

# Directive 5 - Work Reporting

Please refer to the [Mining Act's Assessment Work Regulation \(O. Reg. 65/18\)](#), and the most recent version of the [Technical Standards for Reporting Assessment Work](#) for obligations and requirements.

## Subsection 5.3 Revise an Assessment Work Report Submission

### Notice of Determination

- All work reports must be prepared in accordance with the Technical Standards for Reporting Assessment Work (the "Technical Standards").
- Geoscience Assessors review assessment work report submissions. If an Assessor determines certain work in the report is not eligible for assessment work credit in its current form, a Notice of Determination letter will be sent.
- The Notice of Determination letter is sent through the Mining Lands Administration System (MLAS) to the submitter (client and/or agent).
  - Please note that **ONLY** Profile Administrators or Assessment Work Managers may act as an agent.
  - Please ensure all email addresses in MLAS are current before submitting an assessment work report.
- The Assessor's contact information is provided in the Notice of Determination letter for further assistance or explanation if required.

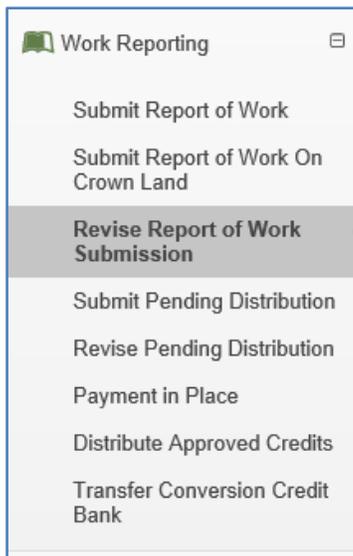
### Important!

- You need to respond to the Notice of Determination letter within 45-days of receiving the notice. The due date is on the upper right side of the Notice of Determination Letter.
- Once you have submitted your revised report, you will not be able to upload additional documents.
- Ensure all required documentation is ready to attach. If you are not ready to submit all your documentation, **save it as a draft until you are ready to complete your submission.**
- Please note draft copies automatically delete after 15 days.

### To start your assessment work report revision

**"Responding to a Notice of Determination"** – Log into MLAS

**Have all required documents readily available.** To start, navigate to the 'Work Reporting' tab in the dashboard menu located on the left-hand side of the home screen. Select 'Revise Report of Work Submission'



## 1. Create Revision

A screenshot of the "Revise Report of Work Submission" form. At the top, a progress bar shows four steps: 1. Enter Work Report Id, 2. Revise Report of Work, 3. Summary, and 4. Confirmation. Step 1 is highlighted in green. The form is divided into three main sections: "User Information", "Related Report of Work", and "Saved Drafts". In the "User Information" section, there is a field for "Submitted For: Enter Submitter Id" with a circled "1" next to it, and a "Data Entry Date" of 2023-08-17. In the "Related Report of Work" section, there is a field for "Report of Work ID: Input Report of Work ID" with a circled "2" next to it. In the "Saved Drafts" section, it says "No Saved Drafts" with a circled "3" next to the section header.

- **Enter Submitter Information**
  - Identify the client or company for which you are submitting the assessment work report revision(s) by entering the client's or company's client ID number into the 'Submitted For' ID field (#1).
- **Identify Report of Work**
  - Input the **Report of Work ID** (#2). The Report of Work ID is a four-digit number located in either the 'Submission of Report of Work' or 'Confirmation of Notice of Determination' emails issued from [mlas.mail@ontario.ca](mailto:mlas.mail@ontario.ca) under 'Assessment Work Report Number'. The Report of Work ID is also listed in the Notice of Determination letter attached to the 'Confirmation of Notice of Determination' email.

- **Open Saved Drafts**

The screenshot displays the 'Revise Report of Work Submission' page in the Mining Lands Administration System. The page features a navigation menu on the left with options like Home, Search, Map Viewer, and Work Reporting. The main content area shows a progress bar with four steps: 1. Enter Work Report Id, 2. Revise Report of Work, 3. Summary, and 4. Confirmation. Below the progress bar, there are three sections: 'User Information' with fields for External User, Data Entry Date, and Submitted For; 'Related Report of Work' with a field for Report of Work ID; and 'Saved Drafts' with a table listing draft details. A 'Next' button is located at the bottom right of the page.

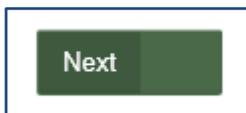
- If a submission was previously saved as a draft, to proceed from the existing draft, click on the **Draft ID (# 3)**.

- Click on 'Delete' if you want to remove a draft permanently.

**Note:** Drafts are automatically deleted after 15 days.

- **Execute**

- Execute the first page of 'Revise Report of Work Submission' by selecting the 'Next' button at the bottom right-hand side of the screen. **Selecting 'Back' instead of 'Next' will return the User to the Dashboard.**



**Note:** Other than claim holders, only **Assessment Work Manager** or **Profile Administrator** positions with the permission to 'Revise a Report of Work Submission' are authorized to undertake a revision. If you have been assigned either position and receive an error message, this indicates that you do not have the required permission.

**See Errors Below:**

- **You do not have permission to act on behalf of this submitter**

- To review your MLAS Agent permissions navigate to the **Client Management** tab and select **View Agent Status**, Select a Client from the Client List and move to the next page.

Client Management
Register New Organization
Update Client Profile
Manage Agents
<b>View Agent Status</b>
View Joint Tenant Details
Set up Profile Administrator

- The “**Revise a Report of Work Submission**” under the category **Assessment Work Reporting** should be checked ‘Y’ as a permitted activity (See #4 below).

Category	Permission	Grant All	View Tenure
Assessment Work Reporting	Distribute Approved Credits	Y	
	Payment in Place	Y	
	Revise Pending Distribution	Y	
	<b>4</b> Revise Report of Work Submission	Y	
	Submit Pending Distribution	Y	
	Submit Report of Work Assessment	Y	
	Transfer Conversion Credit Bank	Y	

- To grant permission, the **Profile Administrator** must update the Clients profile using the **Manage Agents** feature. See [Directive 1 - Getting Started on Mining Lands Administration System \(gov.on.ca\)](https://www.gov.on.ca/directive1) for more details.

**Note:** As the Ministry continues to update MLAS prior to the fall of 2021, full access permissions granted to **Assessment Work Managers** and **Profile Administrators** , did not include permission to **Revise a Report of Work Submission**.

## 2. Revise Report of Work Submission

- Navigate to the **Supporting Documents** tab (# 5), clicking on the **Attach** button (#6) Select the necessary supporting documents (Technical Report, Map, etc.) and **Expense Verification** documents (receipts and invoices). Confirm the document type from the drop-down list (# 7).

**Supporting Documents** 5

Please ensure that all of the needed documentation is ready to attach to this work report and that you are ready to submit the deficient documents/documents within the 45 day Notice period. If you are not ready to submit all your documentation then save as drafts until such time you are ready to upload all your documentation. **Important! Once you have submitted your documentation, the ability to upload additional documents will no longer be available.**

**Submitted Documents:**

Name	Document Type	Attached By	Upload Date
<a href="#">Example-Key-Map.pdf</a>	Technical Report	[REDACTED]	2023-08-14
<a href="#">Notice_of_Determination.pdf</a>	Notice of Determination	[REDACTED]	2023-08-24

**Attach** 6

**Uploaded Documents:**

Name	Document Type	Attached By	Upload Date	Action
<a href="#">EXAMPLE_MLAS_REPORT.pdf</a>	Technical Report <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">7</span>	[REDACTED]	2023-08-24	<b>Remove</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">8</span>
<a href="#">Example2.pdf</a>	Expense Verification	[REDACTED]	2023-08-24	<b>Remove</b>

**Back** 9 Click 'Next' to view Summary or 'Back' to go back to [Work Report Id](#) page 10

**Save** 10 **Next** 11

**Note:**

- Select **Remove** (# 8) to delete any attached documented and select **Back** (#9) to return to the previous screen.
- Select **Save** (#10). The time it takes to save a file will depend on the size of the submission. Once the draft is saved successfully, a message will be displayed at the bottom right of your screen. When ready to submit the revision to the Work Report select **Next** (#11).

**Note:** Portable Document Format (PDF) is the **only** file format accepted by MLAS. File size for work report revision attachments is limited to **100 MB** per file with the total file size of the entire work report not to exceed 500 MB. If the report and the revisions exceed 500 MB contact [MLAS.LTAU@ontario.ca](mailto:MLAS.LTAU@ontario.ca) to make alternate arrangements before the 45-day response period has lapsed.

**Note:** No amendments can be made to the Assessment Work Period, Exploration Activities, Communities Consulted, or Mining Rights portions of the work report. You will also not be able to remove previous versions of the technical report.