a way that is complementary to the likely depth of consultation that the provincial government will undertake during the NOW review process.

⁴ These tools are based on internal provincial government information on areas traditionally used by Indigenous groups, such as treaty statement of intent maps, court proceedings and decisions, treaty documents, government-to-government communications, and other information.

⁵ Note that the “title overlap report” function in Mineral Titles Online (<https://www.mtonline.gov.bc.ca/mtov/home.do>) is another potential source for information on Indigenous groups whose area of interest overlaps a specific mineral title. This information may be more useful when you are wishing to engage upon initially acquiring a mineral title; if you are proposing a smaller work area as part of a NOW application, it is advisable to use the above two tools in order to ensure you understand the key groups for that particular area.

Understanding the relative level of interest among various Indigenous groups can be challenging. NOW applicants may consider the following approaches, depending on their individual circumstances:

1. Prior to submitting an application, NOW applicants are encouraged to contact the relevant First Nations Relations Manager at FLNRORD (see above and **Appendix A**) to seek information about the level at which the provincial government is likely to consult each Indigenous group.
2. Once an application has been submitted and accepted for review, NOW applicants may wish to contact the appropriate Ministry of Energy, Mines, and Low Carbon Initiatives (EMLI) office (see **Appendix A**), where an official should be able to provide information on the level of Indigenous engagement that is planned, ongoing, or concluded.
3. In certain cases, NOW applicants may also wish to consult with external experts (such as aboriginal law experts and/or ethnohistorians) who can offer advice on the relative strength of claim of different Indigenous groups in a specific area.

Generally speaking, NOW applicants' engagement with Indigenous groups should reflect and be guided by the relative emphasis that government places on each Indigenous groups' interests in a specific area.

Understanding this in advance can help proponents avoid certain pitfalls where Indigenous consultation is concerned, such as:

- not engaging at an appropriate level commensurate with different Indigenous groups' level of interest in a project area, thereby risking mis-alignment with government consultation processes and levels; or
- not engaging at all with an Indigenous group with a relevant claim in a project area.

Now that you know who to engage, the next step is to determine how you wish to engage. Some considerations follow in the next sub-section.

TIP



The BC government has signed Strategic Engagement Agreements with some Indigenous groups. These agreements may specify engagement timelines and level of consultation effort and can be accessed at the following link:

<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-negotiations/strategic-engagement-agreements>

1.2.2 How to Engage

A NOW applicant planning early engagement with Indigenous groups should consider taking the following steps:

- providing summary information about the mineral or coal exploration project – including location, timing, equipment and materials to be used, practices to be employed, personnel, access considerations, necessary permits and authorizations;
- providing a reasonable opportunity for Indigenous groups to review and comment on proposed activities; and
- considering the feedback provided by Indigenous groups and modifying project plans, if appropriate and feasible, to address relevant issues and concerns raised.

TIP



Providing responses to Indigenous groups that explain where feedback led to adjustments, and/or providing reasons in cases where adjustments were not incorporated, is an important component of meaningful engagement.

Ideally, this communication loop will commence before project plans are finalized and a NOW application is prepared, and continue as project plans are updated throughout the exploration stage. Tracking of this engagement process, including exploration program changes (or accommodations) that are made in response to feedback received from Indigenous groups, is extremely important and will help NOW applicants navigate the regulatory process with greater success.

Further details on how to keep an effective Indigenous engagement record are noted in the next sub-section.

It is understood that NOW applicants may have relatively more or less capacity (in terms of people and financial resources) to undertake Indigenous engagement. The following are suggestions of activities that may form part of an ideal or “best practices” Indigenous engagement plan⁶.

- Conduct research on identified Indigenous groups – online searches can lead you to websites administered by the Indigenous groups, provincial⁷ and federal⁸ government profiles, and other relevant information (e.g. treaties, other government-to-government agreements). The type of information you may seek includes:
 - high-level history of the Indigenous group;
 - whether the Indigenous group in question has signed a modern-day treaty that gives them rights to the land or resources in your project area (see <http://www.bctreaty.ca/>);
 - whether any judicial process has concluded that an Indigenous group has particular rights in the project area;
 - whether the Indigenous group in question has signed other agreements with the provincial government (e.g. strategic engagement agreement) that may outline communication processes and timelines for consultation⁹; and
 - whether the Indigenous group in question has published any policies or communication protocols for engagement with project proponents.

6 The provincial government has published a considerable amount of information and guidance on consulting Indigenous groups (see <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations>). In particular, NOW applicants are encouraged to review the guide on proponent involvement in Indigenous consultation (see https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations/involving_proponents_guide_when_consulting_with_first_nations.pdf).

7 <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-negotiations/first-nations-a-z-listing>

8 <https://fnp-ppn.aadnc-aandc.gc.ca/fnp/Main/Search/SearchFN.aspx?lang=eng>

9 See <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-negotiations/strategic-engagement-agreements>

- Introduce yourself/your company at the earliest opportunity upon acquiring a mineral or coal title/ exploration project. Be prepared to provide some background information on the project and yourself/your company, your history of working in exploration in BC, a summary of the project and its stage of development and other relevant details. Acknowledge any key knowledge you have acquired about the Indigenous group from your research (e.g. if they have a treaty, include their treaty lands in your project area overview map). Allow an opportunity for the Indigenous group to introduce themselves and provide their history and aspirations for the future. Seek common ground whenever possible.
- Ask if the Indigenous group has a preferred process/ protocol for communication and engagement. If they do, seek to abide by it whenever possible. Request the name and contact information for an authorized representative of the Indigenous group who can be a day-to-day liaison between you/your company and the Indigenous group. Depending on the Indigenous group, this may be a lands and resources manager, a band manager, councillor or other representative.
- For NOW applicants who may be new to engaging with Indigenous groups, consider cultural awareness training. Your industry association should be able to direct you to appropriate training resources.
- Share project plans with Indigenous groups as they become available, and ideally before they are finalized. Seek and be open to feedback, and willing to make changes, if appropriate and feasible.
- Track your engagement and any project changes that are made in response to concerns raised by Indigenous groups (see next sub-section for further information).
- Share your draft NOW application with Indigenous groups before it is submitted to government. This may allow you to address Indigenous concerns directly (before they are raised with government officials), and thereby expedite the government consultation process once a NOW application is submitted.
 - In some cases, NOW applicants may be able to facilitate a letter or written statement from an Indigenous group to indicate they are satisfied with the proponent's engagement process and have no outstanding concerns with a NOW application. While this is not required, it may help a mines inspector move to a decision more expediently, and may (in some cases) lessen or eliminate the need for a consultation period with the particular Indigenous group during the review process.
- Provide employment and contracting opportunities to members of the Indigenous community (if feasible).
- If any archaeological work is required, provide an opportunity for key Indigenous groups to be involved.
- Provide a copy of your archaeological chance find procedure (see section [1.3.2 How to Create and Implement a Chance Find Procedure](#)) to Indigenous groups in advance of commencing field work, and be open to considering feedback.
- For long-term exploration projects, seek ways to become a presence in the Indigenous community beyond infrequent, formal contacts with identified representatives. For instance, help fund a community project or hold a community lunch/dinner with an information session about your project. Applicants with advanced exploration projects may wish to hire a community liaison to be based in or near the community to answer day-to-day questions about the project and be an approachable local contact.
- Consider providing opportunities for site visits for key community representatives (e.g. elders and other traditional knowledge holders, chief and council, land manager, etc.) who are involved in engagement on your project to see the project area, type of work you are undertaking, and reclamation practices.
- Consider negotiating an agreement to formalize the relationship between you/your company and the Indigenous group. If feasible, consider providing reasonable capacity funding to assist the community in engaging with you.

1.2.3 Keeping an Effective Record of Engagement

Maintaining an effective record of engagement is one of the most important parts of the Indigenous engagement process. If you do not keep track of your efforts, you may lose valuable opportunities to learn from them or recognize them later – for example, in regulatory consultation processes.

It is not enough for NOW applicants or other project proponents to simply track the dates and parties involved in various communication events. They must also demonstrate:

- what information has been provided to Indigenous groups;
- what concerns and issues Indigenous group(s) have raised;
- how the proponent has responded to or addressed relevant concerns; and
- whether the issues are believed to be resolved.

Tracking changes to a proposed project made in response to issues raised by Indigenous groups – which may be considered by government decision-makers to be “accommodation measures” – is particularly important, as it can support the regulatory decision-maker in moving forward to make a timely decision.

In order to make a decision on a NOW application, a mines inspector (the delegated government decision-maker) is responsible for ensuring appropriate and sufficient consultation and accommodation has occurred. This includes considering whether and how the proposed activities might affect an Indigenous group’s Aboriginal Interests, and whether those effects have been appropriately avoided, mitigated, or otherwise accommodated through project changes, economic benefits, or other considerations.

If a NOW applicant demonstrates a solid record of ongoing engagement with Indigenous groups, including appropriate responses to concerns raised, and there are no new, relevant concerns raised during the formal government consultation process during the NOW application review, this can help the mines inspector in moving forward to make a decision.

To assist NOW applicants and other natural resource project proponents to maintain an effective record of Indigenous engagement, the BC government provides a useful engagement tracking template¹⁰.

NOW applicants can use this template directly or modify it as appropriate, but should ensure that, in addition to the basic information (names, dates, etc.) their Indigenous consultation record includes:

- concerns raised;
- proponent responses (highlighting avoidance or mitigation measures, and project changes or accommodations); and,
- resolution status (i.e. whether an issue or concern is believed to have been suitably resolved).

Keeping this record updated throughout the Indigenous engagement process (through all stages of project development) is essential.

“An up-to-date record of Indigenous engagement should be attached to your NOW application when submitted.”

An up-to-date record of Indigenous engagement should be attached to your NOW application when submitted. If you have updates to your engagement record while awaiting completion of the NOW review and authorization process, provide them directly to the mines inspector so they can be considered in their decision.

¹⁰ See https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations/proponent_tracking_first_nation_consultation_template.xlsx, in particular Tab 2.

1.3 ARCHAEOLOGICAL CONSIDERATIONS

The *Heritage Conservation Act* protects all heritage (archaeological) resources in British Columbia that pre-date 1846 – whether they have been discovered or not, and whether they are on public or private lands. In addition, section 10(1) of the *Mines Act* requires mining and exploration proponents to prepare a plan for the conservation of cultural heritage resources.

These legislative requirements form the basis for the requirements outlined in the following sections.

1.3.1 Information Required to Complete a NOW Application

In preparing a NOW application, applicants must determine whether they are aware of any protected archaeological sites that may be affected by their proposed activities. To access existing archaeological information, NOW applicants may submit an online Archaeological Site Data Request Form (<https://www.archdatarequest.nrs.gov.bc.ca/>) or complete a data request form in person at the Archaeology Branch office in Victoria, British Columbia.

Prior to gaining access to archaeological site inventory data, NOW applicants must agree to the terms and conditions governing data sharing and access as noted in the data request form. Please allow up to 15 working days for the branch to complete your data request. There is no cost for this service.

TIP



Applicants will need to ensure the provincial database of registered archaeological sites has been checked to determine if any registered sites are within their proposed work area.

Alternatively, proponents may obtain this information through professional archaeologists. Archaeologists can be contacted through the BC Association of Professional Archaeologists (www.bcapa.ca) or through local directories, and can easily and quickly consult the provincial database of registered sites (known as RAAD). There will likely be professional fees associated with the archaeologist's time in accessing this information.

If there is a registered archaeological site in your project area, you will need to provide a plan for protecting it. This may be as simple as avoiding the site (i.e. removing it from your work area in your NOW application and supporting maps) and not doing any work within a certain distance of it. If it is not feasible to avoid the site entirely, it is recommended that a professional archaeologist be consulted to help you determine what steps should be taken.

NOW applicants are also required to submit a chance find procedure with each NOW application (see section [1.3.2 How to Create and Implement a Chance Find Procedure](#)).

A chance find procedure is a document that describes a set of actions that must be followed if any heritage/ archaeological resource is discovered at any time by any person during authorized exploration work. The chance find procedure must be observed by all field team members, and is intended to ensure that any heritage resources that may accidentally be discovered during field work are protected and not damaged or destroyed.

1.3.2 How to Create and Implement a Chance Find Procedure

The chance find procedure required to be submitted with every NOW application is an important way for the provincial government to ensure that as-yet undiscovered heritage resources in BC are not lost if they are accidentally discovered.

Ground disturbing activities, including many exploration activities, have the potential of unearthing artifacts (such as stone tools), sites (such as pit houses or burial sites) or other heritage resources. Significant legal penalties may apply to those who contravene the *Heritage Conservation Act*, including fines and potential imprisonment. As such, it is critically important that all members of your field team are aware of the requirements and follow the provisions of your chance find procedure. It is recommended that the chance find procedure be a recurring item on tailgate meeting agendas, and that (at a minimum) all personnel are required to review it prior to mobilizing to the work site.

Appendix E outlines some key aspects to consider in developing a chance find procedure, including actions to be taken if any suspected heritage material/resource/site is discovered.

Additionally, training on heritage resources that might be found on any mineral or coal exploration site may be useful to consider for all on-site personnel¹¹.

“A chance find procedure is a document that describes a set of actions that must be followed if any heritage/archaeological resource is discovered at any time by any person during authorized exploration work.”

¹¹ The following Yukon Government publication contains some useful information that could be utilized as part of heritage resource training:
https://yukon.ca/sites/yukon.ca/files/emr/emr-forms/emr-yukon-mineral-exploration-best-management-practices-heritage-resources_1.pdf

1.3.3 Additional Archaeological Assessment – When it is Required and How to Plan

The following scenarios may result in a need to work with a professional archaeologist and the provincial Archaeology Branch to determine appropriate steps to confirm whether there is potential for heritage resources to be affected by your proposed activities, and if so, mitigation measures that can be taken to avoid or minimize potential adverse effects:

1. If there is a registered archaeological site in your proposed work area that cannot be avoided;
2. If additional information is required by the mines inspector because the work area includes an area considered to have high potential for archaeological resources based on a provincial archaeological overview assessment (AOA) or other information possessed by the province; or
3. If you experience a chance find during your work and it is confirmed to be a heritage resource.

These circumstances may require a 'preliminary field reconnaissance' or a more detailed 'archaeological assessment' by a professional archaeologist, with direction from the Archaeology Branch.

Preliminary field reconnaissance – on-site ground-truthing and identification of any likely heritage resources and/or high potential areas, with no ground disturbance.

Archaeological assessment – may involve some ground-disturbing investigation such as test pits.

Some archaeological work will require a permit from the Archaeology Branch, which often requires the involvement of a professional archaeologist. In other cases, archaeological work can proceed without a permit¹².

Non-ground-disturbing work such as a preliminary field reconnaissance and related desk-based review does not generally require a permit, but more detailed investigative work that requires excavating test pits to determine the presence or absence of heritage resources will usually require an inspection permit. Any alterations or ground-disturbing work within a confirmed (and therefore protected) archaeological/heritage site will require an alteration permit.

There is no cost to obtain such permits, but proponents should allow enough time for the review and associated consultation process. There will also likely be professional fees associated with involvement of a professional archaeologist.

TIP



Archaeology permit application processing times are often longest between January and May. Proactive applications prior to this window may lead to faster permitting.

In 2018, the average time to receive an alteration permit from the Archaeology Branch (from application to decision) was 76 days. As the majority of permit applications are submitted between January and May, proponents are encouraged to submit applications outside that timeframe, which may allow for a shorter turn-around.

¹² See <https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits> for more information

1.4 MAPPING REQUIREMENTS AND TOOLS

High-quality maps that meet EMLI requirements – and clearly depict the location of a proposed project, its activities and access, as well as the nature of the surrounding geography and nearby communities – are essential to a successful and timely NOW authorization process.

High-quality maps enable the mines inspector, and other parties consulted in the NOW authorization process (such as other regulatory agencies and Indigenous groups) to clearly understand the location of proposed activities so that they can carefully consider the application and provide comments. Some delays and information requests can be avoided simply by ensuring that submitted maps accurately reflect proposed work programs, and align with the information provided in your description of the work program and other sections of the NOW application. Applicants are encouraged to ground-truth the work area so concerns like riparian setbacks, surface water drainage, steep terrain, or existing disturbances are accurately captured.

TIP



High quality mapping is essential to a successful and timely NOW authorization process.

NOW application mapping requirements are described in the NOW overview in the NROS system¹³. A summary of key required elements follows. All maps submitted must meet the requirements outlined in this document, must be in pdf format, and ideally should include GIS files such as shape files if available. The following table lists which maps are required to be submitted¹⁴ with certain types of NOW application and subsequent reporting.

There are generally three types of maps required for complete NOW applications:

1. A Location Map
2. A Title (Tenure) Map
3. A Proposed and/or Approved Permitted Mine Area Map (previously known as a 'Map of Proposed Work')

Additional maps may also include:

4. An Overview Map(s), which may be required if any of the above must be segmented into two or more maps; and,
5. Cross and Long Sections Maps, required for Bulk Sample applications only.

More information on the specific requirements for each of these map types is presented on the following pages.







¹³ See <https://portal.nrs.gov.bc.ca/web/client/-/notice-of-work>

¹⁴ While not required, you may wish to submit a geospatial file (shapefile or kml/kmz file) of the outer boundary of the proposed work area. This should demonstrate all key aspects of the work program footprint on the ground surface including access roads and trails (existing, modified, and new), trenches and stockpiles, drill pads/laydowns, heli pads, etc. Provision of such files can help to streamline the review process as some reviewers, including some Indigenous communities, like to compare them with their own datasets.

Required Mapping Deliverables				
	Application – Mineral & Coal Exploration	Reporting – Annual Summary of Exploration Activities (ASEA)	Reporting – Annual Update for Multi-Year Area Based (MYAB) Authorizations	NOW Companion Guide Reference
1. Location Map	✓			<ul style="list-style-type: none"> • Section 1.4 Mapping Requirements and Tools • Section 1.9 Listing of Required Information and Associated Guidance • Section 2.2.23 Notice of Work Location (Mapping)
2. Title (Tenure) Map	✓			
3. Proposed and/or Approved Permitted Mine Area Map	✓ (Proposed)	✓ (Approved)	✓ (Approved & Proposed)	
4. Overview Map(s)	<i>Needed if any of the maps must be divided into two maps</i>	<i>As Needed</i>	<i>As Needed</i>	
5. Cross & Long Sections	<i>Bulk Samples</i>			

The basic requirements that must be included in all submitted maps are described below.

Map Template Elements:	
The following elements must be used to construct all the maps to be submitted.	
✓	Computer-Generated: <ul style="list-style-type: none"> • All maps must be computer-generated. Hand-drawn maps and digital maps with hand drawn alterations will not be accepted.
✓	Digital File Size and Resolution: <ul style="list-style-type: none"> • Preferred digital file size of maps and geospatial data to be submitted is up to 100 megabytes (MB) each. • For data sharing, printing, and storage purposes, keep digital file size as small as possible by using a resolution no higher than necessary to produce a crisp map (usually 300 DPI or lower). • File size and resolution must be addressed at the drafting stage of the map creation. • Maps that are fuzzy because their resolution was reduced after drafting will not be accepted.
✓	Page Size: <ul style="list-style-type: none"> • Full-page maps are required. Letter size (8.5 x 11 inch) is preferred. Legal size (8.5 x 14 inch) and tabloid size (11 x 17 inch) will be accepted for illustrating large or complex areas where letter size is impractical. • Maps of large areas that would require larger pages to show the required details at an acceptable scale may be divided into separate maps; include an additional overview map or inset map showing the location of the subdivided maps.
✓	Clear and Legible: <ul style="list-style-type: none"> • Labels, geospatial features, shading and colour coding must retain significance and legibility when printed in black and white. Maps that are difficult to read or interpret will not be accepted.

	<p>Coordinate System and Map Graticule or Grid:</p> <ul style="list-style-type: none"> • Create the map in one of the accepted coordinate systems and projection (either NAD 1983 BC Environment Albers or UTM). • A grid matching the coordinate system used in the map must be included and labelled along the edge of the map area with either NAD 1983 BC Albers latitudes and longitudes or UTM eastings and northings and zone.
	<p>Metric Units:</p> <p>All maps must use metric units for all measurements displayed on the maps. For example:</p> <ul style="list-style-type: none"> • Topographic contours – metres • Volumes – cubic metres • Disturbance area – hectares • Sample size – kilograms or metric ton
	<p>North Arrow:</p> <ul style="list-style-type: none"> • Include a north arrow to indicate true north. • The north arrow must always point to the top of the page; landscape and portrait orientations are both acceptable, with the “top” being the upper edge of the page when page is oriented for reading.
	<p>Scale Bar and Ratio:</p> <ul style="list-style-type: none"> • Use appropriate scales to ensure all map features are clearly visible on each map. Maps of large areas must be to an acceptable scale and may be divided into separate maps; include an additional overview map or inset map showing the location of the subdivided maps. • Include a bar scale and scale ratio for all maps and map insets. Label the bar scale in metres or kilometres and ensure the scale ratio (e.g., 1:5000) is rounded to the nearest 100 (e.g., 1:100, 1:700, 1:6500). Odd-numbered scales will not be accepted (e.g., 1:143, 1:727, 1:6591). • To avoid possible confusion when a map is reproduced (digitally or in print) at a size other than 100% of the original you must indicate the original document size next to the scale ratio in parentheses (e.g. <i>Created for 8.5 x 11-inch format</i>).
	<p>Map Title and Metadata:</p> <p>All maps must include a discrete title block with space for the following information:</p> <ul style="list-style-type: none"> • Map title specifying the map being submitted, (e.g., Location, Title (Tenure) Map, Proposed and/or Permitted Mine Area Map, Overview Map(s), Cross & Long Sections, Annual Reporting, etc.) • Map or figure number (referenced in accompanying text document) • Your company/affiliation (name and/or logo) • Permit number (if previously permitted) • Mine number (if known) • Base mapping source (and download date, if known) • Map creation date • Geospatial data sources (and download date) • Coordinate system and projection used (either NAD 1983 BC Environment Albers or UTM with Zone)
	<p>Map Legend:</p> <ul style="list-style-type: none"> • Include a discrete legend block that identifies all symbols used on the map. Do not include symbols in the legend that are absent from the map. • Long lists of inapplicable symbols from applicant-sourced development maps or other base mapping will not be accepted. Geological, grade or other technical mapping should be excluded.


Map Content Elements:





The following map content elements should be included in all of the maps to be submitted.

✓	<p>Base Mapping:</p> <ul style="list-style-type: none">• Use an orthophoto/imagery base map for the Proposed and/or Permitted Mine Area Map and Title (Tenure) Map. Imagery must be used unless it obstructs the view of the required information; if it does then please submit two versions of the maps, one with and one without imagery. If the imagery is very dark, it can be lightened by applying transparency.• The Location Map may use any of the following base maps to clearly fulfill mapping requirements: TRIM, Road Map (e.g., Google Maps, iMapBC Roads/Streets), or orthophotography (e.g., Google Earth, ESRI world imagery) *. <p><i>* Ensure permission when using 3rd party imagery/layers</i></p>
✓	<p>Imagery Capture Date:</p> <ul style="list-style-type: none">• If any orthographic (aerial/UAV/satellite) imagery is included on the map, please include a text box identifying the date it was captured (e.g., <i>Imagery Capture Date: 2011Sep20</i>).
✓	<p>Landmark Labels:</p> <ul style="list-style-type: none">• Clearly label significant landmarks (e.g. towns, cities, roads, rivers, lakes). All landmarks mentioned in an application form or text document must be labelled on the associated maps.
✓	<p>Additional Labels:</p> <ul style="list-style-type: none">• Any features listed or mentioned in the application form or other parts of the report must be specifically labeled in the same manner on the maps.
✓	<p>Mapping Symbolology:</p> <ul style="list-style-type: none">• Symbols and their colours must be applied consistently across all maps within an application or report. For example, if a purple line is used to symbolize a development boundary on one map, the same purple line must be used to symbolize development boundaries on all other maps.• Colours and symbols must be unique to each feature type or layer represented on the map. For example, if the streams are blue, do not use the same colour to represent a stockpile.
✓	<p>Consistent Mapping Information and Content:</p> <ul style="list-style-type: none">• Mapping features must be consistent across all maps within an application or report. For example, the same polygon must be used for the MYAB area on every map that it is displayed on.• The topography, roads, streams, etc. must be consistent across all maps (i.e., from the same base data source, in the same units, and in the same geographic location).• The BC Geographic Warehouse contains data and metadata for many publicly available datasets. Detailed information on suggested layers to use for each map type is available in the guidance at (https://portal.nrs.gov.bc.ca/web/client/-/notice-of-work).

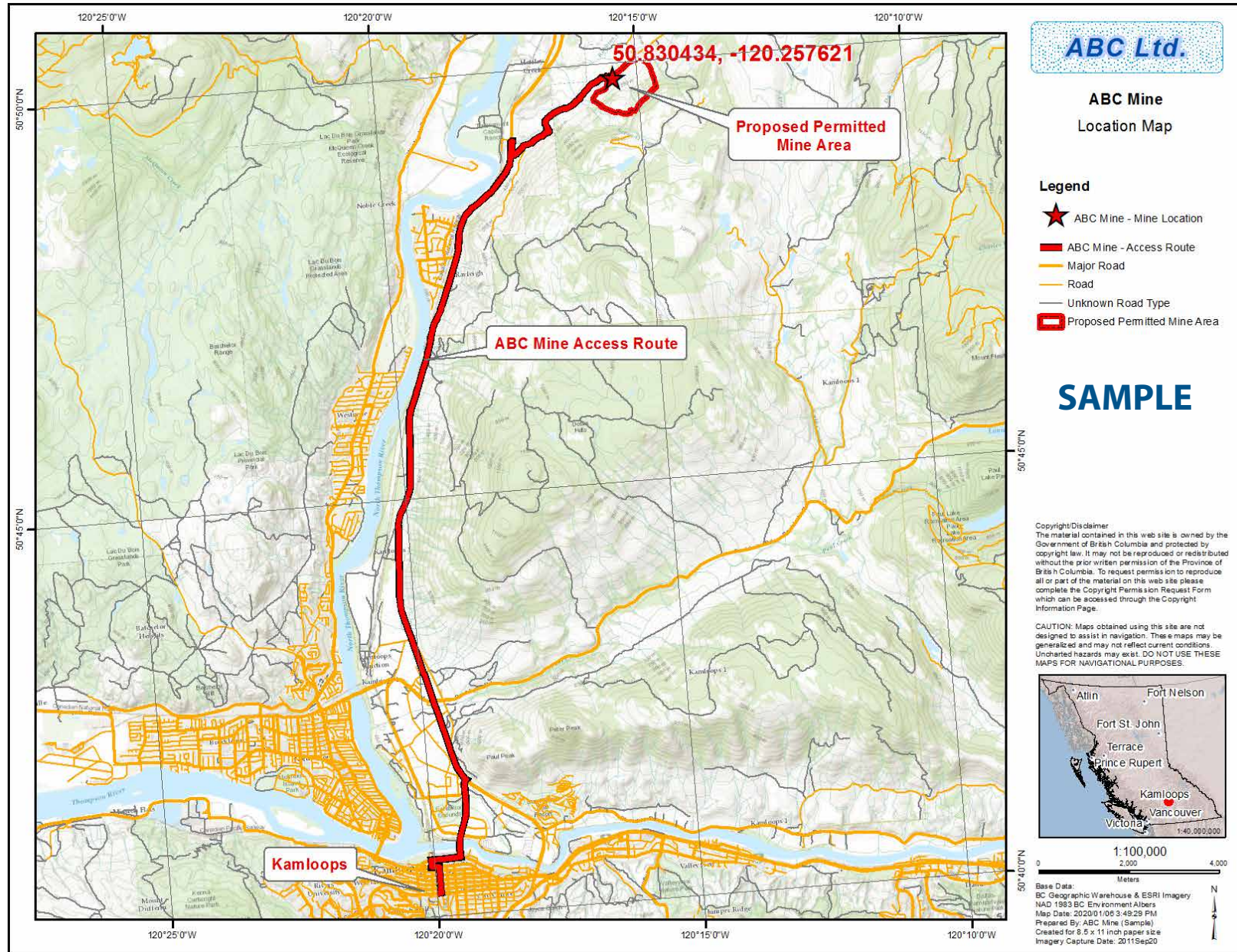
Additional requirements for each specific map type are described below, and samples of each map type are provided.

1. LOCATION MAP:

Additional Map Template Element:	
	<p>Map Scale:</p> <ul style="list-style-type: none"> Use a scale appropriate to clearly show the distance between the proposed and/or existing permitted mine area and the nearest service community. Insets can be used if needed to accurately show the entire access route, by land, water or air, to the mine site. Ensure the access route is clearly marked and consistent with information provided in the NOW application fields "Detailed directions to the site" and "Current means of access".

Additional Map Content Elements:	
<i>Note: These elements must match the features in any geospatial data submissions</i>	
	<p>Proposed and/or Existing Permitted Mine Area:</p> <ul style="list-style-type: none"> Use clearly labeled features and symbology to represent the proposed and/or existing permitted mine area.
	<p>Access Route:</p> <ul style="list-style-type: none"> Use clearly labeled lines to show the access route to the nearest service community. The route must extend to the actual proposed and/or existing permitted mine area, not just the title boundary. The access route can include yet-to-be constructed roads/trails that are included in the proposed work, but any roads that are not currently in place must be labeled as such. Label the types of roads to be used if known, (e.g., public roads – Ministry of Transportation and Infrastructure (MOTI), Forest Service Roads (FSR), Road Use Permit (RUP) Road, Special Use Permit (SUP) Road, non-status roads (no known road owner), industrial roads, etc.) as this may require additional access authorizations.
	<p>Nearest Community:</p> <ul style="list-style-type: none"> Use clearly labeled polygons or symbols to represent the closest service community.
	<p>Geographic Coordinates of Mine:</p> <ul style="list-style-type: none"> This point location should match the Latitude and Longitude in the Notice of Work application. The Latitude and Longitude should be in decimal degrees (i.e. Lat: 50.83043, Long: -120.25762).

SAMPLE MAP 1: LOCATION MAP



2. TITLE (TENURE) MAP:

Additional Map Template Element:



Map Scale:

- Use a scale appropriate to clearly show the location of the mineral or coal title(s) relative to the proposed activities; this is usually accomplished at a scale of 1:20,000 or less (e.g., 1:30,000). Information in this map should match the tenure number list in the NOW application under “Tenure Numbers” and “Crown Grants” sections.

Additional Map Content Elements:

Note: These elements must match the features in any geospatial data submissions



Mineral or Coal Title(s):

Include and label by number *all* titles that:

- Overlap the proposed and/or existing permitted mine area; or
- Those that will be used to access the proposed or existing permitted mine areas.



Proposed and/or Existing Permitted Mine Area (i.e. work area):

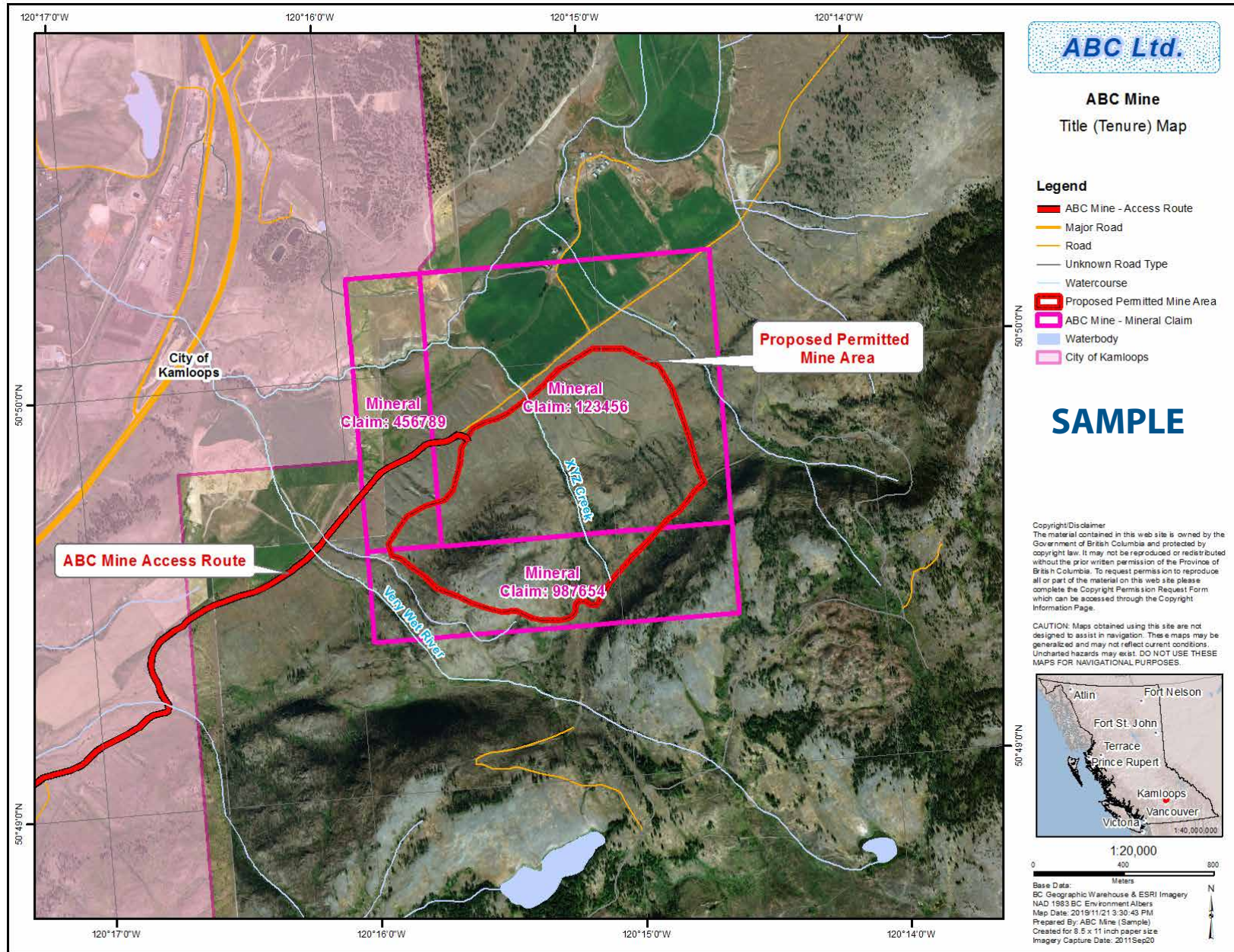
- Use clearly labeled features and symbology to represent the proposed and/or existing permitted mine area in all maps and spatial data.



Geographic Coordinates of Mine:

- This point location should match the Latitude and Longitude in the Notice of Work application. The Latitude and Longitude should be in decimal degrees (e.g. Lat: 50.83043, Long: -120.25762).

SAMPLE MAP 2: TITLE (TENURE) MAP



3. PROPOSED PERMITTED MINE AREA MAP (ALSO KNOWN AS MAP OF PROPOSED WORK):

Additional Map Template Element:

**Map Scale:**

- Typically 1:10,000 or less, at best scale to depict the proposed mining activity (e.g. exploration work program). For greater map detail zoom in to 1:5000; for less detail, but greater area coverage, zoom out to 1:20,000).

Additional Map Content Elements:

Note: These elements must match the features in any geospatial data submissions

**Proposed and/or Existing Permitted Mine Area:**

- Use clearly labeled features and symbology to represent the proposed and/or existing permitted mine area (i.e. location of all proposed activities) in all maps and spatial data.
- For multi-year site-specific applications, or MYAB annual updates (including year one), all activities proposed in the application or annual update must be shown.
- For multi-year area based (MYAB) applications, all the activities proposed in the application must fall within the MYAB boundary shown on the map over the term of the approval (2-5 years).

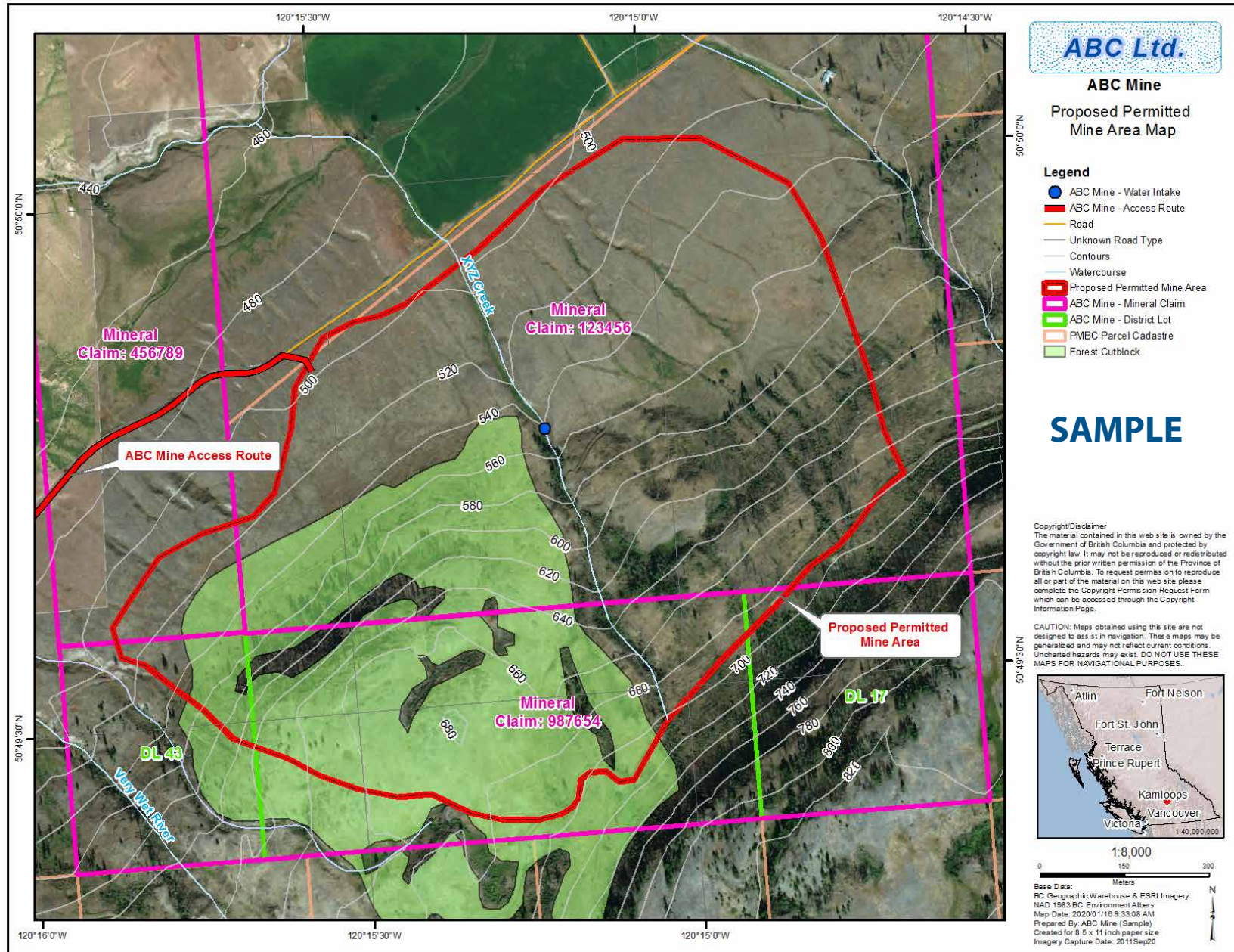
**Proposed Disturbance and Reclamation Activities:**

- Location of all proposed mining activities (including exploration) and proposed reclamation. All features must be accurately scaled polygons. Point and line features will not be accepted.
- Use the same labelling for the activities on the map as is proposed in the NOW application or other forms.

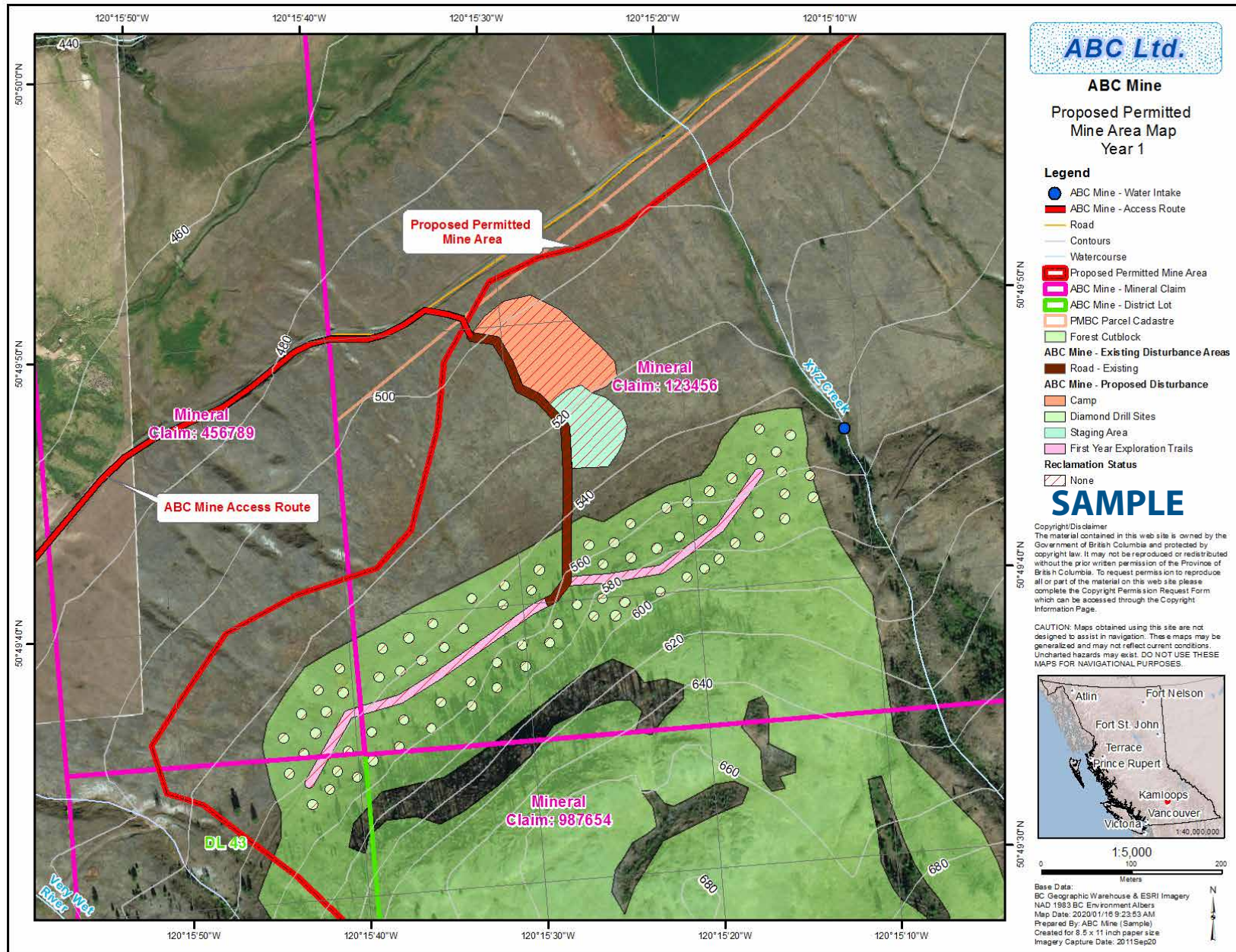
**Existing Disturbance and Reclamation Activities:**

- Existing access, disturbance, and reclamation must be shown. This includes existing roads, trails, buildings, laydown areas, or any existing permitted or historical/pre-legislated (pre-1969) mining work.
- Details and labels of the specific type of disturbance must be provided where available.

SAMPLE MAP 3: PROPOSED PERMITTED MINE AREA MAP (ALSO MAP OF PROPOSED WORK) FOR SITE-SPECIFIC NOW APPLICATION



SAMPLE MAP 4: PROPOSED PERMITTED MINE AREA MAP – YEAR 1 (ALSO MAP OF PROPOSED WORK) FOR MYAB NOW APPLICATION



4. OVERVIEW MAP (IF REQUIRED):

Additional Map Template Element:



Map Scale:

- Use a scale appropriate to the overall context and size of the project area, when it is too large to fit on a single map at a scale that shows all the required details (e.g. for a large work program spanning a large geographic area).

Additional Map Content Elements:

Note: These elements must match the features in any geospatial data submissions



Base Map Features:

- Use a base map that is conducive to presenting data in a clear and accurate manner, such as TRIM or orthophotography (e.g., Google Earth, ESRI world imagery).



Map-dependent elements:

- Include all required elements from the map type that the overview map is for. Features that are too small to be seen at the scale of the overview map, such as small test pits or drill pads, can be omitted but must be shown on the appropriate other map (e.g. Proposed Permitted Mine Area map).
- The overview map must show the location and extent of the larger scale maps for which it is providing an overview.

There are several free mapping tools available online with which some or all of these maps can be created.¹⁵ NOW applicants with internal GIS capability and more advanced, complex projects may wish to create their own maps, but proponents with less capacity and early-stage projects can start by using the free tools identified in the footnote below.

If in doubt, contact your local EMLI office before finalizing your maps (see **Appendix A**).

¹⁵ A list and comparison of publicly available mapping tools and their capabilities is provided at <https://portal.nrs.gov.bc.ca/web/client/-/mapping-tools>.

1.5 COSTS AND BUDGETING – RECLAMATION BOND CALCULATOR

All NOW applicants are required to post a reclamation security bond before issuance of any *Mines Act* permit or authorization. This bond is intended to cover the cost of site reclamation, maintenance and closure should a proponent abandon a project without completing required reclamation, necessitating the provincial government to step in and undertake the required reclamation program with seizure of the security bond.

Each reclamation bond is held by the provincial government until the mines inspector is satisfied that reclamation requirements have been met, at which point the bond is returned if the permittee requests closure of their permit.

In 2018, EMLI introduced a more consistent and predictable process¹⁶ for determining reclamation security bond requirements for mining and exploration activities – known as the the Regional Reclamation Bond Calculator¹⁷. The calculator was developed to assist mines inspectors in determining an appropriate security bond amount, while still allowing flexibility to consider site- and project-specific circumstances.

The bond calculator can also be a useful tool for NOW applicants to estimate the amount a mines inspector might require for their proposed work program, which can help in project budgeting and planning. It should be noted that mines inspectors may request additional information not covered in the NOW application form in order to arrive at a fair and accurate bond amount.

Proponents who do not seek this information in advance may find that required security bonds are significantly larger than they had anticipated, leading to budget stresses for projects and potential delays in field work if the required bond cannot be secured in a timely manner. Further, NOW applications may expire if they are left in a delay pending receipt of reclamation security for a prolonged time, requiring the proponent to re-apply for the NOW authorization and start the whole review process from the beginning. Consulting the Regional Reclamation Bond

Calculator in advance of completing a NOW application can also help applicants understand the level of detail that should be included in their NOW application regarding planned reclamation programs.

TIP



Proactively consulting the the Regional Reclamation Bond Calculator can help applicants understand the level of detail needed in applications for planned reclamation programs, facilitate discussions with the mines inspector about the potential for site-specific variations, and help avoid budget surprises.

Final discretion about reclamation bond amounts lies with the mines inspector, so any uncertainty or questions should be raised by the applicant as early as possible.

Applicants may also consider ways to limit their bonding requirement – such as undertaking progressive reclamation and modifying plans to limit unnecessary ground disturbance to the greatest extent possible. How these actions may reduce the final bond amount can also be discussed with your mines inspector.

TIP



Progressive reclamation and limiting area of disturbance may help reduce bonding requirements.

¹⁶ See https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/reclamation-and-closure/regional-bond-calculator-supporting-files/regional_mine_bond_calculator_guidance_report_april_2018.pdf

¹⁷ See https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/reclamation-and-closure/regional-bond-calculator-supporting-files/regional_reclamation_bond_calculator_82_july_2018.xlsx

1.6 DETERMINING THE TYPE OF NOW APPLICATION

1.6.1 New Permit vs. Amendment

Before completing a NOW application, you will need to determine what type of application to select.

If you are certain that you do not yet have a Mines Act permit (obtained using the NOW application form) for your project or mineral claim (even if the end date has passed), and/or that any previous permits have been closed, then you will be applying for a 'new' permit.

If you have previously received a NOW authorization for exploration activities on the subject property or project and you are continuing with your exploration program, then you will apply for a permit 'amendment'.

If you have previously received a NOW authorization for exploration activities on the subject property or project and you are continuing with your exploration program, then you will apply for a permit 'amendment'. Even if you completed the previously authorized exploration activities and the end date of that authorization has passed, an existing permit will remain on file with EMLI, such that any subsequent applications for the same property or project are considered to be an amendment to the existing permit.

TIP



You can find out whether your project has existing NOW authorization(s) by searching within mineral tenures using the following link:

<https://catalogue.data.gov.bc.ca/dataset/notice-of-work-now-spatial-locations>

If you have recently acquired a property or project from another operator and are uncertain as to whether there is an existing permit in place, contact your local EMLI office (see **Appendix A**). Detailed information on existing permits is not publicly available, so you will need to obtain it directly from mines office personnel. To aid in the search, you can query for existing NOW points/locations near or within your work area using Data BC catalogues (<https://catalogue.data.gov.bc.ca/dataset/notice-of-work-now-spatial-locations>), which may yield a mine number for further investigation.

TIP



Applying for longer term authorizations (up to five years) allows for greater flexibility in scheduling and may reduce workloads for applicants and government.

1.6.2 Multi-Year Area-Based vs. Site-Specific

There are three types of NOW authorizations for which applicants can apply. The most suitable option depends on how long you anticipate working in the area and how certain you are of location and timing for your proposed activities. The three options are:

One-Year Authorization (site-specific):

- A one-year authorization allows applicants to undertake proposed exploration activities over the course of a single year. Exact locations, proposed disturbance, and timber cutting for each proposed activity must be identified both on maps and in the text of your NOW application. At the end of the year, you will need to submit an annual summary that outlines the activities (including reclamation) completed during the authorization period. This authorization will not extend beyond one year without a permit amendment.

Multi-Year Authorization (site-specific):

- A multi-year authorization allows applicants to carry out proposed exploration activities over a period of two to five years. You will need to identify the exact locations, proposed disturbance and timber cutting for each proposed activity over the entire authorization period. At the end of each year, you are required to submit an annual summary outlining the activities (including reclamation) completed during that year. If the proposed activities or locations change, you will need to obtain a permit amendment.

Multi-Year Area-Based (MYAB) Authorization:

- A MYAB authorization allows you to move exploration activities within a certain overall 'work area' over a period of two to five years. For the first year, activities, locations, proposed disturbances and timber cutting must be identified in a 'year 1 mine plan' with consistent maps (showing the overall work area), and reclamation costs for this work. For the subsequent years of the authorization, the NOW application does not require exact locations, disturbances and timber volumes to be mapped, but the work proposed to be completed in those years must be described in the NOW application in sufficient detail for the mines inspector and reviewers to understand.

While applicants do not need to be certain of the precise locations of activities beyond Year 1, you should be certain of the geographic area within which all future work will fall (if it changes later on, a permit amendment will be required). This is important for consultation with Indigenous groups and referral to other reviewers, who will want to understand the entire area within which you propose to work. It is also pertinent for mine inspections and other processes, in order to properly assess the entire area within which you propose to work, and screen for overlaps with other land uses (see section [1.7.1 Understand Land Use Constraints in Your Proposed Work Area](#)).

Proponents are required to submit both an annual summary of exploration activities (detailing the activities completed during the previous year) and a MYAB work program annual update (outlining proposed exploration activities and locations for the coming field season, and activities completed under the permit to date), by March 31st of each year of the permit term. If the proposed activities depart from what was authorized in your existing permit, you will be required to submit an amendment application. If you are planning to commence work prior to March 31st, you must ensure that these annual reports are submitted at least 30 days prior to the proposed commencement of exploration activities in the new calendar year. Work may not commence until written notification has been received from the mines inspector that they are in receipt of the annual reports.

The MYAB annual summary is an important document to facilitate the mines inspector's review and approval of your plans, and is also intended to inform Indigenous groups of upcoming activities.

- More guidance on the objectives of MYAB permitting is available at <https://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/permitting/multi-year-area-based-permitting>.
- A proponent guide outlining advantages and required components of MYAB authorizations is available at https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/exploration/myab_proponent_guide_feb2014.pdf.

If you are uncertain which type of authorization is best for your project, contact your local EMLI office¹⁸ for more information.

¹⁸ <https://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/further-information/office-chief-inspector>

1.7 ADDITIONAL PREPARATION TIPS

The preceding sections cover key information that NOW applicants will need to gather and/or consider in order to effectively complete a high-quality NOW application. The following are some additional tips that, while not required, may assist you in preparing to complete your application and facilitate a timely review.

1.7.1 Understand Land Use Constraints in Your Proposed Work Area

TIP



The *Explore by Location* tool <https://portal.nrs.gov.bc.ca/web/client/explore> can help applicants discover and plan for potential land use constraints.

- Understanding existing potential constraints on mineral and coal exploration activity (or other types of development) in your project area can be an important step to inform project planning and determine regulatory requirements.

For example, is what you are proposing a non-starter – such as exploration and/or access construction in a provincial park? Are there land use planning requirements or constraints that you may need to satisfy in order to proceed?

- Recommended tool:

Explore by Location: (<https://portal.nrs.gov.bc.ca/web/client/explore>):

- An online tool is available within the NROS system that allows NOW applicants to enter a specific area of interest and access relevant information on overlaps with other land use considerations, including:
 - local/regional governments;
 - Indigenous interests;
 - forest tenures;
 - land tenures;
 - access road tenures;
 - surface water;
 - domestic water use;
 - traplines and guide outfitter tenures;
 - other mine sites;
 - mineral/placer/coal reserves; and,
 - resource stewardship areas, such as wildlife habitat areas, ungulate winter ranges, access management areas, etc.
- Synthesizes available information from various other provincial mapping tools and databases
- Provides some mapping capabilities

1.7.2 Introduce Yourself/ Your Company and Your Project to the Local EMLI Office

Making yourself and your company known to local EMLI staff (see **Appendix A** for contact information) is especially important if you are new to the region and do not already have contact with a mines inspector from previous NOW applications.

TIP



An early and informal meeting with the local EMLI office can provide helpful advice.

- Ask for an informal meeting to introduce yourself, your company and your project, and to seek information and feedback on the expected NOW authorization process and issues you should consider in your project area – for instance, Indigenous interests, wildlife habitat, specific considerations for reclamation, etc.
- Let EMLI office staff know you plan to apply for a NOW authorization but want to make sure you submit a high quality application; come to the discussion prepared with a general plan and some specifics of your proposed work program, and having reviewed this document and other available guidance.

- Ask for feedback on how the region approaches MYAB *versus* site-specific authorizations (some may recommend one over the other depending on specifics of the proposed project area and work program, and potential overlapping land uses).

Developing a relationship with your EMLI office staff ahead of time can be helpful should you encounter issues and/or have questions during the NOW application and authorization process.

Section [1.9 Listing of Required Information and Associated Guidance](#) provides a high-level checklist of all the information you will need in order to complete a high-quality NOW application.

1.8 POTENTIAL ADDITIONAL REQUIREMENTS PRIOR TO COMMENCING WORK

There are additional mineral and coal exploration planning considerations that may not be required at the time you complete and submit a NOW application, but may be required either prior to your authorization being granted or as a condition of the authorization (i.e. before you can commence work).

This section identifies some common requirements that often arise later in the NOW authorization process, and can require time and resources (including involvement of a qualified professional) to obtain or undertake¹⁹.

As these requirements must often be satisfied prior to commencement of an exploration program or even prior to issuance of the authorization, it is recommended that NOW applicants familiarize themselves with these requirements and seek to determine as early as possible if they might apply. Anticipating future potential requirements will allow for proper scheduling and budgeting so as to avoid unnecessary delays in the initiation of exploration programs.

1.8.1 Erosion and Sediment Control Plan

The goal of an erosion and sediment control plan is to enhance environmental protection by minimizing soil loss and generation of sediment-laden water. Many of the ground disturbing exploration activities addressed in a NOW application will require such a plan, as they have the potential to cause erosion and soil loss.

TIP



Even if not technically required for your activities, understand best practices to avoid or minimize erosion and sediment release, and incorporate them whenever possible.

The Province has made guidance available on what should be included in an erosion and sediment control plan. This guidance should be consulted as early as possible to ensure NOW applicants meet the requirements prior to commencing work. It is available at https://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/mining-smelt-energy/erosion_sediment_control_plan_guide.pdf and https://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/mining-smelt-energy/guidance-documents/ug_erosion_and_sediment.pdf.

¹⁹ While we have listed some potential requirements in this document, mines inspectors have discretion to require further action and information on a project-by-project basis, so every potential requirement cannot be identified herein.

1.8.2 Wildlife Management Planning

NOW applicants undertaking research on land use constraints in their project area (see section [1.7.1 Understand Land Use Constraints in Your Proposed Work Area](#)) may discover that their project is located in caribou habitat, ungulate winter range or other wildlife habitat areas (e.g. grizzly bear, American badger, white bark pine, etc.). If this is the case, they may be required to submit a management plan prior to commencing work.

Wildlife management plans are often included as NOW authorization conditions that must be satisfied prior to commencement of associated work programs.

Preparation of a wildlife management plan typically requires the involvement of a qualified professional (e.g. a registered professional biologist), and can take time (e.g. some studies may be required during specific timing windows) and add to project costs. If you expect to be required to submit such a plan, you should engage a qualified professional as soon as possible. While not required, including site- and species-specific mitigation measures in your NOW application may help expedite the review and authorization process.

If, after reviewing the information on existing land use constraints in your project area (see section [1.7.1 Understand Land Use Constraints in Your Proposed Work Area](#)), you are in doubt as to the potential requirements, ask your mines inspector or local EMLI office personnel (see section [1.7.2 Introduce Yourself/ Your Company and Your Project to the Local EMLI Office](#)).

1.8.3 Engineering Plans

If your NOW application proposes to build or upgrade water crossings (e.g. culverts or bridges), or build or upgrade access roads or trails in steep and/or unstable areas, it is likely that you will require design and sign-off by a qualified professional engineer. Other proposed activities such as underground exploration will also likely require additional planning and sign-off by qualified professionals.

Please refer to Table 6.2 of the Handbook for Mineral and Coal Exploration in British Columbia (<https://www2.gov.bc.ca/assets/gov/business/natural-resource-industries/mineral-exploration-and-mining/handbookformineralexploration0809.pdf>) for guidance on where engineered designs can be expected to be required depending on the terrain class and the specifics of the work program being considered.

TIP



Ground-truthing your proposed work area in advance of completing a NOW application is important, as features such as unstable terrain can add additional requirements.

In areas of high risk or for complex structures, these plans may be required prior to issuance of any authorization by the mines inspector. The mines inspector may also use this information in determining a final reclamation security bond amount. It is therefore prudent to plan ahead if you are proposing work in unstable terrain.

If, following research and ground-truthing of your plans, you are in doubt as to the potential requirements in your project area, contact your mines inspector or local EMLI office personnel.

1.8.4 Land Owner Notification for Access on Private Land

The *Coal Act*, *Mineral Tenure Act* and Mineral Tenure Regulation require that owners of surface lands²⁰ where proposed mineral and coal exploration activities will take place be notified at least eight days prior to commencement of work on those lands. The notice must:

- state when the authorized activities will occur;
- identify the name, address, and contact information of the mineral title holder and on-site person responsible for the work;
- describe the proposed activities;
- identify the approximate number of people to be present on-site; and
- provide a map or written description of where the work will be undertaken.

The notice can be mailed, e-mailed, sent by facsimile or hand delivered to the land owner(s).

While an iterative, two-way dialogue is recommended whenever possible with the landowner, if you are unsure if you will be successful in serving notice, it is advisable to allow extra time ahead of your proposed commencement date for the work program. If, after making reasonable efforts to serve notice you are unsuccessful, you may apply to the Chief Gold Commissioner for an exemption from this requirement.

More information on landowner notice requirements, including sample notification and exemption forms, is available at <https://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/mineral-titles/news-notices-announcements/notices-mineral-placer-titles/landowner-notification>.

The *Coal Act*, *Mineral Tenure Act* and Mineral Tenure Regulation require that owners of surface lands where proposed mineral and coal exploration activities will take place be notified at least eight days prior to commencement of work on those lands.

²⁰ For more information on how to find out if a mineral tenure is on private or Crown land, and if it is private land who the surface right holder is, please consult: https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/mineral-titles/notices-mineral-placer-titles/landowner-notification/fm_lon_procedures.pdf

1.9 LISTING OF REQUIRED INFORMATION AND ASSOCIATED GUIDANCE

The table below provides both a summary of key requirements to complete a high-quality NOW application, and a repository of key NOW application-related guidance, tools and other information and resources. Please see section 2 of this document for a detailed description of the requirements and associated guidance. **Appendix G** includes a sample completed NOW application for a fictional exploration program, which some readers may find useful in understanding what the entire application includes.

Required Information	Relevant Guidance/Resources
Basic, Personal, or Business BCeID	A valid BCeID (either personal or business) should be used to access the vFCBC system and complete and submit NOW applications. See section 1.1 and https://www.bceid.ca/aboutbceid/ for detailed information on how to sign up.
Name of project/property and location coordinates (decimal degree format)	Should be ground-truthed by applicant See section 2 for more information
Mine number (if you have one; if this is a first time NOW application for the project you may not have one)	
Type of permit/authorization you wish to obtain (one year, multi-year, or multi-year area-based)	https://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/permitting/multi-year-area-based-permitting See section 1.6.2 for more information
Detailed directions to the work area from the nearest municipality	Google Earth/maps, with ground-truthing (not all forestry or industrial roads may be mapped) See section 2 for more information
Description of all activities to be undertaken (including total disturbed area and total volume of merchantable timber to be cut)	https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/health-and-safety/code-review/health_safety_and_reclamation_code_2017_rev.pdf https://www2.gov.bc.ca/assets/gov/business/natural-resource-industries/mineral-exploration-and-mining/handbookformineralexploration0809.pdf https://www.for.gov.bc.ca/hfd/library/documents/glossary/glossary.pdf (see page 6 for definition of merchantable timber but note that removal of any/all timber from Crown land must be noted and a permit may be required even if not considered merchantable.) See section 2 for more information
Information about First Aid resources to be available on site	https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/health-and-safety/code-review/health_safety_and_reclamation_code_2017_rev.pdf https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements See section 2 for more information

Required Information	Relevant Guidance/Resources
Description of proposed work program in sufficient detail (and plain language), to allow non-industry reviewers to understand, and to give the mines inspector a clear understanding of the proposed work and type/area of disturbance	Section 2 of this document addresses specific requirements and level of detail for this item
Proposed start and end date	
Information about the present state of the land (vegetation, physiography, means of access, old/historical equipment or infrastructure present at site, previous/historical disturbance and approximate dates, recreational use, land ownership, community watershed, parks, etc.)	<p>https://portal.nrs.gov.bc.ca/web/client/explore can be a helpful tool to determine land use constraints in the area (parks, land tenure, land use plans, etc.); ground-truthing by the applicant is also helpful to understanding the project area</p> <p>See section 1.7.1 for more information</p>
Details of planned access construction and stream crossings for the proposed activities (road length, culverts, etc.), whether or not they fall within your mineral tenure (including both new construction and upgrades to existing access, but not including existing access not requiring modification)	<p>https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/health-and-safety/code-review/health_safety_and_reclamation_code_2017_rev.pdf (section 9.10.1)</p> <p>See section 2 for more information</p>
Information about Indigenous engagement (if any) undertaken to date	<p>https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations/proponent_tracking_first_nation_consultation_template.xlsx provides a template that applicants can use and keep up-to-date. It can be provided to regulators during any permitting/authorization process.</p> <p>See section 1.2.3 for more information</p>
Information on known heritage/archaeological sites (if any)	https://www.archdatarequest.nrs.gov.bc.ca/
Archaeological chance find procedure – a document that outlines a defined set of actions that will be taken if any archaeological/heritage resources are found during the course of work	<p>Appendix E – for considerations in developing a chance find procedure</p> <p>http://www.frontcounterbc.gov.bc.ca/pdf/ArchaeologicalChanceFindProcedure.pdf</p>
Description and estimated cost of reclamation program for each proposed activity, in sufficient detail to allow the mines inspector to fully understand the planned reclamation and to allow a fair calculation of security bond	<p>https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/reclamation-and-closure/regional-bond-calculator-supporting-files/regional_mine_bond_calculator_guidance_report_april_2018.pdf</p> <p>https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/reclamation-and-closure/regional-bond-calculator-supporting-files/regional_reclamation_bond_calculator_82_july_2018.xlsx</p> <p>https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/health-and-safety/code-review/health_safety_and_reclamation_code_2017_rev.pdf (section 9.13.1)</p> <p>Section 2 of this document also addresses specific requirements and recommended level of detail for this item</p>

Required Information	Relevant Guidance/Resources
<p>Information about water use and/or changes you may make in or about a stream (e.g. source of water, amount of water to be used, work required in water bodies to construct access, etc.)</p>	<p>https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/health-and-safety/code-review/health_safety_and_reclamation_code_2017_rev.pdf (Table 9.1 - riparian setbacks)</p> <p>https://engage.gov.bc.ca/app/uploads/sites/71/2018/10/Water-Use-in-Mineral-Exploration-and-Small-Scale-Placer-Mining.pdf</p> <p>See section 2 for more information</p>
<p>List of all equipment to be used</p>	<p>See section 2 for more information</p>
<p>Mine emergency response plan – a key document to be submitted with the NOW application that allows the mines inspector to understand how potential emergencies will be managed</p>	<p>https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/health-and-safety/code-review/merp_guideline_2017_revision_final.pdf</p> <p>See section 2 for more information</p>
<p>Tenure owner authorization – required if someone other than the mineral tenure (title) holder will be the NOW permittee undertaking the work</p>	<p>Ensure the authorization notes that the tenure holder maintains responsibility for all activities on their tenure under the <i>Mineral Tenure Act</i> or <i>Coal Act</i>.</p> <p>See section 2 for more information</p>
<p>Erosion and sediment control plan (a good planning tool for ground-disturbing work; may not be required as part of the NOW application but may need to be in place prior to commencement of work)</p>	<p>https://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/mining-smelt-energy/erosion_sediment_control_plan_guide.pdf</p> <p>https://www2.gov.bc.ca/assets/gov/environment/waste-management/industrial-waste/industrial-waste/mining-smelt-energy/guidance-documents/ug_erosion_and_sediment.pdf</p> <p>See section 1.8.1 for more information</p>
<p>Maps (must be in colour, computer-generated, with a scale, north arrow, and a detailed legend):</p> <p>Location Map – must show the location of the property in relation to the nearest community, with access route clearly marked;</p> <p>Tenure (Title) Map – must show boundaries of the tenure(s) and tenure numbers at a scale of 1:20,000 or less;</p> <p>Map of Proposed Work – must show topography, watercourses, existing access, existing disturbance, contour lines, known cultural heritage resources.</p> <p>Optional: A geospatial file (shapefile or kml/kmz file) of the outer boundary of the proposed work area. This should demonstrate all key aspects of the work program footprint on the ground surface including access roads and trails (existing, modified, and new), trenches and stockpiles, drill pads/laydowns, heli pads, etc.</p>	<p>https://portal.nrs.gov.bc.ca/web/client/-/mapping-tools</p> <p>Google maps and/or Google Earth</p> <p>ArcGIS (professional software program for complex map creation, export of shapefiles, etc.)</p> <p>See section 1.4 for more information</p>

2 HOW TO COMPLETE THE NOW APPLICATION

This section of the NOW Application Companion provides guidance on how to complete each part of the NOW application form in the vFCBC system. Guidance is provided in the same order as the online form is organized. Section references and titles correspond to section headings within the form. There are nine tabs, and most of the content of the application is housed within Tab 2 – Technical Information. Note that one can only navigate directly to tabs two to eight, and must use the “next” and “back” buttons to access the sub-headings and multiple pages of content within each tab. The table of contents used in this Companion is intended to indicate the specific sub-section/content heading being discussed, and will also indicate the tab, or step, under which one can find it.

The content of the online form is a dynamic list that changes depending on the information each applicant enters in various sections – for example, which activities will be undertaken as part of the proposed exploration program. In order to cover all possible information requirements, this section addresses all potential parts of the online form, but the reader should understand that most exploration programs will only require completion of some of these sections.

Appendix G includes a sample completed NOW application for a fictional exploration program, which some readers may find useful in understanding what the entire application includes. The sample maps included in section 1.4 also reflect the details of the same fictional exploration program, as does the sample description of work provided in **Appendix B**.


The screenshot displays the vFCBC system interface for a Notice of Work application. The top navigation bar includes links for 'B.C. Home', 'FrontCounter BC', 'Start a new application', 'My Applications', 'My Profile', 'Exit this e-service', and 'Help'. The main content area is titled 'Notice of Work (100337924)' and features a progress indicator with tabs 1 through 8, where 'Step 2 - Technical Information' is currently selected. Below the progress indicator, the form is divided into two main sections: 'Application Information' and 'Mine Information'. The 'Application Information' section contains two questions: '*Please select the type of Notice of Work:' with radio button options for Mineral, Coal, Placer Operations, Sand & Gravel, Quarry - Construction Aggregate, and Quarry - Industrial Mineral; and '*Is this a New Permit or an Amendment to an existing permit for this property?' with radio button options for New Permit and Amendment. The 'Mine Information' section contains the question '*Do you have an existing mine number?' with radio button options for Yes and No, where 'No' is selected.

2.1 GENERAL INSTRUCTIONS

Throughout the NOW application form, information that is mandatory in order to complete and submit the form is denoted by asterisks (*). If any of this information is not provided, you will not be able to submit the form and you will be prompted to provide the missing information.

KEY POINTS



- Asterisks denote mandatory information
- Click “Save” often to ensure your progress is saved, especially before logging out
- A “?” within a circle  denotes an informational pop-up; click for more guidance
- Ensure all sections are complete, and consistent, before submitting

As long as you apply with a BCeID, the entire form does not have to be completed in one sitting. Progress can be saved at any time by clicking “Save Application” before you log off. The next time you log in with your BCeID, you will be able to return to the form and start where you left off. Note that each time you return to the application after logging in, you will start at the beginning of the form.

In order to keep your application form open at all times and not risk losing your work, it is recommended to right-click any hyperlinks within the form, and select “open link in new tab”.

If you move sequentially through the sections by clicking the “Next” button at the bottom of the screen, any new information you added on that page will be saved as you move to the next section. You may still wish to click “Save Application” frequently to ensure your work is not accidentally lost if you leave the application screen open without completing any actions (i.e. moving forward or saving) for a period of time.



Some reference/guidance information is included in the application form via hyperlinks. If you click on a hyperlink, unless you choose to open it in a new tab, that page will open in the same tab in your internet browser, so you must click your browser’s back button within a reasonable time to return to the application form without losing your place or your work. Note that if you leave the form for too long without saving or moving to a new section, it may time out and log you off automatically, so if you are leaving the form for more than a few minutes it is recommended to click “Save Application” to ensure your progress is not lost.

Multi-Year, Area Based Permit

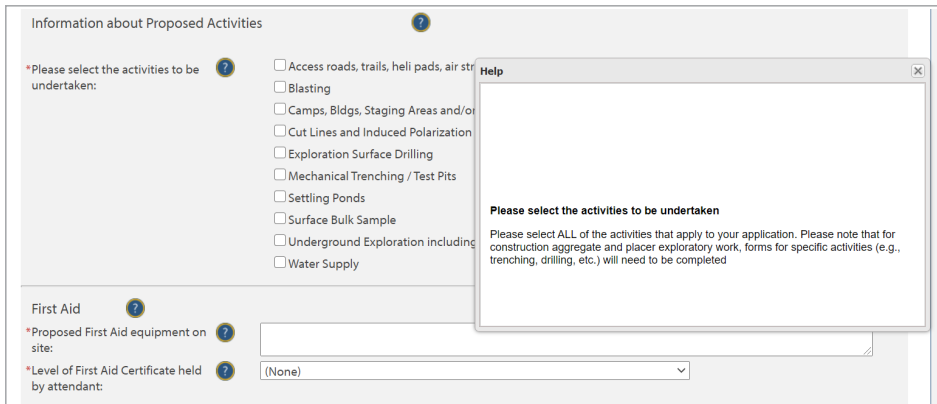
A [Multi-Year, Area Based permit](#) also allows you to spread your exploration activities over 2-5 years, but you must provide details of all exploration activities proposed in the first year, including proposed disturbances and estimated timber cutting. At the end of each year you will have to submit an Annual Summary and at the beginning of each new year you will have to submit a Multi-Year, Area-Based Work Program Annual Update, outlining your previous activities as well as your plans for the next year.

The box above has been excerpted directly from the online NOW application form to demonstrate how guidance information is provided within the NROS system as hyperlinks - in this case, related to Multi-Year, Area Based Permits.

Similar illustrative ‘screen grabs’ from the online NOW application form are provided throughout this document.

Most of the guidance within the application form is contained within informational pop-up boxes . If you see a , click on it and additional information or instructions will pop up in a text box. When you are finished with that information, click the “x” at the upper right of the text box to close it. The information in these boxes may change over time as the system is updated and guidance is improved, so it is recommended to consult this information each time you fill out a NOW application.

Once you have completed your NOW application, you will have the option to save it as a PDF document for review before submitting, which can be useful if you require others within your team to review part or all of the information you have drafted. The system will prompt you if there is any required information missing, but it is up to you to ensure your application is as complete as possible and accurately describes your planned work program, and that information is consistent between different sections.



Ensuring that all sections of your NOW application are consistent is especially important if you have drafted it over a period of time, and project plans have changed during that time. If this is the case, you should review the entire application and supporting documents closely before submitting to ensure all project information is consistent and up-to-date, as the system will

Some sections of the form either require or allow you to attach a separate document providing the required information (e.g. maps, description of work program, Indigenous engagement summary). You will be prompted to upload those documents later, once you reach the “Documents Upload” section of the form (see section [2.2.4 Step 4 – Document Upload](#)). You may need to remind yourself which documents you have committed to provide before completing the document upload step.

not detect inconsistencies between different sections. If an application is submitted with inconsistent information, it can cause delays later during the review process.


Once you are ready to submit your NOW application and all mandatory information has been included, you will be given the option to press the “Submit” button. This will commence the review process by sending your application to FrontCounter BC for initial intake screening (see section [3 What to Expect – Review Process and Timelines](#) for additional information on the review and decision-making process that begins after you click “Submit”).

Once you have completed your NOW application, you will have the option to save it as a PDF document for review before submitting, which can be useful if you require others within your team to review part or all of the information you have drafted.

2.2 KEY GUIDANCE BY SECTION

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

 Required  Optional

 You are here (Step)

 You are here (Sub-section)

* Activities – application-specific

2.2.1 STEP 1 - INTRODUCTION

The ‘Step 1 – Introduction’ tab requests the applicant to select an option for proceeding with the application. If you have already logged in with a BCeID, the rest of this page will be blank so you simply need to click “Proceed” to proceed to the next section. If you are not already logged in, you will need to select whether to apply with a BCeID (in which case you’ll be sent to the log in page) or apply without a BCeID. See section [1.1 Accessing the NOW Application in Virtual FrontCounter BC](#) for more information and recommendations on applying with a BCeID.

2.2.2 STEP 2 – TECHNICAL INFORMATION

This step (or tab) of the application contains most of the content. While you are unable to navigate directly to the sub-sections within this step, they are described separately below as each is important to complete as accurately as possible to minimize the risk of delays in the processing of your application..

2.2.2.1 Application Information

The ‘Application Information’ sub-section requires you to provide information on the type of authorization for which you wish to apply. This includes selecting the type of NOW you wish to complete (i.e. mineral or coal), whether it will be a new permit or an amendment to an existing permit, and the length and type of permit you wish to seek (i.e. one year, multi-year, or multi-year, area based). See section [1.6 Determining the Type of NOW Application](#) to help you determine which type of application to seek. If you are applying for more than a one-year permit, you will need to include a term for your application of between two and five years.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

- Required
- Optional
- You are here (Step)
- You are here (Sub-section)
- * Activities – application-specific

2.2.2.2 Mine Information

The ‘Mine Information’ sub-section requires provision of some basic information, including:

- mine number (if you have one²¹);
- property name (can change over time as the mine number is the key way to track a project);
- tenure number(s) (only list tenures that are required for the activities covered in this application, and remember to specify type, i.e. crown grants vs. mineral tenure vs. mineral lease vs. coal licence vs. coal lease);
- detailed directions to the site from the nearest community (ensure consistency with your maps);
- geographic coordinates of the site (latitude/longitude decimal degree format); and,
- maximum annual tonnage to be extracted (for advanced projects/bulk samples; will be zero for most exploration programs).

Some reviewers consulted during EMLI’s review of your application may be unfamiliar with the project area, so the directions you provide should be clear and exact enough to allow someone who has never been there before to understand where it is. The mines inspector must also ensure the directions are clear enough to allow for access for inspections and emergency responders.

2.2.2.3 Information About Proposed Activities

In the ‘Information About Proposed Activities’ sub-section, you must select all (and in any event, at least one) activity you wish to undertake. You should provide information on all exploration activities you intend to undertake during the application term. Each future change to your exploration program will require a permit amendment, which will require a new round of application submittal, review and consultation, so it is important to be as certain as possible before completing a NOW application.

²¹ Consult <https://catalogue.data.gov.bc.ca/dataset/notice-of-work-now-spatial-locations> to help determine if there is an existing NOW permit for your project (the mine number would be the first seven digits of the NOW application number).

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

Please note that if your proposed activities include building or upgrading access roads or trails, you must select the first box, which includes “access roads, trails, heli pads, air strips and boat ramps”. This may make it appear to some reviewers that you intend to construct helicopter landing pads, air strips, and boat ramps as well as access roads and/or trails. It is recommended that you specify which of these activities you are actually proposing to undertake, as well as which you are not, later in this section under ‘Description of Work Program’, to minimize potential confusion.

Once you select all the activities you are proposing to undertake, your customized NOW application form will be populated to include subsequent sections that correspond with your proposed exploration program. Those sections will require you to provide further detail on each proposed activity (see below for further information on a section-by-section basis).

Once you select all the activities you are proposing to undertake, your customized NOW application form will be populated to include subsequent sections that correspond with your proposed exploration program.

2.2.2.4 First Aid

The ‘First Aid’ sub-section requires a description of the first aid equipment to be kept on site, as well as the level of first aid certificate to be held by the first aid attendant(s). The Health, Safety, and Reclamation Code for Mines in BC (the “Code”, <https://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/health-safety/health-safety-and-reclamation-code-for-mines-in-british-columbia>) requires all mines to provide and maintain first aid supplies and services as required by the Worker’s Compensation Board (<https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements>). It also notes that a mines inspector can order an increase in the required supplies and/or services. You should describe the proposed supplies and certification as accurately as possible to avoid delays in review of your application.

2.2.2.5 Description of Work Program

The ‘Description of Work Program’ sub-section is one of the most important parts of your NOW application. The level of detail you include here can either enable an efficient review, or hamper it. If your work program includes multiple activities, it is recommended that you attach a separate document to allow for a comprehensive description. If you are applying for one or two straightforward activities, you can consider entering a detailed description directly into the text box if it enables sufficient understanding of your proposed work. The focus should be on proposed ground disturbance and scope of activities, not detailed geological information, and should be written as clearly as possible to facilitate a layperson’s understanding of what you propose to do.

See **Appendix B** for a sample of the appropriate level of detail to include in your “Description of Work Program”. In order to make a defensible decision, the mines inspector needs to understand both what you are proposing to do, as well as how you are proposing to do it. They need to know the surface area that you will be disturbing, all equipment that you plan to use, any vegetation (especially trees) you will need to remove, and how you will schedule the work and reclamation (e.g. will you progressively reclaim before moving to the next site?).

Having a good understanding of your project area (see section [1.7.1 Understand Land Use Constraints in Your Proposed Work Area](#)) can help you craft a solid work description that addresses key land use or environmental constraints and minimizes the risk of delays later in the process if the mines inspector needs to request this information. It is also recommended that this description provide details (e.g.

noting that work is above the treeline and tree cutting will only involve incidental removal of non-commercial vegetation; clarifying that work will be conducted during snow-free months after caribou calving season; etc.) that may not be captured in the specific activity sections later in the form (covered under sections 2.2.8 – 2.2.16 below).

Description of Work Program

If you prefer to upload a document, please enter "see attached document" and attach the document in the "Document Upload" step later in the application under "Other".

*Please provide sufficient details of your work program to enable a good understanding of the types and scope of the activities that will be conducted:

DID YOU KNOW



The Description of Work Program is one of the most important parts of the application:

- Enables reviewers to understand proposed work and disturbed area
- Informs the reclamation bond calculation process

DID YOU KNOW



- To minimize delays during the review process, include sufficient details; assume the reviewer has a layperson's understanding
- Attaching a separate document is often a good idea, rather than limiting your Description of Work Program to the space provided in the online text box
- See section 1.7.1 and Appendix B for more information

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

- Required
- Optional
- You are here (Step)
- You are here (Sub-section)
- * Activities – application-specific

● 2.2.2.6 Time of Proposed Activities

The 'Time of Proposed Activities' sub-section requires you to enter the start and end date for your work program. If you are applying for a multi-year permit, you should enter your projected average start and end date each year (you will still need to give the required notice to the mines inspector before commencing and completing work).

● 2.2.2.7 Access

The 'Access' sub-section covers more than just how you will access your work site. It also covers land ownership/tenure, and the present state of the land you propose to disturb. This is important information to inform the mines inspector's decision, so accuracy and level of detail is important.

In describing the present condition of the land, be sure to include a description of all existing/historical disturbances. This information must be consistent with existing disturbance shown on your maps. This is important context to determine to what extent your activities may affect the land, and related reclamation requirements. You should also describe the type of previous disturbance/use (e.g. logging cut block and roads; mixed cut block and second growth; existing placer operation with areas of mature pine and spruce; historical mine site with old waste dumps and open or collapsed underground portals, etc.). Similarly, you should note if it is a pristine site with no human disturbance evident.

Next you will need to describe the type of vegetation. If you are unsure which biogeoclimatic zone your project is in, you can access this information online (one example is at: <https://www.for.gov.bc.ca/hfd/library/documents/treebook/biogeo/biogeo.htm>).

Following that, you must describe the physiography of the project area. This includes the property's topography, elevation, presence of waterbodies, wetlands, glaciers, etc. An example might be: "The area of exploration activities lies between 500 and 2100 m elevation; portions of the property are below the treeline (located at ~ 1200 m); a 2004 forest fire burned an area on the east side of the creek overlapping the area of exploration activities".

Present State of Land

Please identify what the present state of the land is where you would like to undertake your activities. If some of the questions do not apply to you please enter n/a in the space provided.

* Describe the present condition of the land: ?

* Describe the type of vegetation: ?

* Describe the physiography (topography, elevation, presence of wetlands, glaciers, etc.): ?

* Describe the current means of access (ie. existing industrial roads, horse / ATV trail) ?

If you will need to construct access roads or trails outside of your mineral tenure, you must input that information. The NOW application form will inform you that you may need to have additional authorizations in place before work can commence (e.g. Special Use Permit). Such applications must be sought separately from the appropriate government agency. FrontCounter BC can help you to navigate the various application processes (see **Appendix A**).

Under the heading “Land Ownership”, there are several “yes/no” questions you must answer. The first is whether the project is located in a community watershed. Establishing community watersheds is one of the ways the provincial government protects drinking water sources. These areas are given special management measures to conserve the quality/quantity/timing of water flow, and to prevent adverse cumulative hydrological effects on water. A current map of all community watersheds is available at <https://catalogue.data.gov.bc.ca/dataset/community-watersheds-current>. If you are proposing to work in one of these areas there may be some additional requirements such as a contingency plan and notification of water users. There is contact information on the website linked above where you can obtain further information if your project falls within a community watershed.

The second question is whether any of your proposed activities are on private land. See section [1.8.4 Land Owner Notification for Access on Private Land](#) for more information.

The final question pertains to whether any activities are proposed within a provincial park or heritage property.

Land Ownership

*Is the application area in a community watershed? Yes No

*Are any of the proposed activities on private land? Yes No

*Are any of the proposed activities in a park under an Act of British Columbia or of Canada or in an area of land established as a Provincial Heritage property under Section 23 of the *Heritage Conservation Act*? Yes No

*Do you have authorization by the Lieutenant Governor in Council? Yes No

Please note that under Section 21 of the Mineral Tenure Act despite any Act, agreement, free miner certificate or mineral title, a person must not locate a mineral title, carry out exploration and development or produce minerals or placer minerals in a park created under an Act of British Columbia or of Canada or in an area of land established as a Provincial heritage property under section 23 of the Heritage Conservation Act unless authorized by the Lieutenant Governor in Council on the recommendation of the person, corporation or government that is responsible for the park or the area of land.



TIP

Check the provincial government’s map of community watersheds to determine if you are proposing work in one of these areas.
<https://catalogue.data.gov.bc.ca/dataset/community-watersheds-current>

Generally, mineral exploration activities are prohibited in these types of protected areas, except in the rare situation where an exemption may be granted. If you are considering work in such an area, contact a local mines inspector to seek advice.



DID YOU KNOW

- Information you enter in this section will inform the mines inspector as to the level of potential impact on the land, and potential reclamation requirements and costs
- Access construction outside your mineral tenure will require additional permits/authorizations

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

■ Required ■ Optional

■ You are here (Step)

■ You are here (Sub-section)

* Activities – application-specific

● 2.2.2.8 Cultural Heritage Resources

The 'Cultural Heritage Resources' sub-section consists of a single question: whether you are aware of any protected archaeological/ heritage sites that may be affected by your project. See section [1.3.1 Information Required to Complete a NOW Application](#) for guidance on how to obtain this information.

If your answer is no, you can proceed to the next section of the application, although you must attach a chance find procedure to your application (see section [1.3.2 How to Create and Implement a Chance Find Procedure](#)).

If your answer is yes, you must describe your plan for protecting the site. See section [1.3.3 Additional Archaeological Assessment – When it is Required and How to Plan](#) for guidance.

DID YOU KNOW



A chance find procedure is required for all NOW applications; see section 1.3.2 for information

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.2.9 First Nations (Indigenous) Engagement

The principal question in the ‘First Nations (Indigenous) Engagement’ sub-section asks whether you have shared information and engaged with First Nations in the area of your proposed exploration program. See section [1.2 Indigenous Early Engagement](#) for detailed guidance. As proponents are encouraged to engage and build relationships with Indigenous groups as early as possible, it is anticipated that many proponents will answer yes to this question.

TIP



While it is treated as its own section in this manual, First Nations Engagement is actually included as a sub-section under the “Step 2 - Technical Information” tab in the NOW application form. You must navigate sequentially through tab 2 in order to reach this part of the application.

If you answer yes, you must provide details of your engagement to date. The most efficient and effective way to do this is via a record of engagement – see Section [1.2.3 Keeping an Effective Record of Engagement](#) for detailed guidance and a link to a tracking template that can be kept up-to-date and attached to your NOW application. It is recommended that you attach a separate document rather than trying to fit this information into the text box in the application.

DID YOU KNOW



An up-to-date ‘record of engagement’ is the most effective way to provide information on your Indigenous engagement activities and outcomes to the mines inspector; see section 1.2.3 for information.

The final question in this section is whether, as a result of your engagement, you are aware of any cultural heritage resources in the area where the work is proposed. It is a “yes/no” question. If your answer is “yes”, it is recommended that you address the known cultural heritage resources and how you propose to avoid or minimize impacts on them in your record of engagement.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

Sub-sections 2.2.2.10 to 2.2.2.20 described below are for the activities selected earlier in the application form, so the sub-sections you need to complete will depend on the activities you selected. Most applications will only have a few of these sub-sections required.

2.2.2.10 Blasting

If you will be using explosives on site for any portion of your exploration program, you must fill out the 'Blasting' sub-section. Section 8 of the Code contains information and requirements related to transportation, use, and storage of explosives, as well as blaster certification.

DID YOU KNOW

If you will be storing explosives on site, you will require a BC Explosives Magazine Storage and Use Permit.

Your blaster will require a valid and current credential/ticket from the Province.

Required Information:

- Select all activities to which blasting will be related.
- Confirm whether you will be storing explosives on site:
 - If your answer is “yes”, you will require a BC Explosives Magazine Storage and Use Permit. If your project does not already have such a permit in place, you can choose here to apply for one and submit (attach) it with your NOW application. The application form can be accessed via the link that will appear in the NOW application form, and must be completed and uploaded before the NOW application can be submitted.

2.2.2.10.1 EXPLOSIVES MAGAZINE STORAGE AND USE PERMIT APPLICATION

Required Information:

- Name and number (proof of certification) of the certified blaster who will be responsible for all blasting on site.
- Any other information you believe pertinent (if applicable); this could include blasting procedures or any other information important for the decision-maker to understand.

- A scaled plan/map of the property showing claim names, roads, mine workings, plant area, camp area, dwellings and magazines.

- Must show the location of the magazines in relation to the area infrastructure and buildings.

- A circle must be drawn on the map, radiating from each explosive magazine location based on their proposed explosives load, in accordance with the British Table of Distances.

- Types of infrastructure and buildings must be identified within the drawn circles; it is critical that any buildings in which people will be located are clearly identified.

- You will have a chance to attach this document in the “Document Upload” section of the NOW application – ensure that your file name makes it clear that it is to support the Explosives Magazine Storage and Use Permit application.

- Detailed information describing your proposed explosives magazines and/or detonator magazines. You can obtain this information from your certified blaster.
- Mine manager authorization letter (appointing the certified blaster) – you will be prompted to attach this in the “Document Upload” section of the application.

On Site Storage of Explosives

*Are you proposing to store explosives on site? Yes No

EXPLOSIVES MAGAZINE STORAGE AND USE PERMIT
 A BC Explosives Magazine Storage and Use Permit is required for any blasting.

*Has a BC Explosives Magazine Storage and Use Permit for mining purpose been issued? Yes No

Complete the application for a [Explosives Magazine Storage and Use Permit](#) and upload it to this Notice of Work at the “Document Upload” step later in the application process.

Additional Information
 Only a person with a valid certificate granted under Section 8.2.1 of the Code is permitted to conduct a blasting operation.

“ If you will be blasting bedrock, be aware that additional geochemical studies may be required to ensure the exposed bedrock will not become polluting or acid generating. ”

If you are proposing to blast near existing infrastructure (e.g. roads, buildings, railways, hydro lines, etc.) you may be required to submit a blast management plan outlining details and specifics of the proposed blasting. If you propose to blast near fish-bearing water courses you will be required to follow specific federal fisheries guidelines. If these situations apply to your project contact your local EMLI office for guidance.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.2.11 Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage

The ‘Camps, Buildings, Staging Areas and Fuels/Lubricants Storage’ sub-section covers the construction of camps and/or buildings, as well as the storage of fuel/lubricants at the exploration site²².

2.2.2.11.1 CAMPS

The ‘Camps’ sub-section applies to the area cleared for use by a camp, including sleeping, washroom, and kitchen facilities (which fall under the jurisdiction of the local health authority as well as WorkSafe BC), but not including office, core logging, or other structures (as they fall under the jurisdiction of the *Mines Act* and are covered in other sections of the application). You must include all required information for each camp you propose to build to support your exploration program, as this will inform whether you may require other authorizations in order to build the camp.

Required Information:

- Number of people who will be housed in the camp, all structures, waste disposal methods and sanitary facilities, and the source of water supply.
 - If water will be used for human consumption, there will be additional requirements such as public health regulations. Contact the local health authority²³ for more information.
 - If the water is being removed from a surface or groundwater source, you may also require a Short Term Use of Water Approval or a water use license under the *Water Sustainability Act*, for which you can apply separately via FrontCounter BC (there is a link provided in the NOW application or you can contact FrontCounter BC directly if you are unsure which type of approval you may require)²⁴.
- Whether your camp(s) will accommodate more than five people.
 - Camps of more than five people are classified as industrial camps and are regulated under the *Public Health Act* and its supporting regulations. Permits are required for different aspects of camp operation. Contact the local health authority to determine which requirements will apply to your camp. You must also contact the BC Safety Authority and WorkSafe BC. For more information regarding the Industrial Camp Regulation please see <http://www.health.gov.bc.ca/protect/industrial-camps.html>.

22 The definition of mine includes all cleared areas for use in servicing a mine or for use in connection with a mine and buildings, other than bunkhouses, cook houses and residential facilities. Mining camps are regulated under the Public Health Act and Industrial Camp Regulation from your local health authority. All permitted buildings on a mine site must meet the BC Building Code, so permitted historical camps and buildings may require upgrades. Reclamation of campsites must occur within one year of cessation of exploration.

23 <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/partners/health-authorities/regional-health-authorities>

24 Note that such a requirement would only potentially apply to water use for the camp; water use for mineral exploration activities such as drilling is currently exempted from the requirement for a water use approval or license.

- Total disturbed area²⁵ in hectares for the camp(s) and total merchantable timber volume (m³) to be removed.
- Whether you have notified the local health authority if your camp will accommodate more than five people.
 - It is recommended that you do so in advance of completing and submitting your NOW application so you can understand if there are any additional requirements. If you have not, you should submit your information to the local health authority as soon as possible and follow up with them to determine information requirements.

2.2.2.11.2 BUILDINGS

The 'Buildings' sub-section covers any type of structure (e.g. wood, metal, or concrete structures, wall tents on platforms) that is associated with the exploration program, but is not part of the camp facilities (e.g. mineral exploration core logging facilities, office structures).

Required Information:

- If you have multiple buildings, please give each building a distinctive and descriptive name like "Shop" or "Storage 1" which you can reference on the maps and drawings you submit with your application.
 - Please note that all buildings must adhere to the following codes (drawings may be required):
 - BC Building Code
 - BC Fire Code
 - CSA Standard M421-00 "Use of Electricity in Mines" in conjunction with the Canadian Electrical Code.
- Building name, purpose, structure and dimensions (in metric units), total disturbed area (hectares) including land cleared around the building, and total merchantable timber volume (m³) removed – for each building.

- All building plans must be submitted to the mines inspector at least 60 days prior to the proposed start of construction. If this information is available sooner, it is advantageous to provide it during the NOW application review stage. The mines inspector will advise if additional documents are required.
- Buildings should be designed to be temporary and their reclamation should be included in your reclamation plan.
- Ensure the information provided in this section is consistent with your map(s), which should show all access roads, including those to and between buildings and other structures.

2.2.2.11.3 STAGING AREAS

Any staging areas that are not within identified camps must be described here. For each staging area, you must provide a name, total disturbed area (hectares), and total merchantable timber volume (m³) affected or removed. Ensure the information provided in this section is consistent with your map(s), which should show all access roads, including those to and between staging areas.

2.2.2.11.4 FUEL/LUBRICANT STORAGE

If you are planning to handle, transport or store fuel and/or lubricants, you must adhere to BC environmental standards. The current resources for this information, recommendations, and requirements are available at:

- <http://www.northwestresponse.ca/resources/2018%20BC%20Fuel%20Guidelines.pdf>; and
- <https://www2.gov.bc.ca/gov/content/environment/waste-management/industrial-waste/fuel-tanks>.

If you are proposing to store fuel/lubricants on site, you must provide the amount (in litres) you intend to store, and storage method (bulk and/or barrel). Please ensure your mine emergency response plan (MERP) covers spill response.

²⁵ Should include all cleared areas and land that may undergo compaction such as land used for parking (reclamation will include a need to de-compact/rip up the soil to a rough and loose state). Map(s) should include access to the camp.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.2.11.5 RECLAMATION PROGRAM

The ‘Reclamation Program’ sub-section requires a description of planned reclamation specific to the exploration activities described in this section of the NOW application, and the estimated cost; a detailed description of the proposed program that enables the mines inspector to appropriately determine bonding estimates is required (see section 1.5 [Costs and Budgeting – Reclamation Bond Calculator](#) for more information).

- Provide as much detail as possible to the extent of reclamation required (with reference back to the current state of the land and your plan to achieve the desired end land use), and specifics of how you propose to achieve appropriate reclamation of the work area for each activity. If you can justify that no reclamation is required for a particular activity, explain why and put “0” as the estimated cost.
- Some points you may wish to consider in developing a reclamation program are included in **Appendix D**.

2.2.2.12 Mechanical Trenching/Test Pits

The ‘Mechanical Trenching/Test Pits’ sub-section requires you to describe planned trenches, test pits, and associated stockpiles. Please consult parts 4.17 and 9.3.3 of the Code for rules and requirements for these activities (e.g. safe sloping, depth, confined space, stockpile setbacks from trench, etc.).

Required Information:

- Number of sites, length and width of disturbed area, and total merchantable timber volume affected or removed – for each activity type (please note that depth is not currently requested here, but is necessary and should be noted in your written description of proposed work).
- Description of your planned reclamation program specific to the activities in this section, and the estimated cost; a detailed description of the proposed program that enables the inspector to appropriately determine bonding estimates is required (see section 1.5 [Costs and Budgeting – Reclamation Bond Calculator](#) for more information).
 - Provide as much detail as possible to the extent of reclamation required (with reference back to the current state of the land and your plan to achieve the desired end land use), and specifics of how you propose to achieve appropriate reclamation of the work area for each activity. If you can justify that no reclamation is required for a particular activity, explain why and put “0” as the estimated cost.
 - Although not required in the application form, an estimated depth helps in security bond estimation, safety considerations, size of stockpile, setback from the excavation, and in determination of surface disturbance (angle of side slopes will help determine surface area of the excavation).
 - If excavating in steep terrain, consider the location and orientation of the stockpiles and slope stability in determining total area of disturbance.
 - Some points you may wish to consider in developing a reclamation program are included in **Appendix D**.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.2.13 Exploration Surface Drilling

The ‘Exploration Surface Drilling’ sub-section covers all types of exploration drilling. Part 9.11 of the Code contains requirements related to this activity; applicants are encouraged to review that section as well as the Handbook for Mineral and Coal Exploration before completing the NOW application.

Required Information:

- Number of sites, total disturbed area (hectares), and total merchantable timber volume (m3) affected or removed – for each type of drilling.
- Whether the drilling program will be ground-, helicopter-, or water-supported (or a combination thereof).
- Description of your planned reclamation program specific to the activities in this section, and the estimated cost; a detailed description of the proposed program that enables the mines inspector to appropriately determine bonding estimates is required (see section [1.5 Costs and Budgeting – Reclamation Bond Calculator](#) for more information).
 - Provide as much detail as possible to the extent of reclamation required (with reference back to the current state of the land and your plan to achieve the desired end land use), and specifics of how you propose to achieve appropriate reclamation of the work area for each activity. If you can justify that no reclamation is required for a particular activity, explain why and put “0” as the estimated cost.
 - Some points you may wish to consider in developing a reclamation program are included in **Appendix D**.
- Description of the location of the core storage (latitude and longitude if known). If core is to be kept on site, ensure you mark the location on your maps.
- If water sumps for drill return are included within the footprint of the drill site, be sure to describe this (and depth of the sump) in your description of your work program (and include reference to the required excavation equipment in your application).

TIP



Ensure your proposed drill site size is realistic: if it is to be excavated, it should be large enough for the required vehicle parking, drill, power-pack, equipment storage, supply storage (additives, lubricants, fuel, core boxes, etc.), generator, mud-tank, rod-rack, and/or heli-pad if access is by air.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.2.14 Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps

This sub-section requires you to define all activities associated with creating or enhancing access to your exploration site. Consult the Code before completing this section, as several parts of it refer to access and road design. The Handbook for Mineral and Coal Exploration in BC²⁶ is also a good resource. If you are unsure as to what type of classification your proposed trail or road fits under, consult the definitions provided in **Appendix C**. Additional information is available in the Regional Mine Reclamation Bond Calculator Guidance Document²⁷.

TIP



- Avoid costly delays by providing clear, consistent, and accurate information.
- Disturbed area and description of the planned reclamation program are key to determining whether your application will be approved and the amount of security bond; ensure this information is accurate.

Required Information:

- Length in kilometres (if applicable), disturbed area in hectares, and volume of merchantable timber to be affected/removed – for each activity type.
 - Volume and area numbers should be as accurate as possible, as they will inform the mines inspector's decision on required reclamation security bonding and determine whether you require additional authorizations, such as an occupant licence to cut.
- Whether your planned access will require bridges, culverts, or other stream crossings (either newly constructed or upgraded).
 - If you answer yes, you may have to complete a separate application under the *Water Sustainability Act*. There is a link to the relevant information and application within the NOW form.

Consider if the existing infrastructure is properly engineered to withstand use by the equipment you intend to use.

²⁶ <https://www2.gov.bc.ca/assets/gov/business/natural-resource-industries/mineral-exploration-and-mining/handbookformineralexploration0809.pdf>

²⁷ https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/reclamation-and-closure/regional-bond-calculator-supporting-files/regional_mine_bond_calculator_guidance_report_april_2018.pdf

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

- Description of your planned reclamation program specific to the activities in this section, and the estimated cost; a detailed description of the proposed program that enables the mines inspector to appropriately determine bonding estimates is required (see section 1.5

Costs and Budgeting – Reclamation Bond Calculator for more information).

- Provide as much detail as possible to the extent of reclamation required (with reference back

to the current state of the land and your plan to achieve the desired end land use), and specifics of how you propose to achieve appropriate reclamation of the work area for each activity. If you can confidently justify that no reclamation is required for a particular activity, explain why and put “0” as the estimated cost (additional discussion may occur with the mines inspector if the rationale is not clear).

- Some points you may wish to consider in developing a reclamation program are included in **Appendix D**.

- Even if you are not proposing to construct or modify any access, you may still require other approvals, such as a Special Use Permit or Road Use Permit for use of existing forestry roads. Links to additional information are provided in the online form and in **Appendix F**.

DID YOU KNOW

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It is useful to keep in mind that mines inspectors need to ascertain the estimated cost of reclamation if done by a third party, including mobilization costs from the nearest service centre.

2.2.2.15 Surface Bulk Sample

The ‘Surface Bulk Sample’ sub-section covers the following aspects and activities: bulk sample; overburden, topsoil, waste dumps, equipment and service facilities, and processing facilities. The following documents should be consulted prior to completing this section:

- Mineral Tenure Act Regulation (section 17): http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/529_2004#section17 – defines and limits bulk sample activity on a mineral claim; a mineral lease or other tenure may be required for this activity
- Part 10 of the Code, which outlines requirements for this activity (which go beyond exploration requirements as covered in Part 9)²⁸

²⁸ Bulk sampling is advanced exploration; there should be earlier exploration activities on the site before proposing this activity. The results of the initial exploration work will help in the information requirements for geochemistry reporting in the bulk sample process. Bulk sample is considered to be an exploration activity and should not be used to apply for small scale production. A letter from the mill, lab, or other testing facilities that is willing to accept the material is required. Due to the complex nature of this type of exploration, this type of application may be required to undergo more in-depth technical review by a Mine Development Review Committee.

Required Information:

- Quantity in tonnes (which should match the 'maximum annual tonnage to be extracted' figure included in the 'Mines Notice of Work' section of the form), total disturbed area, and total merchantable timber volume affected or removed – for each activity.
- Description of the handling and processing methods (and whether on-site); you should also note location of ore and waste stockpiles, as well as the estimated stripping ratio (volume/weight of waste material to be removed in order to obtain the desired bulk sample).
- For 1,000 tonnes or more of bedrock excavation or as directed by the mines inspector, you will need to submit the following documents via the "Document Upload" section of the application:
 - An effective metal leaching and acid rock drainage (ML/ARD) prevention program, including a prediction plan and appropriate mitigation, treatment, maintenance and monitoring measures; and
 - A management plan for excavated bedrock.
- The guidelines for ML/ARD are available at https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/permitting/ml-ard_guidelines.pdf and should be reviewed well in advance if you are planning a surface bulk sample program.
- Description of your planned reclamation program specific to the activities in this section, and the estimated cost; a detailed description of the proposed program that enables the mines inspector to appropriately determine bonding estimates is required (see section [1.5 Costs and Budgeting – Reclamation Bond Calculator](#) for more information).
 - Provide as much detail as possible to the extent of reclamation required (with reference back to the current state of the land and your plan to achieve the desired end land use), and specifics of how you propose to achieve appropriate reclamation of the work area for each activity. If you can justify that no reclamation is required for a particular activity, explain why and put "0" as the estimated cost.
 - Some points you may wish to consider in developing a reclamation program are included in **Appendix D**.
- Information on separate handling of excavated material that has potential for spontaneous combustion, as well as surface water drainage and mitigation strategies. If you are uncertain if you should provide this information, contact your local mines office to determine requirements.

DID YOU KNOW



Bulk samples have additional requirements beyond those for other exploration activities that may be very technical and time-consuming. Ensure you are familiar with the requirements before applying for a bulk sample, and consider applying separately from other exploration activities.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.2.16 Underground Exploration

The ‘Underground Exploration’ sub-section covers the following activities: bulk sample, de-watering, diamond drilling, mapping/chip sampling, new development, rehab, and underground fuel storage. Prior to completing this section, you are encouraged to review the Code as it applies to these activities, particularly Parts 4, 5, 8, and 10, as well as the guidelines for ML/ARD (https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/permitting/ml-ard_guidelines.pdf). It is recommended to contact your local EMLI office to request additional expert advice and guidance for this type of advanced exploration. It is likely that such applications will be required to be reviewed by a Mines Development Review Committee.


You will also need to ensure a qualified underground shiftboss is present at all times to supervise this work.

Required Information:

- Quantity, incline (in degrees or percent), length, width, and height - for each activity (e.g. portals, shafts, raises). The same information is required in the next sub-section for activities related to rehab underground exploration development.
- Surface disturbance related to the activities (e.g. waste dumps, portal sites, equipment lay-down areas, soil/overburden, fuel storage, etc.) – including quantity, total disturbed area (hectares) and total merchantable timber volume affected or removed.
- Total ore and total waste amounts in tonnes or cubic metres, as appropriate.
- Description of your planned reclamation program specific to the activities in this section, and the estimated cost; a detailed description of the proposed program that enables the mines inspector to appropriately determine bonding estimates is required (see section [1.5 Costs and Budgeting – Reclamation Bond Calculator](#) for more information).
 - Provide as much detail as possible to the extent of reclamation required (with reference back to the current state of the land and your plan to achieve the desired end land use), and specifics of how you propose to achieve appropriate reclamation of the work area for each activity. If you can justify that no reclamation is required for a particular activity, explain why and put “0” as the estimated cost.
 - Some points you may wish to consider in developing a reclamation program are included in **Appendix D**.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

 Required  Optional

 You are here (Step)

 You are here (Sub-section)

* Activities – application-specific

- The following documents must be submitted with your NOW application (uploaded via the “Document Upload” section: select “Other” when uploading them):
 - Underground plan of every level;
 - Ventilation Plan including the main fan location;
 - Projected CH₄ for coal operations;
 - Firefighting plan and emergency procedures;
 - Plan and section showing the presence of other workings;
 - Report of possible hazards as a result of the above;
 - Cross sections drawing of travel ways showing the location of all proposed services and equipment clearances;
 - De-pillar sequence and plan;
 - Details on energizing mine, i.e. portable power plant, hydro;
 - List of all equipment and specifications to be used underground;
 - Ground control plan;
 - Plan for securing mine openings for seasonal closures and permanent closure; and
 - ML/ARD prevention program, including a prediction plan and appropriate mitigation, treatment, maintenance and monitoring measures.

● 2.2.2.17 Water Supply

Even if you are not required to apply for a water use approval²⁹, you should provide details in the NOW application on all sites where you intend to use water. Each diversion/use site should be identified in the ‘Water Supply’ sub-section. For each site you must include:

- Name or description (if unnamed or name unknown) of the water source (including whether it is surface or groundwater);
- Activity for which the water source will be used (selected from a drop-down menu);
- Detailed description of how the water will be used;
- Estimated maximum rate of water to be used in m³/s (should be consistent with the capacity of your pump);
- Pump size in water in inches³⁰;
- Location of intake in relation to known landmarks (e.g. km on highway, bridge crossings, intersections, civic address if applicable) and latitude and longitude of the intake in decimal degree format (note this must match the information you provide in your map(s)).

²⁹ At the time of writing, operators who have a Mines Act Section 10 permit and whose activities are for mineral exploration only, are exempt from the requirement to obtain a water licence or use approval, subject to certain environmental protection and other requirements, and depending on some additional parameters (such as camp size). For more information see https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/laws-rules/info_update_mineral_exploration_and_small_scale_placer.pdf.

³⁰ DFO guidelines around fish screens are available at: <http://www.dfo-mpo.gc.ca/Library/223669.pdf>.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

■ Required ■ Optional

■ You are here (Step)

■ You are here (Sub-section)

* Activities – application-specific

● 2.2.2.18 Cut Lines and Induced Polarization

Required Information:

- Total number of line kilometres, total disturbed area (if applicable) in hectares, and total merchantable timber volume affected or removed in m³.
- Unless this is year 2-5 of an area-based application, ensure all proposed exploration grids are included on your map(s).
- Description of your planned reclamation program specific to the activities in this sub-section, and the estimated cost; a detailed description of the proposed program that enables the mines inspector to appropriately determine bonding estimates is required (see section [1.5 Costs and Budgeting – Reclamation Bond Calculator](#) for more information).
 - Provide as much detail as possible to the extent of reclamation required (with reference back to the current state of the land and your plan to achieve the desired end land use), and specifics of how you propose to achieve appropriate reclamation of the work area for each activity. If you can justify that no reclamation is required for a particular activity, explain why and put “0” as the estimated cost.
 - Some points you may wish to consider in developing a reclamation program are included in **Appendix D**.
 - Please ensure your MERP covers the hazards of exposed electrodes.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.2.19 Settling Ponds

The ‘Settling Ponds’ sub-section requires you to provide information on settling ponds proposed to capture fines from exploration drilling. Additional guidance on settling ponds can be found in the following document: https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/health-and-safety/part_10_guidance_doc_10_20july_2016.pdf.

Please note that if your settling pond is above grade, you may be required to provide a seismic design. If this might apply to your project, you should contact your local EMLI office to determine requirements.

Required Information:

- Description of the waste water treatment facility (settling pond design, recycling, distance from surface water, etc.).
- Pond name, length, width, depth, construction method, water source, and total merchantable timber volume affected or removed – for each settling pond.
- Description of the disposal of fines from clean out (not mandatory but may be useful information for the reviewers). If clean out is not planned it is recommended to indicate this and that backfilling will occur. If you plan to discharge water into the receiving environment an *Environmental Management Act* permit will be required³¹.
- Confirm if water from the pond(s) will be recycled, exfiltrated to ground, and/or discharged to the environment (which would require an additional environmental discharge permit).
- Description of your planned reclamation program specific to the activities in this sub-section, and the estimated cost; a detailed description of the proposed program that enables the mines inspector to appropriately determine bonding estimates is required (see section 1.5 *Costs and Budgeting – Reclamation Bond Calculator* for more information).
 - Provide as much detail as possible to the extent of reclamation required (with reference back to the current state of the land and your plan to achieve the desired end land use), and specifics of how you propose to achieve appropriate reclamation of the work area for each activity. If you can justify that no reclamation is required for a particular activity, explain why and put “0” as the estimated cost.
 - Some points you may wish to consider in developing a reclamation program are included in **Appendix D**.

31 For more information see <https://mines.nrs.gov.bc.ca/authorizations>.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

■ Required ■ Optional

■ You are here (Step)

■ You are here (Sub-section)

* Activities – application-specific

2.2.2.20 Timber Cutting

The NOW application form will automatically calculate the total volume of timber to be cut for the various proposed activities from the information you entered in the preceding activity sections. If this volume is less than 50 m³, you will require a free use permit, which will be considered as part of your NOW application (you do not need to fill out another application or any additional sections). If it is more than 50 m³, you will require an occupant licence to cut (“OLTC”), which must be sought separately.

“If an OLTC is required, you may require the services of a professional forester in order to submit the required appraisal information.”

If an OLTC is required, you may require the services of a professional forester in order to submit the required appraisal information. You can request more information on how to apply from FrontCounter BC, or you can contact the authorizations manager in your local FLNRORD office for more information (see <https://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/ministry-of-forests-lands-and-natural-resource-operations-region-district-contacts>). It is recommended to complete this application as soon as possible to avoid delays in commencing your exploration program.

DID YOU KNOW

Merchantable timber is timber of sufficient size and/or quality to have commercial value. A permit is generally required to remove such timber from Crown land.

Mines inspectors have delegated authority to issue free use permits for small volumes of timber removal associated with exploration programs.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

■ Required ■ Optional

■ You are here (Step)

■ You are here (Sub-section)

* Activities – application-specific

● 2.2.2.21 Equipment

The 'Equipment' sub-section requires you to describe all equipment (mechanical devices) to be used on site. Specific requirements for mobile equipment can be found in Part 4.9 of the Code, which should be reviewed before you complete this section. You must ensure that all equipment to be used on site is described in your NOW application, and complies with the Code.

For each piece of equipment, you must indicate the type (e.g. drill, excavator, bulldozer, pump, loader, compressor, etc.), the size/capacity, and the number/quantity to be employed. Ensure the access to the site is wide enough for the proposed equipment, and properly engineered to withstand the weight of it. Among other things, the mines inspector will use this information to ascertain whether your proposed disturbance area is sufficient to accommodate the proposed equipment.

TIP



A common mistake made by NOW applicants is to include equipment that is inconsistent with descriptions in other sections of the application (e.g. a bulldozer that is wider than your stated access road/trail width). Ensure all information you are providing is consistent to avoid potential delays later in the review process.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.2.22 Summary of Reclamation

The ‘Summary of Reclamation’ section summarizes all reclamation areas and costs from the activities you have described in previous sections of the NOW application (e.g. blasting, camps, surface drilling, etc.). Any information you entered in the ‘Reclamation Program’ section and under ‘Total Disturbed Area (ha)’ in each activity section is automatically added, and the total is auto-populated in this section. This section provides a good opportunity to review all of the information previously entered to make sure it is accurate.

TIP



You may be able to decrease the amount of required reclamation bond by planning progressive reclamation, and/or reclaiming past disturbance for which existing bonds may be in place. Speak to your mines inspector for advice.

If you have unreclaimed disturbance from the previous year, you should also add it into this section to ensure consistency with any information provided in other documentation to EMLI, such as annual exploration summaries. You can also add in the number of hectares you are planning to reclaim in the current year, although this information is not mandatory as it will not alter the reclamation security bond amount.

Activity	Total affected area (ha)	Estimated cost of reclamation (\$)
Subtotal	0.00	0.00
*Unreclaimed disturbance from previous year:	<input type="text" value="0.00"/>	
*Disturbance planned for reclamation this year:	<input type="text" value="0.00"/>	
Total	0.00	0.00

[RECALCULATE](#)

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

 Required  Optional

 You are here (Step)

 You are here (Sub-section)

* Activities – application-specific

● 2.2.2.23 Other Contacts

The 'Other Contacts' sub-section allows you to identify individuals and organizations who will play key roles in the permitting process and execution of the exploration work identified in your application. Contacts you add should include:

- Permittee (person/company to whom the authorization will be issued; should ideally be the same entity who will be providing the reclamation security bond);
- Mine manager (person who has been appointed to manage the mine/exploration program);
- Tenure (mineral title) holder (person or company who holds the legal right to the land; if different than permittee, letter of authorization may be required); and
- Site operator (the person or company who operates the site).

A single contact may be assigned more than one role ("type of contact") in the application form. You must also identify if the contact is an individual or organization.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

■ Required ■ Optional

■ You are here (Step)

■ You are here (Sub-section)

* Activities – application-specific

● 2.2.3 STEP 3 – LOCATION (MAPPING)

The ‘Step 3 – Location’ tab has two sub-sections: Land Details and Drawings (Mapping Options). The Land Details sub-section requires identification of land ownership (i.e. private, provincial Crown, or other), and the legal description of the land (usually the parcel identifier (PID³²) or other information shown on the property tax notice), and a civic address if applicable. For unsurveyed land you can provide a “Metes and Bounds” description.

The Drawings sub-section is where you must upload all of your maps pertaining to the NOW application (at a minimum, a “location map”, “tenure map”, and “map of proposed work”). See section 1.4 *Mapping Requirements and Tools* for guidelines on mapping requirements and how you may be able to create your maps. Some guidance on mapping requirements is also included directly in this sub-section of the application form.

TIP



High quality maps that clearly denote all required information will help your application to be processed efficiently. Review all mapping guidance before completing your application (see section 1.4).

³² You can search for a PID using <https://ltsa.ca/online-services/parcelmap-bc-search-myltsa>.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.4 STEP 4 – DOCUMENT UPLOAD

The ‘Step 4 – Document Upload’ tab is where you can upload the documents referred to in previous sections of the NOW application. A list of common document types is provided, but not all will be required for your application. Applicants should consider which will be most useful for the decision-maker for each application submitted.

You may also submit additional documents that are not listed via the “Other” option (e.g. detailed description of work program, record of Indigenous engagement, etc.). Please ensure that you name your documents clearly so that reviewers can easily discern which section each supports.

Documents that are generally required or encouraged to be submitted with all NOW applications include:

- Archaeological chance find procedure (see section [1.3.2 How to Create and Implement a Chance Find Procedure](#))
- Mine emergency response plan (see https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/health-and-safety/code-review/merp_guideline_2017_revision_final.pdf for guidance)
- Record of Indigenous Engagement (see section [1.2.3 Keeping an Effective Record of Engagement](#))

Other documents may be required based on information you entered in previous sections of the NOW application form – you should closely review your application, and the list in this section, to ensure you include all applicable documents.

TIP



If you forget to attach a required document, your entire application may get returned to you for updating. Ensure you attach all required documents and name them clearly (ideally PDF format) to avoid delays.

1 2 3 **Step 4 - Document Upload** 5 6 7 8 Complete



Please upload some documents for this application:


Type of Document	Description
Annual Summary	Do we have last year's Annual Summary? If not please fill it out and upload it here.
Archaeological Chance Find Procedure	Section 10(1) of the Mines Act requires mining proponents to prepare a plan for the protection of cultural heritage resources. An Archaeological Chance Find Procedure is a documented set of actions that will be followed if any archaeological or heritage resource, artifact or item is found on the mine property.
Blasting Procedure	This outlines your proposed blasting procedures.
Explosives Magazine Storage and Use Permit Application	Do you want to store explosives on site and do not have a permit yet? Upload your permit application here.
Landowner Authorization Letter	Documentation from the landowner granting authorization for work to be conducted on the private land.
Mine Emergency Response Plan	This document outlines the response to an emergency.
Other	Please upload any other documents that you would like to attach to your application.
Record of First Nations Engagement	This document outlines your engagement with First Nations about your project.
Tenure Authorization Letter	Documentation from the tenure holder(s) granting authorization for work to be conducted on the claim(s)

Upload Your Documents Here

* Type of Document	* Description	File Name
UPLOAD FILE		

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

 Required  Optional

 You are here (Step)

 You are here (Sub-section)

* Activities – application-specific

● 2.2.5 STEP 5 – PRIVACY DECLARATION

The 'Step 5 – Privacy Declaration' tab simply requires you to tick a box indicating that you have read and agree to the privacy declaration noted on this page, regarding the collection, use, and disclosure of personal information in accordance with the *Freedom of Information and Protection of Privacy Act*. If you do not tick the box you will not be able to proceed with your application.

● 2.2.6 STEP 6 – CONTACT INFORMATION

The 'Step 6 – Contact Information' tab confirms the contact information for the person or entity to whom the authorization should be issued, as well as the person or entity applying on their behalf, if applicable.

● 2.2.6.1 Applicant Information

The 'Applicant Information' sub-section captures all relevant contact information about the person or organization applying for the NOW authorization, as well as the person or entity applying on their behalf (if applicable) and their relationship to the applicant. Note that if you are acting as an agent for a company or organization in filling out the application form, you must upload a letter of agency or representation agreement from the company/organization authorizing you to act on their behalf in permitting/regulatory processes. If this situation applies, this page will auto-populate to prompt you to upload such a document.

● 2.2.6.2 Referral Information

The 'Referral Information' sub-section allows you to identify the contact information for the person best-placed to answer questions about the application, should any arise during the review process, when the application may be referred to other government agencies, Indigenous groups, and/or other potentially affected parties. You should ensure the person identified will be available throughout the review process to respond as quickly as possible, to avoid delays to the review process. This person should also have a solid understanding of the proposed work program, and/or have access to the people with the appropriate technical information to ensure accurate, efficient responses are provided. Note that the contact information provided here will be provided to the parties who receive the application during the referral process. The box marking consent to the disclosure of this information must be ticked before you can move to the next part of the application form.

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.7 STEP 7 – REVIEW

Once you have completed your online NOW application and uploaded all applicable documents, the system will conduct a check to determine if all required fields have been filled out. If you have missed anything, you will be prompted on this screen to address any missing information.

This ‘completeness’ review does not constitute a review of the accuracy, consistency, or appropriateness of the information included in your NOW application. This will occur during the screening and review process following submittal of the application. It is up to you to fully review the application to ensure it is complete and accurately describes the intended exploration program.

Once you are satisfied that you have provided all necessary information, you can proceed to the next step. You will also have the opportunity on this page to save your application as a PDF document before you submit it (just click the “Application Form” link on this page to download the pdf version). This can be a helpful step if you require other team members to review the information you have entered for accuracy and to ensure it is up-to-date with the latest project planning.

Once you click the “next” button on this page, your application will be locked and can no longer be edited, so please ensure it is complete before moving on.

TIP

“The “Step 7 - Review” tab is the place where you can save a pdf of your draft application.



STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

Required Optional

You are here (Step)

You are here (Sub-section)

* Activities – application-specific

2.2.8 STEP 8 – DECLARATIONS

This page simply requires you to click a box to confirm that the information provided in the application is complete and accurate.

2.2.9 COMPLETE

The 'Complete' tab requests some final information before the application is submitted to FrontCounter BC.

2.2.9.1 Any Other Information About Your Application

This optional sub-section allows you to enter any information you believe important for the reviewers to know, but that is not covered elsewhere in the application.

2.2.9.2 Application Fees

This sub-section notes that there may be fees for processing your NOW application. This is a standard sub-section in the vFCBC system, but as there are currently no fees for mineral and coal NOW applications, so there will be no further action required. If fees are instituted at some time in the future, the applicant would be notified at the next step, upon final submittal of the application.

Notice of Work (100333778)

1 2 3 4 5 6 7 8 **Complete**

Any Other Information About Your Application

When providing additional information, please do not include personal information of an individual such as name, address or contact information due to the Freedom of Information and Protection of Privacy law.

Is there any other information you would like us to know (where possible, do not include personal information):

Application Fees

There may be fees for this Notice of Work.

Please click 'Submit Application' to proceed by submitting your application.

Project Information

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? ? Yes No



What is the name of your project? ?


*Please provide any of the following: reference number(s), project number(s), tracking number(s), or other descriptive information which would allow us to group these applications together: ?

Office

*Select the office you wish to submit your application to: ?

STEP 1 – INTRODUCTION
STEP 2 – TECHNICAL INFORMATION
Application information
Mine information
Information about Proposed Activities
First Aid
Description of Work Program
Time of Proposed Activities
Access
• Present State of Land
• Access to Tenure
• Land Ownership
Cultural Heritage Resources
First Nations (Indigenous) Engagement
Blasting*
Camps, Buildings, Staging Areas, and Fuel/Lubricants Storage*
Mechanical Trenching/Test Pits*
Exploration Surface Drilling*
Access Roads, Trails, Heli Pads, Air Strips, and Boat Ramps*
Surface Bulk Sample*
Underground Exploration*
Water Supply*
Cut Lines and Induced Polarization*
Settling Ponds*
Timber Cutting
Equipment
Summary of Reclamation
Other Contacts
STEP 3 – LOCATION
• Land Details
• Drawings
STEP 4 – DOCUMENT UPLOAD
STEP 5 – PRIVACY DECLARATION
STEP 6 – CONTACT INFORMATION
Applicant Information
Referral Information
STEP 7 – REVIEW
STEP 8 – DECLARATIONS
COMPLETE
Any Other Information About Your Application
Application Fees
Project Information
Office

 Required  Optional

 You are here (Step)

 You are here (Sub-section)

* Activities – application-specific

● 2.2.9.3 Project Information

The ‘Project Information’ sub-section asks if your project requires more than one natural resource authorization (e.g. water use approval/license, Occupant License to Cut, etc.). It is a simple yes or no response, and helps to ensure such applications are tied together in the system. If you answer “yes”, it also asks for the project name, and any tracking numbers or other information that will help to link the various applications together.

● 2.2.9.4 Office

The ‘Office’ sub-section requires you to select the FrontCounter BC regional office to which your application will be submitted. You should select the office that is closest to your project and that falls within the correct EMLI region, to ensure the application is not held up. You should not simply select the location listed that seems geographically closest to your project. Please consult <https://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/further-information/office-chief-inspector> to determine your responsible EMLI region.

Once you have completed all relevant information, you may click the “Submit Application” button at the bottom of this page, at which time your application will be transmitted to FrontCounter BC to commence the review process³³.

The next section of this Companion covers what to expect once you have submitted your application.

My Applications [▶ NEW APPLICATION](#) [▶ AMEND APPLICATION](#) [▶ CANCEL / WITHDRAW APPLICATION](#)

Currently Working On

Below is a list of applications that you are currently working on, and have not yet submitted. Click the Open link to continue working on the application.

	Tracking #	Type	Description	Created Date	Application Expiry Date	
Open	100338742	Notice of Work		Feb 2, 2021	May 03, 2021 (90 days left)	✕
Open	100337924	Notice of Work		Jan 25, 2021	May 02, 2021 (89 days left)	✕
Open	100337777	Notice of Work		Jan 24, 2021	Apr 24, 2021 (81 days left)	✕
Open	100333778	Notice of Work	ABC Mine	Nov 30, 2020	May 03, 2021 (90 days left)	✕
Open	100280580	Water Licence Application		Feb 25, 2019	May 26, 2019 (0 days left)	✕

33 If you have completed the application under a BCeID, it will show in your dashboard (“My Applications”) when you first log in, as well as the current status (both submitted and still in-progress applications will show here).

3 WHAT TO EXPECT – REVIEW PROCESS AND TIMELINES

3.1 THE PROCESS

Figure 1 illustrates the process to get from submittal of a complete NOW application to decision by a mines inspector. Approximate/average timelines for each stage of the process are indicated. It is important to note that each stage of government’s review (denoted by blue boxes in the figure) include potential feedback loops to the applicant that may require provision of additional information before the review will proceed. Each stage is described in detail below.

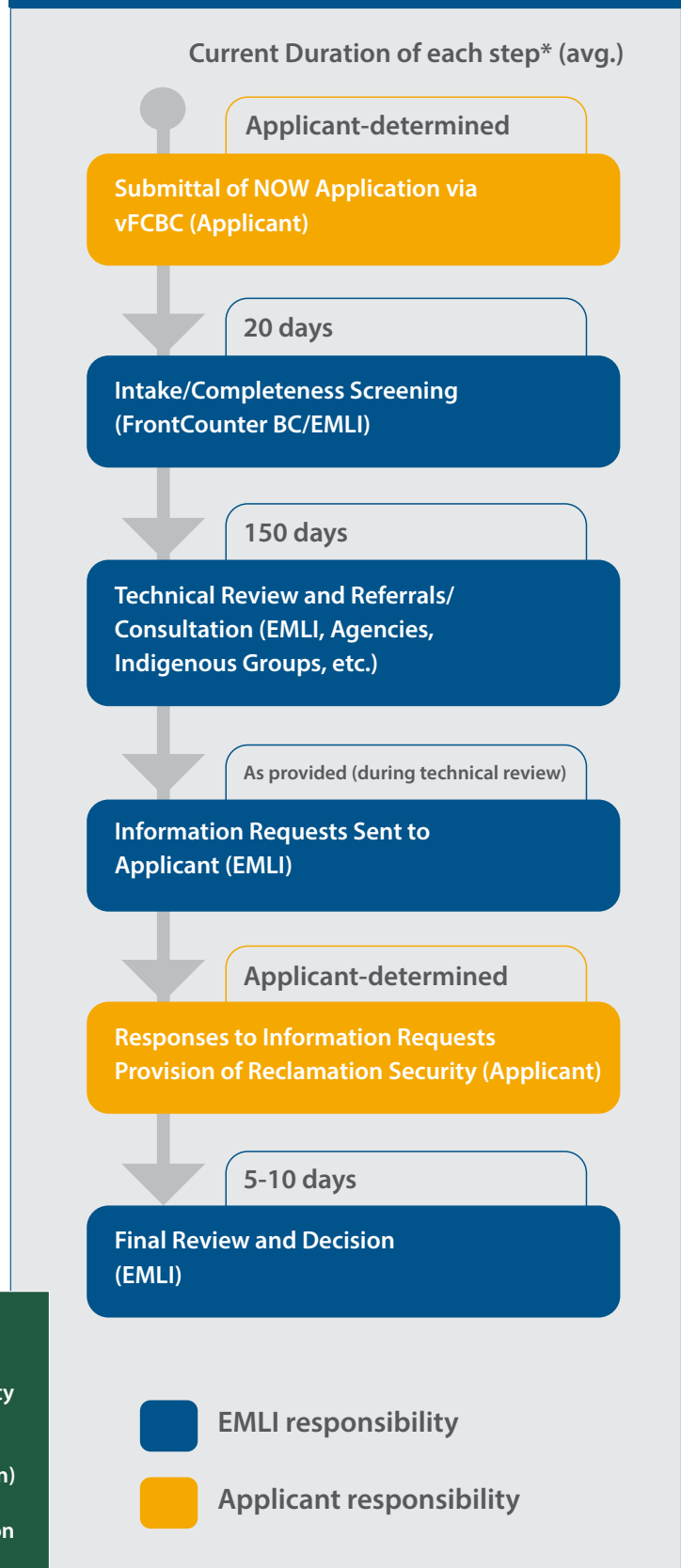
3.1.1 Submittal of NOW application via vFCBC system (Applicant)

The timing for submittal of a NOW application is controlled by the applicant. Recommended actions and information in order to submit a high-quality application are the topic of the previous sections of this Companion. Applicants are encouraged to consider optimal timing of submittal by considering a few important factors:

- Project scheduling:
 - Government review and referral/consultation processes can take time, as they depend on many variables and involvement of various parties.
 - Planning ahead and allowing adequate time for your application to be reviewed and receive a decision is the best way to avoid project delays.
 - Ensure financing for the anticipated reclamation security bond is obtainable, as it will need to be provided within a reasonable time frame in order for the NOW authorization to be granted.

* The average timelines presented for each phase are current averages and may vary widely depending on time of year, staffing levels, application volumes, quality of applications, timeliness of applicant responses to information requests, among other factors. There are many factors (both proponent- and government-driven) that can influence the actual time for an application to proceed through each phase. The Ministry is working on streamlining processes and improving timelines.

Figure 1: Process Flowchart for Mineral/Coal Notice of Work Applications



- Seasonal backlogs:
 - Most NOW applications are submitted between January and March each year, while the number of available government staff undertaking the review remains relatively consistent year-round³⁴.
 - If you wish to get ahead of potential backlogs, it may be useful to consider submitting your application in advance so it will be early in the queue.

3.1.2 Intake/Completeness Screening (FrontCounter BC/EMLI)

The initial NOW application completeness screening is intended to ensure that the required information is provided and no mandatory portions of the application form have been missed. This is not a review of the adequacy or validity of the information provided, but rather a confirmation that the application appears to be complete and ready for detailed review by subject matter experts. A screening of other authorizations that may be required is also completed.

If an application is deemed incomplete, it will be sent back to the applicant for completion of missing sections, and must then be re-submitted. In order to avoid delays, it is important to submit a complete application at the outset. When more information is requested, it is expected that applicants will provide the information requested in full as a single response to limit back and forth discussions and ensure re-submittal of a single version of the updated application.

DID YOU KNOW



Consider submitting your application in the fall, prior to the seasonal spike in applications in January-March.

In addition to submittal timing, the quality of your application can have a significant effect on how quickly it is processed.

³⁴ Mines inspectors must also balance their requirement to complete inspections and other field-based work during the field season, so availability of inspectors can decrease during that time.

3.1.3 Technical Review and Referrals/Consultation (EMLI, Agencies, Indigenous Groups)

The technical review and referral/consultation stage encompasses a detailed review of the adequacy of the information provided in a NOW application. The mines inspector who will make the final authorization decision leads the review and involves other parties (referral or consultation parties) who may have an interest in, or be potentially affected by, the proposed exploration program.

The review includes an assessment of the proposed activities, methodologies and mitigations relative to requirements in legislation and policy, and established best practices. It also includes an assessment of potential project impacts and associated mitigation and reclamation requirements by considering the area of proposed disturbance, whether the area is pristine or previously disturbed, and potential overlaps with other resource and/or environmental interests, among other things. Mines inspectors may also consider other factors that they deem necessary.

Additional parties who may be involved in a review are as follows:

- Other government agencies with an interest (e.g. policy, legislative) in the project activities and/or area, for example:
 - EMLI specialists (especially for more complex activities, such as building roads in steep terrain, bulk samples or underground exploration);
 - Ministry of Environment or FLNRORD biologists or other subject matter experts (for example: for projects in areas where species at risk have habitat and where special conditions may be imposed on industrial activity; or for work in or near water bodies, especially ones that are fish-bearing); and
 - FLNRORD forestry experts (for coordination if an OLTC is required or for other special considerations if timber removal is of concern in the project area).

- Indigenous Groups – the provincial government has a duty to consult with Indigenous groups that have Aboriginal Interests in the proposed project area. These groups will be provided with all NOW application materials, and requested to provide comments and/or questions by a certain date.
- Other parties with interests on the land base, such as guide outfitters, trapline owners, other permit holders, public, community watershed representatives, etc. (will be determined by the mines inspector).

Indigenous consultation timelines are based on a number of factors, including:

- the scale and complexity of proposed activities;
- the nature of an Indigenous group's interest in the area; and
- any agreements between the Indigenous group and provincial government regarding timelines for consultation (more information is provided in section [1.2 Indigenous Early Engagement](#)).

The sequencing of activities or other details of the technical review and referral/consultation stage may vary slightly by EMLI office, inspector and application. For example, some mines inspectors may undertake an initial review of a NOW application and ask for additional information from the applicant prior to referring the application to other parties for review/consultation. Others may refer the application to other parties immediately and conduct their review in a parallel and coordinated way. Information requests may be sent to the applicant at any time during this stage, so it is important to make sure someone is always available to receive and respond to such requests to avoid delays.

TIP



Making sure someone is always available to receive and respond to information requests will help to avoid delays.

3.1.4 Information Requests Sent to Applicant (EMLI)

The stage of the review process during which information requests are sent to NOW applicants is actually part of the technical review and referrals/consultation stage addressed in the previous sub-section, but is included separately in the flowchart to emphasize its importance, and that this timeline is influenced by the applicant's responsiveness. It is also important to note that comprehensive applications that minimize or avoid the need for information requests can be expected to progress to decision more quickly than those requiring multiple information requests.

TIP



If an applicant receives an information request directly from another party, they can request that the mines inspector confirm whether it is considered a formal information request and will require a response.

At the point that an applicant receives information requests from the mines inspector, it is advisable to respond as soon as possible, to keep the process moving forward. Responses should be provided in full in a single response whenever possible. If a request is complex and will take some time to fully address, it is recommended that applicants inform the mines inspector of a date by which a response will be provided, so they can plan their time accordingly and be ready to continue their review and decision-making process as soon after that date as possible.

3.1.5 Responses to Information Requests (Applicant)

TIP



Applicants should request to be made aware of all information requests and/or concerns filed in relation to their application, whether or not they have been forwarded on for applicant response.

The amount of time an applicant takes to respond to information requests will affect how long it takes to get to a final decision. Following where your application is in the process and establishing an open line of communication with the decision maker or support staff is crucial to keeping apprised of the process and ensuring someone is available to receive and respond to additional/follow-up information requests in a timely manner. See section [3.2 Determining An Application's Status](#) for more information on how applicants can track their NOW application's progress through the review and authorization process.

DID YOU KNOW



How quickly and completely you respond to information requests will determine how quickly your application's review may resume.

3.1.6 Final Review and Decision (EMLI)

Once an applicant has responded satisfactorily to all relevant information requests (the process for which may include an iterative process with the mines inspector and involved review participants), the mines inspector will complete his or her review and make a decision on whether to authorize the proposed activities, and if so, what permit conditions may be appropriate. The applicant will be notified by letter, generally sent to the permittee's e-mail address, as noted in the application form.

NOW authorizations are generally accompanied by several conditions that must be observed during authorized work. Applicants must ensure their mine manager and all field personnel are aware of the conditions that apply to their work. Note that there are ongoing notification requirements to the mines inspector (e.g. before starting and ending field work), and for multi-year applications there will be annual updates required, in addition to the summary of annual exploration activities required for all exploration programs. All such information/requirements will be clearly described in the authorization letter and attachments.

TIP

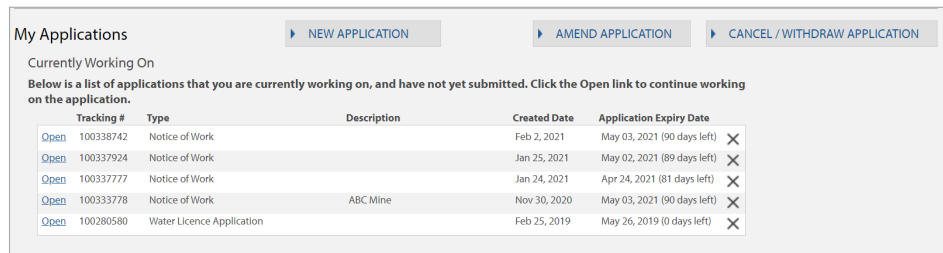


If you are uncertain as to the meaning of, or how to implement, certain permit conditions noted in your authorization letter, contact the mines inspector as soon as possible for clarification. The permittee will be held accountable for implementation of all permit conditions, so it is essential to ensure all team members and field personnel (whether direct employees or contractors) are aware of and understand any permit conditions that affect their work.

3.2 DETERMINING AN APPLICATION'S STATUS

Applicants may find it difficult to determine where their NOW application is in the review and authorization process, particularly those who do not yet have an assigned mines inspector. There are several ways that an applicant can gain information about their application's status after it has been submitted. These include:

- 1) Checking your "dashboard" within the vFCBC system upon logging in with a valid BCeID³⁵
 - Submitted applications will generally show a status³⁶ to apprise applicants of the stage at which their application resides
- 2) Waiting for written status updates from FrontCounter BC or EMLI
 - Applicants should receive direct communication from government representatives at key milestones in the process, as follows:
 - Once your application is screened, you may be notified whether it has been accepted for formal review or if additional information is required.
 - Once your application has been referred to other agencies and/or Indigenous groups, you will most likely be notified with a client acknowledgment letter. This letter may include the projected end date of the referral/consultation period, along with a proactive request for the reclamation security. The security bond should be provided as soon as possible to avoid delays in issuing the authorization/permit later³⁷.



The screenshot shows a web interface titled "My Applications" with three buttons: "NEW APPLICATION", "AMEND APPLICATION", and "CANCEL / WITHDRAW APPLICATION". Below the buttons, it says "Currently Working On" and "Below is a list of applications that you are currently working on, and have not yet submitted. Click the Open link to continue working on the application." A table follows with columns: Tracking #, Type, Description, Created Date, and Application Expiry Date. Each row has an "Open" link on the left and an "X" icon on the right.

Tracking #	Type	Description	Created Date	Application Expiry Date
Open 100338742	Notice of Work		Feb 2, 2021	May 03, 2021 (90 days left)
Open 100337924	Notice of Work		Jan 25, 2021	May 02, 2021 (89 days left)
Open 100337777	Notice of Work		Jan 24, 2021	Apr 24, 2021 (81 days left)
Open 100333778	Notice of Work	ABC Mine	Nov 30, 2020	May 03, 2021 (90 days left)
Open 100280580	Water Licence Application		Feb 25, 2019	May 26, 2019 (0 days left)

- If there are any information requests for you to answer during the formal/technical review, you will generally receive them directly from a mines inspector³⁸.
- If the decision-maker (mines inspector) is waiting for information from you before moving forward with the formal/technical review, you may receive a letter informing you that your application is on hold until all outstanding information is provided. If you are further delayed in providing this information, you may receive a warning letter giving you 30 days to provide the required information or security bond or your application will be rejected.
- Once a final decision has been reached, you will be notified with the permit documents (see section [3.1.6 Final Review and Decision \(EMLI\)](#) for more information).
- If your application is rejected, you will receive a letter informing you of the reasons why your application is being terminated.

³⁵ Note that those who submit an application without a BCeID will not be able to access it after submittal, and therefore will not be able to check online for status updates. They will also have no way of modifying their existing application, so if changes are required, it may be rejected and re-submittal of the entire application may be required.

³⁶ Statuses you may see include: Approved, Decision Pending, Deleted, Draft, On Hold, Partially Approved, Payment Pending, Pending Proponent Input, Rejected, Submitted, and Withdrawn

³⁷ If the application ends up being rejected and no work is approved, the bond will be returned.

³⁸ If in doubt as to whether a request from another party must be addressed, ask the mines inspector.

- 3) Contacting FrontCounter BC
 - Contact information is available through the vFCBC system or in **Appendix A**
 - You will need your application number for reference
- 4) Contacting your local EMLI office through the main e-mail inbox (see **Appendix A**):
 - This is generally the most efficient way to contact EMLI staff with questions or comments about your application that do not pertain to specific information requests from the mines inspector
 - Include your application number to assist in finding the most up-to-date information
- 5) Checking with your mines inspector
 - In most EMLI regions, once a mines inspector is assigned to a company's project(s), they may also receive future applications and correspondence related to the project(s), but based on availability and workload. Don't hesitate to reach out to your mines inspector and ask for advice or information; they will inform you if they are not the appropriate contact. You may also choose to give them advance notice that you will be submitting a new NOW application before you do so, in case they are available/assigned to review it.
 - Once your application is in the "Technical Review" stage, your mines inspector can provide information on its status. You may reach out to them at reasonable intervals for status updates.

Appendix A contains a list of key contacts by region. You are encouraged to contact your local EMLI office if you have any questions on the status of your application that have not been answered through the above avenues.

APPENDICES

APPENDIX A – PROVINCIAL GOVERNMENT CONTACT INFORMATION FOR MATTERS RELATING TO NOTICE OF WORK APPLICATIONS

Provincial Government Directory:

For any information not included below, and/or to ensure you possess the most current contact information, you may use the searchable database of provincial government contact information at <https://dir.gov.bc.ca/>.

Ministry of Energy and Mines (EMLI) Regional Office Information:

Please see <https://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/further-information/office-chief-inspector> to ensure the most up-to-date contact information, as the contact information listed below was current at the time of writing and included for convenience only. If in doubt, e-mail the main office inbox (noted first under each region below) to ask to be directed to the appropriate person.

NORTHEAST/CENTRAL

Main Office E-mail (for NOW status updates and other inquiries): MMD-PrinceGeorge@gov.bc.ca

Mailing Address: 350-1011 4th Avenue, Prince George, B.C. V2L 3H9

Phone: 250 565-4240

Fax: 250 565-4328

NORTHWEST

Main Office E-mail (for NOW status updates and other inquiries): MMD-Smithers@gov.bc.ca

Mailing Address: 2nd Floor, 3726 Alfred Avenue, Smithers, B.C. V0J 2N0

Phone: 250 847-7383

Fax: 250 847-7603

SOUTH CENTRAL

Main Office E-mail (for NOW status updates and other inquiries): MMD-Kamloops@gov.bc.ca

Mailing Address: 2nd Floor, 441 Columbia Street, Kamloops, B.C. V2C 2T3

Phone: 250 371-3912

SOUTHEAST

Main Office E-mail (for NOW status updates and other inquiries): MMD-Cranbrook@gov.bc.ca

Mailing Address: 202-100 Cranbrook Street North, Cranbrook, B.C. V1C 3P9

Phone: 250 417-6134



SOUTHWEST/VICTORIA

Main Office E-mail (for NOW status updates and other inquiries): SouthwestMinesDivision@gov.bc.ca

Mailing Address: PO Box 9395, STN PROV GOVT, Victoria, B.C. V8W 9M9

Physical Address: 3rd Floor, 1810 Blanshard Street, Victoria, B.C.

Phone: 778-698-3649

Fax: 250 953-3878

FrontCounter BC:

If you have a general inquiry, a problem with the online NOW form, or are uncertain as to whom to direct your inquiry, contact FrontCounterBC@gov.bc.ca or you can call toll-free at **1-877-855-3222**.

There are FrontCounter BC offices in 30 communities across BC. For a full listing, including contact information and services offered, see <https://portal.nrs.gov.bc.ca/web/client/locations>.

Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (FLNRORD):

Most questions should be directed through your local EMLI office or FrontCounter BC office who should be able to direct you to the appropriate contact (e.g. Indigenous relations advisor), but if you need specific Indigenous engagement information and do not have an EMLI or FLNRORD contact, you may contact the Indigenous Relations Branch at FirstNationsRelationsBranch@gov.bc.ca or by phone at **250-387-0735**.

Regional Health Authorities:

For more information on health regulations as they may apply to exploration camps, please contact the local health authority. There are five health authorities in BC; see <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/partners/health-authorities/regional-health-authorities> for a map and additional information on each region.

Fraser Health (Surrey)

Phone: 1-877-935-5669 (toll-free), 604-587-4600 (local)

Website: <https://www.fraserhealth.ca/>

Interior Health (Kelowna)

Phone: 250-469-7070

E-mail: feedback@interiorhealth.ca

Website: <https://www.interiorhealth.ca/Pages/default.aspx>

Island Health (Victoria)

Phone: 250-370-8699

E-mail: info@viha.ca

Website: <https://www.islandhealth.ca/>

Northern Health (Prince George)

Phone: 250-565-2649

E-mail: hello@northernhealth.ca

Website: <https://www.northernhealth.ca/>

Vancouver Coastal Health (Vancouver)

Phone: 1-866-884-0888 (toll-free), 604-736-2033 (local)

E-mail: feedback@vch.ca

Website: <http://www.vch.ca/>

BC Timber Pricing Branch:

For assistance with timber pricing or related questions (e.g. if you require an occupant license to cut and need a timber cruise), you may contact the branch (located in Victoria) as follows:

E-mail: Forests.RevenueBranchOffice@gov.bc.ca

Phone: **250-387-1701**

For more information, and/or to determine your timber pricing area, see the website at <https://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing>.

Technical Safety BC (Formerly BC Safety Authority):

E-mail: contact@technicalsaftybc.ca

Phone: **1-866-566-7233**

WorkSafe BC:

For more information on reasons and ways to contact WorkSafe BC, see <https://www.worksafebc.com/en/contact-us>.

For a worksite emergency (fatality, serious incident, or unsafe working conditions): Phone **1-888-621-7233** (24 hours/day).

For assistance with workplace health and safety issues: phone **1-888-621-7233** (business hours).

APPENDIX B – SAMPLE DESCRIPTION OF WORK PROGRAM

Following is a sample of a hypothetical description of a work program that would be considered, under normal circumstances, to be an appropriate level of detail for a multi-year area-based (MYAB) NOW application. For non MYAB applications, the information would be similar but with specific reference to number, type, and location of activities in each year during the term being sought.

Description of Work Program

ABC Ltd. (“the Company”) is proposing to conduct an exploratory surface drilling program over X (2-5) years, to investigate subsurface copper and molybdenum mineralization, consisting of up to 200 diamond drill holes. The planned drilling program for 2020 (year 1) will include up to 75 drill holes/sites within the mineral claims as shown in the attached maps. Included in the “map of proposed work” are the proposed locations of the drill sites.

The proposed work area is located within the southern portion of the XYZ Land Use Plan in an area zoned for mineral exploration and mining development pursuant to the XYZ Sustainable Resource Management Plan¹. The proposed work area is within a previously-disturbed area, subject to historical and recent logging. As a result minimal timber removal will be required.

The Company will further minimize the disturbed area required by using existing access roads and trails whenever feasible.

Work proposed under this application will adhere to established best management practices as follows:

- The Company will apply its archaeological chance find procedure (submitted with this NOW application) at all times on all work sites; this document will also be provided to local Indigenous groups for their information. All employees and/or contractors on site will receive training prior to commencement of the work.
- Field personnel (10-15 people including contractors) will be housed in the camp proposed in this application for the duration of the work program each field season (approximately June to September). No accommodation in nearby communities is anticipated to be required.
- Drill sites and sumps will be located on either provincial Crown land where the mineral title is held by the Company, or private Company-owned land, and new access trail construction will be minimized by using existing roads and trails. These existing access routes are predominantly forest service roads that are in good condition and of sufficient dimensions to accommodate the required equipment for the exploration program.
- Disturbance from drill site preparation will be minimized by locating drill sites on previously disturbed land, relocating drill sites to avoid mature trees, and adding gravel fill (sourced from a nearby permitted third-party owned quarry) to level drill pads. Furthermore, drills will be placed on timbers and plastic liners to minimize surface and vegetation disturbance during drilling, and will be moved via rubber tracked equipment.
- Where excavation is required, topsoil and subsoil will be stockpiled separately, covered to reduce erosion by wind and rain, and used in the reclamation of disturbed areas before the end of each field season. If a drill site is left open for more than one field season, the stockpiles will be seeded with an annual (such as fall rye) each season.
- Drill sites will be located at a distance of at least 30 metres from the Very Wet River, which is consistent with the riparian setback buffers contained in Table 9.1 of section 9.5.1 of the Health, Safety, and Reclamation Code for Mines in BC (the “Code”).

¹ Note that not all areas of the province have land use plans, so you should only include this type of text if it applies in your project area

- Drill sites will be well-organized, with cuttings to be contained in a sump and managed according to section 9.11.1(6) of the Code. Waste/refuse materials will be buried or taken off site for disposal at an appropriate facility, as may be required. Drill rigs will be powered by diesel generators, which will be enclosed where possible in order to minimize noise. At the conclusion of the exploration program, all equipment will be removed from the site.
- Water for drilling will be drawn from XYZ Creek. While this work is exempt from requirement for a water use approval under the *Water Sustainability Act*, the intake will be covered with a fish screen of appropriate size, consistent with Fisheries and Oceans Canada guidelines. The Company will also comply with all other requirements under the exemption for water use approval. XYZ Creek does not currently have any other registered water users, and water supply/availability is not anticipated to be of concern. In the unlikely event that water is not available from XYZ Creek for any period, the Company's contingency plan is to draw water from Very Wet River. Water consumption requirements will be reduced by recycling water used during drilling, thereby minimizing the use of water resources.
- Uncontrolled flows and sediment discharge into nearby water bodies will be prevented through the use of stable water containment systems such as a series of sumps. If a drill hole makes water the Company will notify the mines inspector, and the drill rig will not be removed from the drill pad until the flow has been stopped using appropriate methods.
- Surface and ground water samples will be collected above, below, and adjacent to the drilling area and monitored for water quality.
- Drilling fluids and drill cuttings will be collected in above-ground containment like a sump. If there is any soil contaminated with fuels or lubricants it will be taken off site for disposal in a landfill or other site that accepts contaminated soil.
- Following the completion of drilling, extruding drill casing will be cut or removed and holes will be backfilled and sealed with cement, unless the hole will be used for groundwater monitoring.
- Fuels and lubricants stored on site will conform to the requirements of the Field Guide to Fuel Handling, Transportation, and Storage. Additionally, fuel storage will be situated well away from the riparian zone, consistent with section 9.9.1 and 9.11.1 of the Code.
- Spill prevention and control procedures will be in place and will include training of drill personnel and placement of spill kits around all fuel storage and machinery.
- Reclamation will follow the requirements laid out in section 9.13.1 and Part 10 of the Code. Drill sites and access trails will be reclaimed in the same field season after drilling is completed and the site and/or access is no longer required.
- Reclamation work will include the removal of all drilling equipment, materials and refuse; removal or dispersion of gravel fill used to level drill pads; replacement and re-contouring of any topsoil that was set aside when the site was prepared; and reseeding with self-sustaining species as appropriate to the site and based on feedback from parties such as EMLI and Indigenous groups. If the drill pad has had any compaction due to traffic around it, it will be de-compacted prior to further remediation activities outlined above, and the surface left in a similar state to how it was found.
- Drill core will be transported to and stored in a secure location on private property in a nearby community.

APPENDIX C – DEFINITIONS FOR ACCESS CONSTRUCTION AND MODIFICATION

Exploration Trail:

- Minimal-impact access for movement of mechanical equipment, typically small drilling rigs, which do not require a wide route clearance or regular use
- 1.5 to 3.5m wide running surface, no side cast, no cutting into mineral soil
- Includes corduroy trails²
- Reclamation requirements will include decompaction within one year of cessation of exploration activities

Excavated Trail:

- More substantial access route designed for movement of equipment but excludes use of trucks for hauling mined material
- Up to 3.5m wide running surface, may be wider if cut and fill required to account for full road prism surface impact
- Equipment excavation into mineral soil required during construction, some top dressing with gravel may be required in sections
- Drainage ditches required to control movement of surface water
- Not suitable for access in class 4 or 5 terrain stability³
- May not be suitable for use by large (wide or heavy) pieces of equipment
- Reclamation requirements will include recontouring after authorization period lapses without a permit amendment that includes the trail

3 For more information see <https://www.for.gov.bc.ca/TASB/LEGSREGS/FPC/FPCGUIDE/terrain/zipped/terrain.pdf>

Temporary Road:

- Provides for regular access to mine site by mechanized equipment, including large equipment and haul trucks for bulk samples
- Haul roads must be designed and built to higher standards by a suitably qualified professional engineer with runaway lanes, berms, etc.
- To properly plan this type of access additional work is required, including:
 - survey
 - layout, design criteria, and drainage
 - consideration of potential impacts on other resource values
 - management of sediment and unstable materials from road construction and terrain stability
- May not be suitable for access in class 4 or 5 terrain stability
- Reclamation will require permanent deactivation⁴ when road is no longer required as part of mining operation, has not been used for more than three years, or no longer has an authorization

Existing Access Modification:

- Access that does not fall under another existing authorization (e.g. forest service road, road use permit, special use permit, etc.); this type of access may include non-status roads, or roads that exist on the landscape but are not mapped in a provincial dataset (<https://catalogue.data.gov.bc.ca/dataset/digital-road-atlas-dra-demographic-partially-attributed-roads>)
- The current state of the access should be well-documented before any work is done and early in project planning, as it may not serve as a safe access road without major modifications
- These roads should be screened for width, terrain stability, stream crossings, water bars and ditches for surface water management, overhangs, bridges, etc.
- Once such a road has been approved for use it is the responsibility of the permittee to maintain in a safe manner, which can carry additional requirements/costs
- Reclamation requirements may include permanent deactivation but as a minimum it must be left in stable condition

For additional information on reclamation requirements and access types, see the Regional Mine Reclamation Bond Calculator Guidance document at https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/reclamation-and-closure/regional-bond-calculator-supporting-files/regional_mine_bond_calculator_guidance_report_april_2018.pdf.

APPENDIX D – CONSIDERATIONS IN DEVELOPING A RECLAMATION PROGRAM

Stand-alone Reclamation Plan:

While the NOW application form has discrete sections that must be completed regarding reclamation planned related to each proposed activity, the recommended best practice is to have one overarching, stand-alone reclamation plan for the entire proposed exploration program that covers all proposed activities and disturbance. This facilitates review by the mines inspectors, Indigenous groups, and referral agencies. Such an overarching reclamation plan can be provided as a separate attachment with your NOW application and should complement and summarize the information provided in each activity section of the NOW application. A reclamation plan should clearly outline how the proponent will restore the areas used temporarily for mining purposes to an acceptable end land use by ensuring:

- the desired end land use and reclamation objectives are clearly stated;
- long-term stability and erosion control of the post-mine⁵ landforms and watercourses;
- restoration of habitat, ecosystems, and biodiversity that approximates the original conditions⁶;
- protection of water quality;
- removal of all buildings, equipment, materials and refuse; and
- remediation of any contaminated areas.

EMLI has been working to develop detailed guidance on reclamation planning for mining proponents at all stages of exploration and development, and anticipates providing updated guidance on stand-alone reclamation plans soon.

Additional Considerations:

A reclamation plan (whether provided in each activity section of the NOW application and/or as a stand-alone plan) may also need to consider and describe the following:

- A commitment for timely reclamation of work sites and access trails prior to end of the work authorization date
- Removal or dispersion of fill used to level sites such as heli-pads or drill pads
- Decompaction of staging and camp areas
- Process for securely plugging and capping drill collars to prevent potential discharging of water in the future
- Process for removing and separating topsoil, subsoil, and overburden to ensure they will be stored appropriately to be available for proper use/replacement when reclamation is underway (noting that proper handling of the seed banks in topsoil can eliminate the need to import topsoil and reseed)
- Re-contouring of slopes back to the original landforms
- Re-vegetation (seeding or planting) with self-sustaining local species to ensure more successful reclamation to end land use (unless exempted by sections 10.7.2 or 10.7.3 of the Code)
- Dealing with cleared timber appropriately (e.g. limb, buck, and scatter across work sites or access trails)
- Deactivating modified access roads and trails, and full reclamation of new roads and trails
- Restoring riparian habitat around stream crossings

Regional Reclamation Bond Calculator

Applicants are encouraged to review and use the [regional reclamation bond calculator](#), associated [regional reclamation bond calculator guidance document](#), [Handbook for Mineral and Coal Exploration](#), and [reclamation bond calculator policy](#) when planning a mine (including exploration) program and estimating reclamation costs. It is most efficient if the NOW application, either within the NOW form directly or the stand-alone reclamation plan description, includes all the information required to complete the Regional Reclamation Bond Calculator tool. This may avoid the need for the mines inspector to request further information from the applicant once the detailed/technical review process is underway, which may slow down the processing of the application.

The Regional Reclamation Bond Calculator tool is based on blue book rates; however, the applicant may choose to provide an independent cost estimate for the proposed activity using different rates, along with sound justification for alternate rates proposed. A contingency may be applied to the total amount of security. If an applicant generates a bond calculator estimate for the cost of reclamation that they believe to be too high, they may wish to consider decreasing the size of the disturbance area or types of disturbances and updating the NOW application form correspondingly. Ultimately, the amount of reclamation security is at the discretion of the mines inspector and will be determined in a fair and transparent manner, in dialogue between EMLI and the applicant.

APPENDIX E – ARCHAEOLOGICAL CHANCE FIND PROCEDURE CONSIDERATIONS

At a minimum, your chance find procedure should outline the following actions to be taken if any suspected heritage material/resource/site is discovered⁷:

- stop work immediately in the vicinity of the discovery and notify members of the team around you to avoid the area (if appropriate cordon off the area with tape);
- do not further disturb, move or otherwise touch the discovery;
- record the location and key observations about the discovery (e.g. what it appears to be). Consider making forms available to the field team that workers can complete if they make a discovery; include key information such as date, time of discovery, location (GPS coordinates or similar), description of the discovery as observed, who was notified and when, etc.)
- contact the mine manager or other identified company representative who will take further action, as follows:
 - notify the project archaeologist (if appropriate) and BC Archaeology Branch⁸, who will assess the potential significance of the discovery and identify potential mitigation measures;
 - notify Indigenous group(s) with interests in the area; if the material is confirmed to be archaeological in nature, seek feedback on proposed mitigation measures.
 - if the discovery is judged by archaeologists to be significant and cannot be avoided by authorized project activities, the Archaeology Branch will work with the proponent, and in consultation with Indigenous groups, to determine an appropriate course of action;
 - if the discovery appears to be human remains, the RCMP must be notified in addition to the Archaeology Branch;
 - if the discovery is human remains and is assessed to be archaeological in nature, the Archaeology Branch will consult with Indigenous groups and determine next steps;
 - if discovered human remains are not archaeological, the RCMP will direct further investigation and action as the remains may be related to a crime.

For a chance find procedure to be effective, the mine manager must ensure that all personnel on the exploration site understand it and the importance of following it if potential heritage resources are encountered. It is recommended that the chance find procedure be a recurring item on tailgate meeting agendas, and that (at a minimum) all personnel are required to review it prior to mobilizing to the work site.

A chance find procedure may also include figures such as photos (readily available online) showing what some commonly-encountered heritage resources/artifacts look like⁹.

APPENDIX F – REFERENCE INFORMATION FOR OTHER POTENTIAL PERMITS/AUTHORIZATIONS

Note: To ensure you are always operating with the most up-to-date information, it is recommended that you consult the “Potential Additional Requirements” section of the activity guide on the Natural Resource Online Services system, at <https://portal.nrs.gov.bc.ca/web/client/-/mineral-exploration>.

Occupant Licence to Cut:

- If your exploration program includes the removal of more than 50 m³ of timber from provincial Crown land, you will require this licence.
- The application can be completed as part of your NOW application, and will automatically appear within your application form if your described work program includes more than 50 m³ of timber removal. Associated guidance is also included within the form.
- For more information or to access the application form separately, see <https://www2.gov.bc.ca/gov/content/industry/forestry/forest-tenures/timber-harvesting-rights/licence-to-cut/occupant-licence-to-cut>.

Special Use Permit:

- If you are proposing to modify or use an existing road within the provincial forest that is outside of your mineral tenure area, you will require a special use permit.
- See <https://www2.gov.bc.ca/gov/content/industry/forestry/forest-tenures/timber-harvesting-rights/special-use-permit-forestry> for more information.
- The application form is also available at <https://www.for.gov.bc.ca/dqu/onlineforms/application%20for%20sup.pdf>.

Road Use Permit:

- If you are proposing to use an existing industrial forest service road, you will likely require this permit.
- A link to the application form is included in the NOW application form
- For more information and a link to apply separately, see <https://portal.nrs.gov.bc.ca/web/client/-/forest-service-road-industrial-use>.

Road User Agreement:

- If you are proposing to use an existing industrial forest service road for which there is an existing road use permit holder, you will require this agreement to be in place prior to use of the road.
- The agreement is negotiated with the current road use permit holder for the road, and may include financial or other contribution towards maintenance of the road, among other things. For more information contact FrontCounter BC.

BC Explosives Magazine Storage and Use Permit:

If you are proposing to store and use explosives on site, you will likely require an Explosives Magazine Storage and Use Permit. The application can be bundled with and can be completed as part of NOW application; see the appropriate section of the NOW application in the NROS system.

- For more information or to apply separately, see <https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/permitting/explosives.pdf>.

Water Sustainability Act Authorizations: (see NOW form Access Roads/Helipads section)

- If you are proposing any bridge(s), culvert(s), or other stream crossings as part of your exploration program, then you will be required to complete an application for approval for “changes in and about a stream” under section 11 of the *Water Sustainability Act*:
 - See <https://portal.nrs.gov.bc.ca/web/client/-/change-approval-for-work-in-and-about-a-stream> for more information and the application form.
 - You should apply at the same time as or immediately after submitting your NOW application.
- If water is being removed from a surface or groundwater source for a camp only, you may also require a ‘short term use of water approval’ or a water use licence under the *Water Sustainability Act*, for which you can apply via FrontCounter BC:
 - There is a link provided in the NOW application or see <https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights/water-licences-approvals/water-use-approval> for more information and a link to the application form for short term use (up to 24 months).
 - For use over a period of more than 24 months, see <https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights/water-licences-approvals/apply-for-a-water-licence>.

Public Health Act and Industrial Camp Regulation:

- Most exploration camps are subject to the *Public Health Act* and Industrial Camp Regulation.
- See <http://www.health.gov.bc.ca/protect/industrial-camps.html> for more information.
- Contact information for health authorities is included in **Appendix A**.

Environmental Management Act Waste Discharge Authorization:


- If your proposed exploration program includes discharging waste to the receiving environment, such as water from settling ponds, then you will likely require an authorization under the *Environmental Management Act*.
- For more information and to determine which type of authorization you require and how to apply, see <https://www2.gov.bc.ca/gov/content/environment/waste-management/waste-discharge-authorization>.

APPENDIX G – SAMPLE NOW APPLICATION

NOTE: The sample maps included in section 1.4 of the Companion are based on the same fictional exploration program described in this sample application and in **Appendix B** – Sample Description of Work Program.

Although the 'Sample NOW Application' provided below responds 'No' to the question about 'First Nations Engagement,' NOW applicants are generally expected to engage with relevant Indigenous groups.

It is anticipated that most NOW applicants will respond 'Yes' to this question, and attach an up-to-date record of Indigenous engagement.

	<h2 style="margin: 0;">Notice of Work</h2> <p style="margin: 0;">1234567 - ABC Mineral</p> <p style="margin: 0;">Tracking Number: 100335642</p>
Applicant Information	
If approved, will the authorization be issued to an Individual or Company/Organization?	Company/Organization
What is your relationship to the company/organization?	Employee
APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION	
Have you considered using a BCeID?	
A BCeID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services.	
Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.	
Name:	ABC Ltd.
Doing Business As:	
Phone:	123-456-7890
Fax:	
Email:	
BC Incorporation Number:	
Extra Provincial Inc. No:	
Society Number:	
GST Registration Number:	
Contact Name:	Joe Smith
Mailing Address:	1 Linden Avenue Victoria BC V8V 4H1
TECHNICAL INFORMATION	
APPLICATION INFORMATION	
Type of Notice of Work:	Mineral
Please be advised that exploration for Uranium or Thorium is not permissible.	
Is this a New Permit or an Amendment to an existing permit for this property?	Amendment
Have you submitted an Annual Summary?	Yes
ONE YEAR, MULTI-YEAR OR MULTI-YEAR AREA BASED PERMIT	
One Year Permit	
A One Year permit allows you to do your exploration activities over 1 year. You will have to identify the exact location/s for each proposed activity. At the end of the year you will have to submit an Annual Summary outlining the activities done during the previous year.	
Multi-Year Permit	
A Multi-Year permit allows you to do your exploration activities over 2-5 years. You will have to identify the exact location/s for each proposed activity. At the end of each year you will have to submit an Annual Summary outlining the activities done during the previous year.	
Multi-Year, Area Based Permit	
Tracking Number: 100335642 Version 1.6 Submitted Date: (waiting for outstanding consent forms and/or payment)	
Page 1 of 10	

A Multi-Year, Area Based permit also allows you to spread your exploration activities over 2-5 years, but you must provide details of all exploration activities proposed in the first year, including proposed disturbances and estimated timber cutting. At the end of each year you will have to submit an Annual Summary and at the beginning of each new year you will have to submit a Multi-Year, Area-Based Work Program Annual Update, outlining your previous activities as well as your plans for the next year.

Type of permit to apply for: I would like to apply for a Multi-Year, Area Based permit
Term of application: 5 years
Is this the first year of your application? Yes

MINE INFORMATION

Do you have an existing mine number? Yes **Mine Number:** 1234567
Name of the property: ABC Mineral
Tenure Numbers: 123456, 456789, 987654
Crown Grant / District Lot Numbers: DL 43, Sec 3, RGE 14, TWN 21, W6M, KDYD; DL17, Sec 3, RGE 14, TWN 21, W6M KDYD
Directions to site from nearest municipality: When driving by car from the city of Kamloops travel north along Hwy 5 for approximately 19 km (from the intersection with Hwy 1). Next, turn right or East off the highway onto Palmer-Forsyth Rd. Drive approximately 6 km and on the right or South-East side of the road is the entrance to the mine site. There is an existing access road built by the private land owner.
Geographic Coordinates of Mine: **Latitude:** 50.8304300 **Longitude:** -120.2576200
Maximum Annual Tonnage Extracted: 0 tonnes

INFORMATION ABOUT PROPOSED ACTIVITIES

Activities to be undertaken: Access roads, trails, heli pads, air strips and boat ramps
 Camps, Bldgs, Staging Areas and/or Fuel / Lubricants Storage
 Exploration Surface Drilling
 Water Supply

FIRST AID

Proposed First Aid equipment on site: Level 2 first aid kit and cell phones and cell service on property for continuous communication to higher levels of care.
Level of First Aid Certificate held by attendant: Occupational First Aid Level 1 with Transportation Endorsement

DESCRIPTION OF WORK PROGRAM

If you prefer to upload a document, please enter "see attached document" and attach the document in the "Document Upload" step later in the application under "Other".

Sufficient details of your work program to enable a good understanding of the types and scope of the activities that will be conducted:
 See attached "ABC Mineral Description of Work Program 2021" document.

TIME OF PROPOSED ACTIVITIES

Proposed start and end date: Jun 1, 2021 to May 31, 2026

Please remember that you need to give 10 days notice to the Inspector of Mines of your intention to start work, and 7 days notice of your intention to stop work.

ACCESS

Access presently gated: No

PRESENT STATE OF LAND

Please identify what the present state of the land is where you would like to undertake your activities. If some of the questions do not apply to you please enter n/a in the space provided.

- Present condition of the land:** The current condition of the land indicates minimal human disturbance, outside of the existing access road. The land hosts active ranching and use by private land owner, but no major mechanized or existing disturbances were noted in satellite imagery or during site visits.
- Type of vegetation:** The current types of vegetation on the site is scrub grasses, sage bush with sparse ponderosa pine and douglas fir trees. There is more vegetation in drainage areas or depressions in the topography. The biogeoclimatic (BEC) zone mapping of this area is dominantly PPxh2 (Ponderosa Pine) and to a lesser extent IDFxh2 (Interior Douglas Fir). The land is part of the agricultural land reserve (ALR) and as such is designated agricultural end land use.
- Physiography:** The physiography of the site is rocky outcrop to thin soils over rolling hills. The area of exploration activities lies between 490m and 720m elevation. The climate is very dry and hot, with frequent stand-maintaining fires. There are some streams (Very Wet River, 2 unnamed streams, and XYZ Creek) the proposed permitted mine area, and no known lakes or wetlands.
- Current means of access:** Current access to the site is via the car on the public road called Palmer-Forsythe Rd, then it continues on to the private land owners existing road.
- Old equipment:** None known.
- Recreational trails / use:** None known, private land and minimal use by them.

ACCESS TO TENURE

Do you need to build a road, create stream crossings or other surface disturbance that will not be on your tenure? No

LAND OWNERSHIP

Application area in a community watershed: No
Proposed activities on private land: Yes

Please note that under Section 19 of the Mineral Tenure Act and Section 2.1 of the Mineral Tenure Act Regulation you must not begin any mining activities until 8 days after giving notice to every owner of the surface area on which the recorded holder intends to carry out that activity.

Activities in a park: No

CULTURAL HERITAGE RESOURCES

Cultural Heritage applies to a large spectrum of heritage resources that is defined as "an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people."

The Archaeology Branch of the Ministry of Forests, Land and Natural Resource Operations is responsible for the administration of the Heritage Conservation Act as it applies to archaeological sites. The Archaeology Branch has developed guidelines for companies engaged in natural resource extraction to aid in planning for and avoiding or managing impacts to protected archaeological sites.

Are you aware of any protected archaeological sites No

that may be affected by the proposed project?

FIRST NATIONS ENGAGEMENT

In making decisions on authorizations, the government will be fulfilling its responsibility to consult, and where appropriate, accommodate First Nations. The government takes this responsibility seriously and encourages the applicant to engage First Nations early and often as part of any planned development.

Establishing good relations with First Nations who might be affected by a proposed development is a key part of any successful mining operation. The Ministry of Energy and Mines encourages applicants to engage and information share with First Nations that might be affected by a proposed development prior to submitting an application. The earlier in the life of a proposed activity that the avenues of communication are established the greater the likelihood that the relationships formed will be constructive and beneficial to all parties. A lack of information sharing and engagement by the applicant may result in extended timeframes for decision.

Applicants should keep a detailed record of information sharing and engagement with First Nations on their project in the event the government needs to review it. Information on First Nations information sharing and engagement should include the following: a list of First Nations contacted, whether the activity was modified based on feedback from First Nations, and whether the applicant has entered into any informal or formal agreements with First Nations in connection with the project.

The Consultative Areas Database Public Map Service is an online, interactive mapping tool that allows you to identify First Nations who have treaty rights or asserted or proven rights or title on the land base. More information can be found at <http://maps.gov.bc.ca/ess/sv/cadb/>.

Have you shared information and engaged with First Nations in the area of the proposed activity? Yes

Please tell us about your engagements in the field below or attach a your record of engagement by uploading it at the "Document Upload" step later in the application process. If you are attaching your record later, please enter in the text box "See record attached". Please ensure your record does not contain an individual's personal information such as contact information.

Describe your First Nations engagement activities: ABC Ltd. reached out during mineral staking to the local first nations as per using the mapping tool "Explore by Location" and its output of contact information that overlap with the tenures. Attached is the communication log as well as our introductory letter which includes a draft of this application and our previous approvals. No major concerns with this site were raised during the information sharing.

As a result of the engagement, are you aware of any cultural heritage resources in the area where the work is proposed? No

CAMPS, BUILDINGS, STAGING AREAS AND FUEL / LUBRICANTS STORAGE

This section covers the construction of new camps and/or buildings as well as the storage of fuel/lubricants on the exploration/mine site.

The construction and operation of industrial camps (where more than five people will be accommodated) are regulated under the Health Act and its supporting regulations. Permits may be required for different aspects of camp operation. Contact the nearest Regional Health Authority to determine which requirements will apply to your camp.

You must also contact the BC Safety Authority and WorkSafe BC. For more information regarding Industrial Camp Regulation please see <http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/industrial-camps>.

If water for camp operations is withdrawn from either a surface water or groundwater source, a licence or an approval may be required under the Water Sustainability Act. For further information please contact FrontCounter BC.

MAPS

If known, mark the locations of camps, buildings and fuel storage on the maps, show the distance of activity from known streams, wetlands or lakes on the map.

You will upload the maps at the document upload step later in the application process.

If locations are not determined you must provide a location map with your start up notification at least 10 days prior to start-up. Camps, buildings and fuel storage must comply with riparian setbacks as set out in Section 9 of the Code and the guidance provided in the Handbook for Mineral & Coal Exploration.

CAMPS

Click on the "Add Camp" button to add a camp. If you have multiple camps please give each camp a distinctive name like Camp 1 which you can reference on the maps you submit with your application.

Name	Number of people	Number of structures	Estimated quantity of water (m³/s)	Disturbed Area (ha)	Merchantable timber volume (m³)
ABC1	15	2	0.00	1.00	0.50
Description of structures:	Two large canvas wall tents, one for a dry and gear, and one for sleeping.				
Waste disposal methods:	Collected and hauled out at the end of each season.				
Sanitary facilities:	Sump for greywater at the dry tent. 2 Porta Potties for black water. Porta-Potties will be suctioned weekly and removed from site at the end of every season.				
Water source:	No on site water needed, as we will haul in the water to be used by the camp.				
Total:				1.00	0.50

If your camp is planned for more than 5 people please be advised that the Industrial Camp regulations will apply.

Have you notified the local Health Authority as you have a camp for more than 5 people planned? Yes

BUILDINGS

Click on the "Add Building" button to add a building. If you have multiple building please give each building a distinctive and descriptive name like "Shop" or "Storage 1" which you can reference on the maps and drawings you submit with your application. Please note that all buildings must adhere to the following Codes, BC Building Code, BC Fire Code and CSA Standard M421-00 "Use of Electricity in Mines in conjunction with the Canadian Electrical Code. All plans must be submitted at least 60 days prior to the proposed start of construction to the Inspector. The Inspector will advise if additional documents are required.

STAGING AREA

Click on the "Add Staging Area" button to add a staging area. If you have multiple staging areas please give each staging area a distinctive and descriptive name like "Area 1" or "Area 2" which you can reference on the maps and drawings you submit with your application.

Name	Disturbed Area (ha)	Merchantable timber volume (m³)
ABC Staging	0.50	0.50
Total:	0.50	0.50

FUEL / LUBRICANT STORAGE

If you are planning to handle, transport or store fuel and/or lubricants you must adhere to B.C. Environmental standards as detailed in "Summary of Environmental Standards and Guidelines for Fuel Handling, Transportation and Storage".

Do you propose to store fuel / lubricants on site? Yes
How much fuel do you want to store? 250 litres
Storage method(s): Barrel

RECLAMATION PROGRAM

Describe the proposed reclamation and timing for this specific activity: Top soil shall not be removed from the site. Removal of the tents, pads, materials and refuse. Compacted soils will be ripped up and seeded with local native species and woody debris shall be bucked up and spread around.
Estimated cost of reclamation activities \$5,487.00

described above:

EXPLORATION SURFACE DRILLING

MAPS

Unless this an area based application mark the locations of the proposed surface drilling on the map. The maps will be uploaded at the document upload step later in the application.

ACTIVITIES

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the disturbed area and timber volume.

Activity	Number of sites	Disturbed Area (ha)	Merchantable timber volume (m ³)
Diamond Drilling - Surface	200	2.00	0.50
Total:	200	2.00	0.50

SUPPORT OF DRILL PROGRAM

The drill program will be: Ground supported

RECLAMATION PROGRAM

Describe the proposed reclamation and timing for this specific activity:

All drill holes shall be effectively cemented for the first 4m below bedrock before the drill is removed from the drill pad. All drilling equipment, materials and refuse will be removed at the end of each field season. Any topsoil that was set aside during site prep, will be replaced and any leveling of the site shall be recontoured. No gravel will be used to level the site. Any compacted soil will be ripped and left in a rough and loose state and spread with a native seed mix and woody debris shall be bucked up and spread around at the end of each season. No more than 3 drill pads will be left unreclaimed at any one time.

Please describe the location of the Core Storage (including latitude and longitude if known):

Core storage will be stored offsite at ABC Ltd. office in Kamloops on private land owned by ABC Ltd.

Estimated cost of reclamation activities described above: \$15,093.00

ACCESS ROADS, TRAILS, HELI PADS, AIR STRIPS AND BOAT RAMPS

MAPS

Mark the locations of the proposed access roads and trails on the map. The maps will be uploaded at the document upload step later in the application.

ACTIVITIES

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the length in km, the total disturbed area and total merchantable timber volume.

Activity	Length (km)	Disturbed Area (ha)	Merchantable timber volume (m ³)
Exploration Trail - New	5.00	1.50	0.00

Tracking Number: 100335642 | Version 1.6 | Submitted Date: (waiting for outstanding consent forms and/or payment)

Page 6 of 10

Total: 5.00 1.50 0.00

BRIDGES, CULVERTS AND CROSSINGS

Are you proposing any bridges, culverts and/or other river / stream crossings? No

RECLAMATION PROGRAM

Describe the proposed reclamation and timing for this specific activity: Use of the existing private roads will result in them being checked to ensure they can handle the load of transporting the drill, including the integrity of the culverts. And as part of reclamation that the road will be water barred with approval of the private land owner. All new roads built will be fully reclaimed (recontoured and top soil spread) and seeded with native species and woody debris shall be bucked up and spread around to prevent further access.

Estimated cost of reclamation activities described above: \$2,880.00

ADDITIONAL INFORMATION

Please note that you may require a Special Use Permit under the Forest Practices Code of British Columbia Act or a Land Act tenure or other authorization under the legislation to use roads to access your tenure.

For further information please contact FrontCounter BC.

WATER SUPPLY

MAPS

Mark the locations of all proposed water intakes, settling ponds and/or sediment control structures on the appropriate maps.

SOURCE OF WATER

Click on the "Add Source" button to add one or more water sources.

Source	Activity	Water Use	Estimated Rate (m ³ /s)
Very Wet River	Mining Equipment	To cool drill bit and to mix drilling fluids	0.01

Pump size in water (inches): 2
Location of water intake: Latitude: 50.82926 Longitude: -120.25305
 Please clearly mark the locations of all water intakes on the maps uploaded in Step 6 - Document Upload.

Total: 0.01

TIMBER CUTTING

Total merchantable timber volume: 1.50 m3

Free Use Permit
 Based on the information provided you will require a Free Use Permit as the total volume of merchantable timber to be cut does not exceed 50 m3. This permit will be automatically applied for as part of this Notice of Work.

EQUIPMENT

Click on the "Add Equipment" button to add one type of equipment at a time. All equipment must comply with the requirements of the Health, Safety and Reclamation Code.

Quantity	Type	Size / Capacity
1	Bulldozer/Crawler Tractors	D6
3	Drill	Hydro Core
5	Truck	4x4 work trucks

SUMMARY OF RECLAMATION

Based on the information you have provided on the previous screens the Summary of Reclamation is:

Activity	Total Affected area (ha)	Estimated cost of reclamation (\$)
Access roads, trails, etc.	1.50	2,880.00
Camps, Buildings, etc.	1.50	5,487.00
Exploration Surface Drilling	2.00	15,093.00
Subtotal:	5.00	23,460.00
Unreclaimed disturbance from previous year:	0.00	
Disturbance planned for reclamation this year:	0.75	
Total:	4.25	23,460.00

OTHER CONTACTS

Please enter the contacts that are applicable to your application.

Contact Info	Type of Contact
Name: ABC Ltd.	Permittee
Doing Business As:	
Phone: 123-456-7890	
Fax:	
Email: drilltothrill@abc.com	
BC Inc. Number: BC1234567	
Extra Provincial Number:	
Society Number:	
GST Registration Number:	
Contact Name: Joe Smith	
Mailing Address: 1 Linden Avenue Victoria BC V8V 4H1	

LOCATION INFORMATION

LAND DETAILS

Do you have the legal description of the land or the civic address then click on 'Add Land Information'.

Description
Private Land Legal Description: DL 43, Sec 3, RGE 14, TWN 21, W6M, KDYD; DL17, Sec 3, RGE 14, TWN 21, W6M KDYD

DRAWINGS

All applications must include the appropriate maps and applications received without maps will be returned. All maps must be in colour, computer generated, with a scale, north arrow and a detailed legend.

For Mineral, Coal and Placer applications you must provide a minimum of 3 maps:

- A Location Map which must show the location of the property in relation to the nearest community with the access route from the community to the work site clearly marked;
- A Tenure Map which must show the boundaries of the tenure(s) and tenure numbers, at a scale of 1:20,000 or less;
- A Map of Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or 1:5,000. For site specific applications the location of all proposed exploration activities must be shown; for area-based applications the work area must be shown as a polygon, with the location of all proposed exploration activities for year 1 shown, and shape files provided of the area.

For Sand & Gravel/Quarry applications you must provide a Plan View, Cross and Longitudinal Sections and a Land Title/Crown Land Tenure Map. Details of these requirements are listed in the Sand & Gravel/Quarry Operations Activity sheet.

I have shape files from my Geographic Information System

SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

Description	Filename
MAYB area .shx	ABCMineral_Proposed_MYABPer...
MYAB area .dbf	ABCMineral_Proposed_MYABPer...
MYAB area .prj	ABCMineral_Proposed_MYABPer...
MYAB area .sbn	ABCMineral_Proposed_MYABPer...
MYAB area .sbx	ABCMineral_Proposed_MYABPer...
MYAB area .shp	ABCMineral_Proposed_MYABPer...
MYAB area .shp xml	ABCMineral_Proposed_MYABPer...

PRIVACY DECLARATION

PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1)(a)(i) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes.

For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director
 FrontCounter BC, Provincial Operation
 441 Columbia Street
 Kamloops, BC V2C 2T3

Check here to indicate that you have read and agree to the privacy declaration stated above.

REFERRAL INFORMATION

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company / Organization:	ABC Ltd.
Contact Name:	Joe Smith
Contact Address:	1 Linden Avenue Victoria BC V8V 4H1
Contact Phone:	123-456-7890
Contact Email:	drilltothrill@abc.com

I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

OFFICE

Office to submit application to:

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

APPLICANT SIGNATURE

Applicant Signature	Date
---------------------	------

OFFICE USE ONLY

Office	File Number	Project Number
	Disposition ID	Client Number



**MINERAL AND COAL EXPLORATION
NOTICE OF WORK
APPLICATION COMPANION**

REVISED MARCH 2021