

## Improvements to the Physical Work Report Form

In an ongoing effort to provide a more user friendly work report format for clients and a usable format for Mineral Titles staff, a new work report format has been created. The new [physical work report template](#) is available now.

The key purpose behind the new format is to provide a more intuitive format for clients, while ensuring Mineral Titles receive all the information required for a thorough review. Clients have the ability to fill out the PDF online and print. Saving content entered into the PDF is not an option.

### New or Updated Sections

#### 9: Other Surface or Sub-Surface Interests

Section 9 is a new section that asks questions about whether the ground is encumbered by private surface tenure, whether any private landowners were notified pursuant to [Section 19 of the Mineral Tenure Act](#), whether the work overlaps a crown granted mineral claim and, if yes to the last question, what rights the crown grant holds.

#### 9. OTHER SURFACE OR SUB-SURFACE INTERESTS

Are work site(s) on ground encumbered by private surface tenure?  YES  NO

If yes, was the private land holder notified, pursuant to Section 19 of the *Mineral Tenure Act*?  YES  NO

Does the claim that the work was performed on overlap a crown granted mineral claim?  YES  NO

If yes, what rights does the crown grant hold?

#### 10: Work Activity

Section 10 offers a table format to describe the work activity conducted by detailing exact measurements of specific sites. This is a substantive improvement requiring specific information on total lengths, widths, depths and overall volume of amounts excavated in cubic metres. The new format also requests information on amounts tested in cubic metres.

**10. WORK ACTIVITY:** i.e. Trenching, open cuts, pits, adits/ shafts, panning, sluicing, washing gravels, reclamation, other  
(If further space is required please use the supplementary section attached)

WORK ACTIVITY	SITE #	TOTAL LENGTH (Metres)	TOTAL WIDTH (Metres)	DEPTH (Metres)	AMOUNT EXCAVATED (m3)	AMOUNT TESTED/ PRODUCED (m3)

Are photos of the work site(s) attached?  YES  NO

Are the work site(s) marked in the field?  YES  NO

How are work site(s) marked?

	TOTAL LENGTH (Metres)	LINE INTERVAL (Metres)	STATION INTERVAL (Metres)
LINE CUTTING / GRID*			
GROUND CONTROL SURVEY*			
PRECISION SURVEY - GPS*			
BCLS SURVEY*			

\*Surveys, line cutting, and grids must be supported by a technical activity in Section 1 of the *Mineral Tenure Act Regulation*, paragraphs (b) to (h) of the definition of technical exploration and development.

Required: **\*Attach map at 1:5000 or more that shows ground control or grid lines.**

### 11: Geographic Location of Work Site(s)

In addition to the description of the geographic location of the work site, a new table for entering GPS coordinates of the work sites is now available. (Formerly section 11 of the previous report format)

**11. GEOGRAPHIC LOCATION OF WORK SITE(S)**

What is the geographic location of the work site(s)? What are the directions to the claim and/or the work site(s) from the nearest town? Please include all roads, paths, and trails to take to get to the work site(s).\*

Required: **\*Attach map at a scale of 1:10,000 or more detailed that accurately identifies the geographic location of the work site(s) relative to the claim boundaries.**

GPS co-ordinates of work site(s):

SITE NUMBER	UTM ZONE	UTM X (Easting)	UTM Y (Northing)	LONGITUDE (deg°, min', sec'')	LATITUDE (deg°, min', sec'')
1					
2					
3					
4					
5					

Note: It is not a requirement that both UTM and Longitude/Latitude coordinates are entered. Please use the supplementary section if more room is needed.

## 12: Cost Statement

The cost statement section (formerly section 18 of the previous report format) has been revamped so that entries on work activity, labour, exploration equipment, food/lodging, transportation travel and other may be listed in columns and total costs summarized.

12. COST STATEMENT (See Information Update No. 8 at www.MineralTitles.gov.bc.ca for details on how to complete this section)														
A	B			C			D			E			F	
WORK ACTIVITY	* TRAVEL / TRANSPORTATION <small>(people and equipment to and from work site)</small>			LABOUR <small>cost per person (supervisor, labourers, etc)</small>			EXPLORATION EQUIPMENT <small>(all found rate including operator)</small>			FOOD/ LODGING <small>(only include costs while working on claim)</small>			OTHER <small>(must be an applicable cost)</small>	
	Type	km	Rate /km	Type	Hours	Rate /hr	Equipment	Hours	Rate /hr	Person	# Days	Rate /day	Description (include Rates)	Cost
<b>TOTALS</b>														

**\* Travel / Transportation (cont'd)**

Was a helicopter **required** to access the property?  YES  NO

*If your travel/transportation total was standard (ground) access, the allowable limit is capped at 20% of columns B,C,D,F*

*If your travel/transportation total required helicopter access, the allowable limit is capped at 50% of columns B,C,D,F*

TOTAL VALUE CLAIMED	
Total costs from columns C, D, E, F:	\$ _____
Total allowable transportation costs:	\$ _____
Total value claimed as assessment:	\$ _____