

Reduction

Warning: *Reduction means you have made the decision that you no longer wish to hold the acquired ground covered by the specific cells subject to the reduction. The claim title will be reduced upon completion of the reduction event and all rights associated with the cells will cease.*

Before you start:

- Reductions can only be submitted on cell titles. Legacy titles are not eligible for reductions.
- You will need to know the title number of the title you wish to reduce.
- If you are acting as an agent, you must have been granted reduction authorization from each recorded holder.

CONTENTS

- [Important Notes](#)
- [Getting Started](#)
- [Input Title Numbers](#)
- [Data Input Form](#)
- [Review Form Data](#)
- [Confirmation](#)

RELATED LINKS

- [Information Update #24](#)
Cell Status After Registration of an Abandonment or Reduction Event on a Cell Claim
- [Frequently Asked Questions](#)

Important Notes

- A reduction cannot result in 2 or more separated areas.
- All of the cells of the reduced title must still be adjoining.
- Adjoining cells means cells that share a common boundary along one side.

Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

Depending on type of title, click on the **Mineral Claim** or **Placer Claim** tab.

Step 3

Click on the **Reduction** link.

Input Title Numbers

Step 4

Enter the title number of the title being reduced.

Step 5



Click the **Next** button to continue. The map viewer should open and zoom to the title entered.

Step 6

MTO will bring up the Map of the input title and highlight the cells in a yellow outline:

Online Map Selection

The Map Viewer will load and highlight the title in a yellow outline.

- Using the use the **Select by box tool**  to click on, or draw a box over, the cell(s); alternatively, you can use the **Select by polygon tool**  to draw a shape on the map to select the cells, double click to complete the shape. **Select the cell(s) that you want to remove from the title.**
- The cell(s) you have now selected to be removed from the title will highlight in blue. The number of cells will be identified on the right hand side of the screen. These highlighted cells will be removed; the remaining cells will comprise of the resulting claim.

Warning: You are making a conscious decision to reduce specific cells from a cell title. Ensure to select only the cells you wish to remove from your title. **DO NOT** select the cells you wish to keep.

Step 7

Review the Selection Set click on the **Click here to continue** link that appears after making a selection.

Step 8

Enter the verification code. This code is case sensitive and no spaces are required.

Step 7

Click **Next**

Data Input Form

Step 8

Enter any comments for this transaction. This is optional.

This page lists the cells of the title that you started with, cells that were selected to be removed, and the remaining cells for the title after the reduction is completed.

Step 9

Click **Next**

Review Form Data

Step 10

Review the information on the screen for the reduction. Verify the cells to be deleted and the remaining cells of the claim. Detail review page. This page displays the list of changes that you have submitted, the old and new hectares for the title.

Step 11

Click **Next**

Confirmation

Step 15

This is the event confirmation screen. Your [event number](#) for the claim reduction registration is shown on this screen along with the new claim description. You may wish to print this confirmation page for your records.

The reduction transaction is complete. Click the **here** link at the bottom of the confirmation screen to return to the main menu.
