



Mineral Titles

Information Update

No. 14 – Submitting Exploration and Development Work Reports

Revision Date: January 25, 2021

The value of exploration and development work carried out on a claim may be applied to the claim and to adjoining claims by registering the work in Mineral Titles Online (MTO).

PLEASE NOTE THE FOLLOWING:

- Registering work has two components:
 1. A summary of work must be registered online, by the recorded holder or authorized agent with a BCeID, on or before the claim expiry date.
 2. An assessment report detailing the work performed must be submitted.
- Only work completed after claims are registered may be recorded.
- Work may be registered anytime up to one year from the date of completion of the work.
- Only work carried out within the boundaries of a claim may be registered on that claim and any adjoining claims. All claims must be adjoining at the time the work is registered in order for work to be applied to the adjoining claims.
- Exploration and development conducted on a mining or placer lease cannot be applied to a claim.
- If you intend to amalgamate cell claims, you should register any work on the existing claims **BEFORE YOU AMALGAMATE, NOT AFTER**. An amalgamation results in a new claim and any work completed before the new amalgamated claim exists is not eligible for registration.

Upon registration of work online, a report must be submitted:

- within **30 days** of the date on which **physical** work is registered
- within **90 days** of the date on which **technical** work is registered

For **definitions** of each work type, refer to the respective sections in the SOW help documents for [Physical Work Items](#) and [Technical Work Items](#)

The requirements for physical work reports are set out in [section 15](#) of the Mineral Tenure Act Regulation. If you are registering physical work, use the "[Physical Work Report](#)"

In the event of a discrepancy between this information and the provisions in the *Mineral Tenure Act* and Regulation, the provisions in the statute and regulations will apply.

Ministry of Energy, Mines and Low Carbon
Innovation
Mineral Titles

3rd Floor, 1810 Blanshard St. (*appt.*
only)
PO Box. 9322 Stn Prov. Gov't
Victoria, BC V8W 9N3

Telephone: 1-866-616-4999

Fax: 604-660-2653

www.mineraltitles.gov.bc.ca

300 – 865 Hornby Street
Vancouver, BC V6Z 2G3

Email: Mineral.Titles@gov.bc.ca

[Template](#)” to capture the required details and then add a map at a scale of 1:10,000 or better to accurately identify the work sites.

The requirements for technical work reports are set out in [section 16](#) and [Schedule A](#) of the Mineral Tenure Act Regulation. Complete the [“Title Page and Summary Form”](#) and include it in the front of the report. For assistance in completing technical reports please see the [‘Assessment Report Checklist’](#).

- For both physical and technical reports, please **include a copy of the work registration event confirmation page(s) from MTO**; if you neglected to print the confirmation at the time, you can log into MTO, [search one of the title numbers](#) submitted on the SOW, click on the applicable Event number in the list of events and then print the event details.
- If you are unsure if a specific work activity qualifies as a valid exploration and development, please confirm with Mineral Titles Branch before commencing work. Enquiries can be made at Mineral.Titles@gov.bc.ca.

Assessment Reports can be submitted by one of the following:

PHYSICAL

- [Uploading](#) the report (.PDF) into MTO within 30 days of registering work;
- Emailing the report as an attachment to Mineral.Titles@gov.bc.ca. If the digital copy is too large to send by email, you may use an online file sharing system;
- mailing a copy to [Mineral Titles Branch](#). Note: this method should only be used when the first two options are not possible. Reports can be delayed or lost in transit.

TECHNICAL

- Uploading the report to the [Assessment Report and Digital Data Submission Portal](#)
 - In addition to the report, the Geologic Survey Branch is now accepting [any digital data files \(spreadsheets, databases, maps, grids\) used or created for the technical work in an assessment report](#).

Tips for completing physical reports:

1. Include a map at a scale of 1:10,000 or better indicating the work location(s). An overview map at a scale of 1:20,000 to 1:50,000 to include access, is encouraged.
2. Fully complete all fields for each line in the cost statement using acceptable rates.
3. Show the dimensions of the workings in metric units.
4. Include the amount of material removed. Also include the amounts tested or processed.
5. Results (e.g. grams or ounces of gold, platinum or jade) must be described in the report.

6. GPS coordinates of the work locations must be included.
7. Mineral work must only be done on a mineral claim or mining lease.
8. Placer work must only be done on a placer claim or lease for placer minerals.
9. GST may be included in approved costs, where it has been paid in the purchase of goods and services.

Tips for completing technical reports:

1. [Section 16](#) of the Mineral Tenure Act Regulation sets out reporting requirements for technical work.
2. For information on submitting technical assessment reports please visit the [ARIS Submission Information](#) page. A [checklist](#) has been prepared to guide the preparation of reports, and lists some common deficiencies of technical reports.
3. GST may be included in approved costs, where it has been paid in the purchase of goods and services.

Related Information:

[Information Update No. 8](#) - - Guide to the Submission of Physical Exploration and Development Work for Assessment Credit on Claims

[Information Update No. 13](#) - Legacy Claim Conversion to Cell Claim

[Information Update No. 21](#) - Amalgamation of Cell Claims

[Information Update No. 25](#) - Exploration and Development Work