

# Exploration and Development Work/Expiry Date Change

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## Before you start:

- Know the title numbers or the location of the claims.
- If you are using Crown Grants for adjacency purposes, you will need to know the lot numbers.
- When titles have multiple owners, only one owner must have a valid Free Miner Certificate.

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### RELATED LINKS

- [Physical Work Report Form](#)
- [Information Update #8](#)  
Guide to the Submission of Physical Exploration and Development Work for Assessment Credit on Claims
- [Information Update #14](#)  
Submitting Exploration and Development Work Reports
- [Information Update #25](#)  
Physical Exploration and Development Work
- [Frequently Asked Questions](#)

## Getting Started

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### 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 **Exploration and Development Work/Expiry Date Change** link.

## Select Input Method

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### Step 4

Select from the following two options to identify the titles to apply work:

- **Using Online Map Selection:** This option allows you to select titles from the online MTO Map Viewer. [More information...](#)
- **Input Title Number(s):** If you choose this option, you need to know the title numbers for your titles. [More information...](#)

### Step 5

**With Lots:** If you need to use [Crown Grant](#) lots to make your claim property adjoin, click in the box to select this option. Adjoin means to share a common boundary other than at a corner.

**Note:** This option is **not** available for Placer Claims. Work carried out on a Crown Grant cannot be applied to a claim.

### Step 6

Click **Next**.



### Step 7

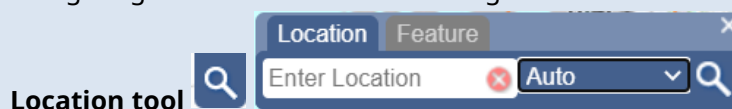
Depending how you wish to indicate your title numbers, follow the respective instructions below for [Online Map Selection](#) or [Input Title Numbers](#):



#### Online Map Selection

The Map Viewer will load after selecting **Using Online Map Selection** from the **Select Cell(s) Input Method** page.

Select the title(s) you would like to apply work on by one of two methods:

1. Clicking on the **Find Mineral Titles** link on the right-hand frame where the Map Viewer will take you to the geographic location of the found title
2. Navigating to the area of interest using the **Zoom tool** , **Pan tool** , or the **Find**



- after locating the title(s) of interest, use the **Select by box tool**  to click on, or draw a box over, the title(s) alternatively, you can use the **Select by polygon tool**  to draw a shape on the map to select the title(s), double click to complete the shape.
- for multiple selections, use the **Select by box or polygon tools** to click on, or draw a box or polygon over, the title(s)
- after selecting the last title, click on the **Click here to continue** link that appears after making a selection

**Selection Set**

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**Layer:**  
Title (current)

**Selection:**  
**1 features selected**  
515306

[Click here to continue](#)

- review the selection and click **Next** if you wish to continue or **Back** if you need to make a change.

### Input Title Number

1. **Select number of titles** using the drop-down menu to indicate the number of titles to apply work, and click on the **refresh** button.
2. Enter the title numbers in the appropriate text fields.
3. **Generate Sequence:** If you are applying work to multiple titles that are in numeric order, enter the first title number, and then click on **Generate Sequence**; this will automatically fill in the remaining title numbers.
4. Click **Next**.

**Input Titles**

To add more titles: Click drop-down arrow, select the number of titles, click the *refresh* button.

Select Number of Titles:   1.

Title Number 1:  [Generate Sequence](#) 2.

Title Number 2:  [Generate Sequence](#) 3.

Title Number 3:

### Step 8

If you selected **With Lots** on Step 5 above, go to Step 9. If not, go to Step 10.

## With Lots

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### Step 9

Input Lots - Select Number of Lots

- One Crown Grant lot - enter the lot number.
- More than one Crown Grant lot - Click on the **Select number of lots** drop-down menu and select the number of lots you wish to enter, click the **Refresh** button, then enter the lot numbers.

### Step 10

Click **Next**.

## Link Event Numbers

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### Step 11

**Is the above exploration and development event information part of an existing work program that has already had the report submitted to Mineral Titles Branch?**

If you are about to register work from the same work program for which a report has already been submitted, you will be required to enter all the previously registered Mineral Claim Exploration and Development Work/Expiry Date Change [event numbers](#) related to this work program/physical or technical report in the spaces provided on the following page. **Providing these [event numbers](#) will allow for faster approval of your work credit and ensure that you are not contacted by the Mineral Titles Branch for additional supporting information.**

- If the above exploration and development event information is part of an **existing work program** that has already had the report submitted to Mineral Titles Branch, select **Yes**.
- If the above exploration and development event information is NOT part of an existing work program, select **No**.

## Step 12

Click **Next**.

If your answer to **step 11** was:

- **Yes** - Go to Step 13
- **No** - Go to Step 14 (Data Input Form)

## Step 13

Follow the [Link Event Numbers help](#) on the Upload Reports help page (follow Steps 1 - 4)

# Data Input Form

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## Step 14

Select the type of work that you are recording: **Physical**, **Technical** or **100% Portable Assessment Credit (PAC) Withdrawal**.

The following section provides more information about the different work types.

### Work Type

#### Physical Work

includes (taken from the [Mineral Tenure Act Regulation](#)):

(a) if the work is related to a **mineral claim**, any of the following:

(i) trenching, open cuts, adits, pits, shafts and other underground activity for the purposes of collecting samples or other geological or technical information;

(ii) reclamation related to exploration and development activities;

(iii) ground control surveys, line cutting and grids that support an activity described in paragraphs (b) to (h) of the definition of technical exploration and development;

(iv) precision survey techniques such as global positioning or surveys conducted by a practising land surveyor;

(v) global positioning surveys in accordance with section 20;

(b) if the work is related to a **placer claim**, any of the following:

(i) activities referred to in paragraph (a);

(ii) panning, digging or washing of gravels to test for the presence of economically significant minerals;

**NOTE:** Stand-alone road and trail work are not physical work; must be accompanied by an approved Notice of Work.

### **Technical Work**

for mineral claims and placer claims includes (taken from the [Mineral Tenure Act Regulation](#)):

(a) archaeological impact assessments;

(b) geological surveys and studies;

(c) mineral resource or ore reserve calculations and related work;

(d) geophysical surveys;

(e) geochemical surveys;

(f) drilling, including drilling for the purposes of collecting samples, core logging or other geological or technical information;

(g) analysis of mineral or rock samples including a bulk sample to assess characteristics pertinent to the assessment of the mineral resource, including acid base accounting, metallurgical, mineralogical, beneficiation and petrological studies;

(h) prospecting and exploring;

(i) environmental baseline studies;

(j) construction and maintenance of roads, trails, helicopter landing sites, drill sites and drill core storage if required to support an activity described in any of paragraphs (b) to (i);

(k) preparation and geological interpretation of air photo, satellite or other remotely sensed images that support an activity described in paragraphs (a) to (i);

(l) preparation of orthophoto and topological surveys that support an activity described in paragraphs (a) to (i);

(m) compilations of previous exploration and development studies and reports if those compilations lead to new exploration and development;

(n) any other similar activity that may be approved by the chief gold commissioner before the exploration and development is done;

### **100% Portable Assessment Credit (PAC) Withdrawal**

Refer to [Information Update No. 20](#) and the [Mineral Tenure Act Regulation \(Section 9\)](#).

## Step 15

If you selected **Yes** in Step 11, only the options available with that linked event will be available for selection.

Select all the types of work that you are filing or that will appear in your report. Depending on the type of work you selected in Step 11, the respective work items column will be available for selection. For example, if you selected the **Physical Work** type in Step 10, then only the **Physical Work Items** will be available for selection.

- For **definitions** of each work type, refer to the respective sections below for [Physical Work Items](#) and [Technical Work Items](#)
- If you selected **100% Portable Assessment Credit (PAC) Withdrawal** in Step 14 above, skip to Step 19.

### Physical Work Items

#### BCLS Survey

A survey performed by a British Columbia Land Surveyor may be claimed for assessment credit. A copy of the survey must be submitted with the work report. The cost of the survey may be claimed in the labour cost/exploration equipment section of the physical work report form template.

#### Drilling

To be applicable as physical work, "drilling" refers to short holes drilled for the purpose of blasting as per [section 7 \(4.1\)\(7\)](#) of the Mineral Tenure Act Regulation. Other drilling must be reported as technical work under [section 16](#) and [Schedule A](#) of the Mineral Tenure Act Regulation. The cost of the survey may be claimed in the labour cost/exploration equipment section of the physical work report form template.

#### Labour

All labour carried out while conducting an exploration activity as defined in the [Mineral Tenure Act Regulation](#), (see [Information Update #8](#) for acceptable rates).

#### Machinery and equipment

Machinery and equipment costs used in valid physical exploration activities (see [Information Update #8](#) for acceptable rates).

#### Placer Sluicing, Panning or Rocker Box

Testing of recovered material by panning or use of a sluice box, rocker box or high banker may be claimed from the cost of labour. The amount of material processed must be stated and the work details (number of persons, work period(s), equipment used) must be indicated, and a map showing the sites from where the material was extracted must be attached. Value is calculated as set out in [Information Update #8](#).

### Preparatory Survey

Ground control surveys, line cutting or grid establishment done in preparation for a geological survey, geophysical survey, geochemical survey or drilling may be credited as physical work. Refer to [Section 15 Mineral Tenure Act Regulation](#) for requirements. A copy of the report of the line cutting, grid establishment, or ground control survey must be submitted with the work report.

### Reclamation

Costs incurred to restore (reclaim) the land and environment on exploration and/or mining sites.

### Supply Cost

Purchasing of any materials required for exploration on the claim. Refer to [Information Update #8](#) under "Machinery and Equipment".

### Transportation / Travel Expenses

Transportation and travel costs may be included but only to a maximum of 20% of the value allowed for the exploration and development work completed on the claim(s).

When aircraft are used, up to 50% of the cost of the exploration and development work completed may be included for transportation/travel costs. The actual value of the transportation/travel must be enough to justify the 20% or 50% and receipts must be provided if requested. If the actual cost for transportation/travel is less than the 20% or 50% (as applicable) of the work value, then only the actual costs may be claimed. Transportation/travel costs cannot be included in the work details except as an addition to the value in the cost statement for the total work costs which are exclusive to any transportation and travel. Transportation costs are not stand-alone costs and must be part of an overall exploration program.

### Example:

Work Costs: \$5,000.00

Maximum transportation/travel allowable: \$1,000.00\* (20% of \$5,000.00)

Total claimable assessment: \$6,000.00

\*the actual value of the transportation/travel must be claimed if less than the percentage maximum

### Trench or Open-Cut Work

Dimensions (in metric measurements) of all workings, openings and related activity for trenches, open cuts, adits, pits, shafts and underground activity. The work sites must be identified on the map. The work must be described (what was done, how it was done) and include a cost statement. Value may be based upon the labour, supply and machinery costs as set out in [Information Update #8](#).

### Tunnelling

Metric dimensions must be provided, and details of construction (equipment used and method). Value is based either upon labour, supply and machinery costs.



## Technical Work Items

### Archeological impact assessment

As defined in the [Mineral Tenure Act Regulation](#), Any heritage inspection or heritage investigation as defined in the [Heritage Conservation Act](#) that:

- (a) the chief inspector of mines requires a recorded holder to undertake as a condition of a permit issued under the [Mines Act](#),
- (b) is carried out by an individual who holds a permit under section 14\* of the Heritage Conservation Act, and
- (c) is directly related to exploration and development;

\*Note: Please reference [Section 12.2](#) and [12.3](#) of the Heritage Conservation Act in lieu of Section 14 (repealed).

### Drilling

Drilling for the purposes of collecting samples, core logging or other geological or technical information. If assay work has been done through drilling, assay results must be submitted in your technical report. (Please refer to [Schedule A](#) of the Mineral Tenure Act Regulation for assessment report format and requirements.)

### Geochemical

Collection of surface and subsurface materials (mineral, rock, soil, stream sediment/silt, till, drill cuttings, overburden, bulk, water, vegetation, or other environmental samples) that are analyzed for elemental concentrations by accredited laboratories or certified desktop/handheld analyzers. (Please refer to [Schedule A](#) of the Mineral Tenure Act Regulation for assessment report format and requirements.)

### Geological

Studies involving the collection and interpretation of geological information including field mapping, petrography, mineralogy, geotechnical studies, and mineral resource or ore reserve calculations and related work. (Please refer to [Schedule A](#) of the Mineral Tenure Act Regulation for assessment report format and requirements.)

### Geophysical

Ground or airborne geophysical surveys conducted to assess physical properties of the Earth and its materials. Common methods include magnetic, electromagnetic (including VLF), gravity, induced polarization, radiometric, resistivity, and seismic. (Please refer to [Schedule A](#) of the Mineral Tenure Act Regulation for assessment report format and requirements.)

### PAC Withdrawal (up to 30% of technical work required)

[Section 9\(3\)](#) states that up to 30% of the total technical work value required for the registration of a statement of work can be taken from the titleholder's PAC account and applied to the claim(s) along with the technical exploration and development being registered. The PAC amount is debited by Mineral Titles once the assessment report has been approved. This 30% credit withdrawal may be used with each registration of technical work. (Please refer to Section

9(3) of the Mineral Tenure Act Regulation).

### Preparatory Surveys

Work conducted to prepare a property for technical work. Such work includes: the laying of a grid for geochemical or geophysical surveys; construction or maintenance of roads, trails, helicopter landing sites, drill sites, and core storage; preparation and geological interpretation of air photo, satellite or other remotely sensed images; and preparation of orthophoto and topological surveys. (Please refer to [Schedule A](#) of the Mineral Tenure Act Regulation for assessment report format and requirements.)

Registration of stand-alone preparatory work is not acceptable as exploration and development. Preparatory work is acceptable if required to support technical work items listed in paragraphs (a) to (i) of the definition of technical exploration and development of the Mineral Tenure Act Regulation.

**Note:** Compilations of previous exploration and development studies and reports are only acceptable for registration if those compilations have led to new technical exploration and development work, and such work is concurrently registered and reported.

### Prospecting

Preliminary ground-based work to assess the prospectivity of a claim, including identification, collection, and sampling of bedrock and transported materials. "Prospecting" or "exploring" is technical work in the Regulation and cannot be claimed as physical. (Please refer to [Schedule A](#) of the Mineral Tenure Act Regulation for assessment report format and requirements.)

Registration of stand-alone prospecting activities are acceptable as exploration and development only during the first three years of the holding of the claim by a recorded holder (Please refer to Section 7(8) of the Mineral Tenure Act Regulation).

### Step 16

Enter the **Work Start** and **Work End** dates. The dates must be entered in YYYY/MON/DD format.

### Step 17

Enter the total dollar value of the work that you are filing.

### Step 18

Enter your Mine Permit alphanumeric code if your work required one. Some work does not require a mine permit and you can leave this field blank if your work did not require a permit.

### Step 19

**PAC Name** (Portable Assessment Credit account)

- If you selected **Physical Work** only for your **Work Type**, go on to step 20. You cannot apply PAC credits to Physical Work.

- If you have an unapplied work credit, enter the PAC name you wish to be credited, and then go to Step 20.
- If you selected **100% Portable Assessment Credit (PAC) Withdrawal** for your **Work Type**, enter the name of the PAC account that the funds are being taken from, and then go to Step 20.
  - You must comply with [section 9\(4\) of the Mineral Tenure Act Regulation](#) in order to be eligible to use the **PAC Withdraw** option. Please see Step 21 - Note 2 below.

### Step 20

In the table depicting which titles work value is being applied to, select the corresponding **Work Performed On** box for the titles on which the work was actually conducted.

### Step 21

You will notice that the **New Good To Date** column has been filled with a default date of one year beyond the existing **Good To Date**. You have to option to change the year, month, and/or date. You are not restricted to filing work in full year increments. You have the flexibility to file for as many days forward as you would like. Enter the **New Good To Date** for each title. The dates must be entered in YYYY/MON/DD format.

**Note 1:** If you selected **Physical** or **Technical** as your **Work Type**, the **New Good To Date** cannot go beyond a maximum of 10 years from the current work year

**Note 2:** If you selected **PAC Withdrawal** as your **Work Type**, you must comply with [section 9\(4\)](#) of the Mineral Tenure Act Regulation which states "If there has been a minimum of 10 years of exploration and development recorded on a claim, the recorded holder may apply credits from their portable assessment credit account to maintain that claim for up to 5 years by registering the credit against the claim and on payment of the prescribed fee." This work credit can only be applied once on a title and only if a similar credit has not been applied previously.

### Step 22

**Are the titles adjoining?** - This is similar to the previous 'Notice to Group' option.

- If your titles are adjoining, you can file the value of assessment work done on one or more titles and apply it to the other adjoining titles that did not have work actually performed on it.
- If your titles are not adjoining - you must indicate in the **Work Performed On** column that work was performed on each title and have performed enough assessment work on each individual title to cover the value of assessment being applied to it.

Click **Next**.

**Note:** It is your responsibility to check the map viewer to ensure your titles are adjoining. Adjoining means to share a common boundary other than at a corner.

**Note:** If there are any errors or an insufficient total work value, you will get an error message(s) at the top of the page. Go through the page again and make the appropriate changes, and then click **Next** again.

### Step 23

Upload Exploration & Development Work Report:

- If **no**, the page goes to Review Form Data, skip to Step 25
- If **yes**, the page goes to [Upload Assessment Report](#), follow Steps 5-9.

### Step 24

Click **Next**.

## Review Page

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### Step 25

Ensure all your information, numbers, amounts, selections and new expiry date(s) are correct. If you uploaded a document you will need to click **Back** twice to return to the Data Enter Form screen to make further changes or corrections, click **Next** to proceed.

## Confirmation

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### Step 26

You have successfully submitted exploration and development work on your titles.

### Step 27

The confirmation shows the details of the work you have recorded. Print a copy of this confirmation and attach a copy to your assessment report submission.

### Step 28

**Further Action:**

- If you are filing physical work, you have 30 days to file your assessment report, as per the Mineral Tenure Act Regulations, to substantiate this recording.
- If you are filing technical work, you have 90 days to file your assessment report, as per the Mineral Tenure Act Regulations, to substantiate this recording.

### Step 29

You are done. Click on the **Main Menu** link to go back to the Main Menu.

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