

# Directive 5 - Work Reporting

Please refer to the Assessment Work Regulation O. Reg. 65/18, the Technical Standards for reporting assessment work for obligations and requirements. Directive 5 has been divided into the sub-sections listed on the left menu (Image 3).

## 5.4 Submit Pending Distribution

### Important Changes (effective April 10, 2018)



**Limited time to submit:** Pending distribution must be submitted in MLAS, the same day as the associated assessment work report on mining lands, before midnight.

**Limited Pending Distribution:** claims receiving credits from a pending distribution can only be involved in one pending distribution at the time.

This includes all claims that are part of the assessment work report submission.

**Limited Distribution of Approved Credits:** claims receiving credits from a pending distribution and claims listed in the associated assessment work report submission cannot be involved in a distribution of approved credits until the pending distribution is processed.

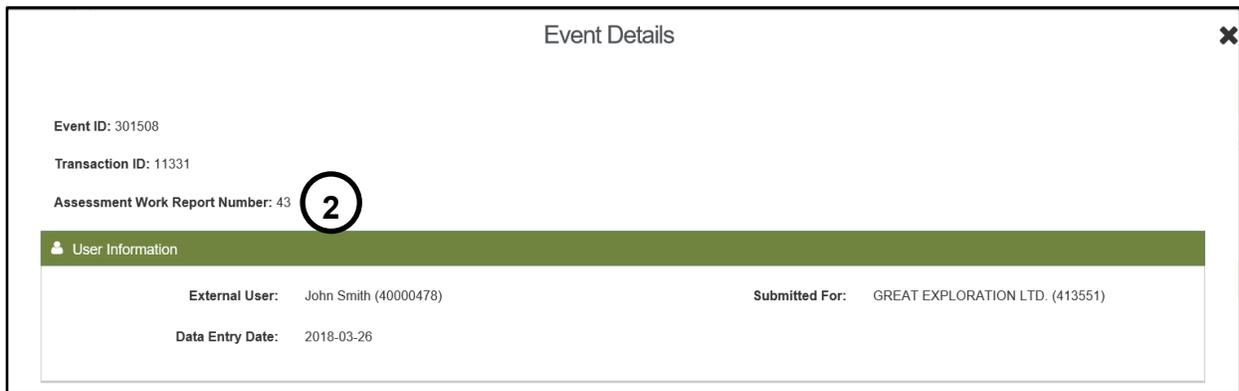
### Before starting a Pending Distribution

- You need to know the Assessment Work Report Number this pending distribution is going to be linked to. This number can be found:
  - on the confirmation email for the submission of the assessment work report, or
  - on the event detail section of the abstract of any of the mining lands reported in the submission of the assessment work report:

Event Number	Event Start Date	Recorder	Event Description	Abstract Wording	Abstract Date
70422	2018-04-10	System MLAS	Record Migrated from Claims 3.2	Converted from legacy claim(s) 4280681, 4280682	2018-04-10
<b>301508</b>	2018-03-26	John Smith	Submit Report of Work Assessment	Work Report Filed	2018-03-26
301377	2018-03-24	System MLAS	Assessment Work Report		
301376	2018-03-24	John Smith	Submit Report of Work Assessment	Work Report Filed	2018-03-24
301239	2018-03-23	System MLAS	Assessment Work Report		
301238	2018-03-23	John Smith	Submit Report of Work Assessment	Work Report Filed	2018-03-23

**Image 1:** Event details section of a mining land abstract in MLAS.

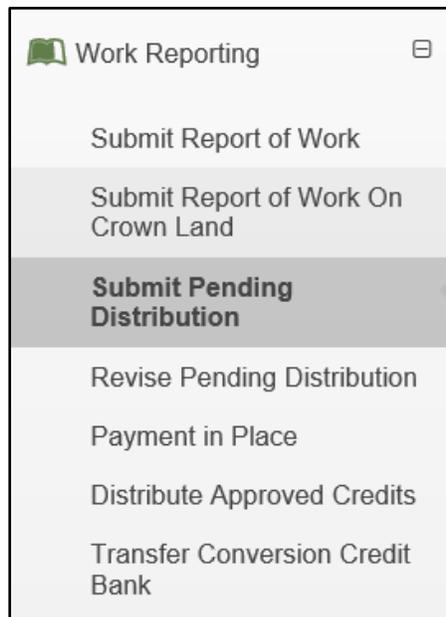
- Click on the event number blue hotlink for the submission (number 1 on Image 1).
- An event details page will pop-up, and the Report Number can be found at the top of it (number 2 on Image 2).



**Image 2:** Event details popup obtained when clicking the hotlink for an assessment work report submission event in MLAS.

- If an Assessment Work Manager is submitting a pending distribution for several clients, ensure that all privileges have been granted by all clients on the unpatented mining claims receiving the credits, and on all mining lands required to establish contiguity for purposes of s. 17 of the Regulation.

### To start a Pending Distribution



**Image 3:** The 'Submit Pending Distribution' component of the 'Work Reporting' menu is used to submit a pending distribution in MLAS.

Select 'Work Reporting' and 'Submit Pending Distribution' from left menu to file a pending distribution from a report of work submitted previously today (see Image 3).

# 1. Create Submission

**Image 4:** 'Create Submission' form for a Pending Distribution submission in MLAS.

Users may open a new submission or open a saved draft.

- Enter User Information
  - Identify who the pending distribution is being submitted for. Enter that person's client ID number or client's name (number 1 on Image 4). If you are an Assessment Work Manager (AWM), enter the client you are submitting the distribution for.  
**Note:** only one client number can be entered, but if you are an AWM, you will still be able to add the mining lands for several clients, provided that all necessary permissions have been granted.
  - Click on 'Create Submission' (number 3 on Image 4) to proceed to the 'Input Distribution Claims' step.
- Open Saved Drafts
  - If you have saved a draft, and wish to proceed with your submission, click on the draft ID (number 4 on Image 4).
    - Click on 'Delete' if you want to remove a draft permanently (number 5 on Image 4).  
**Reminder:** pending distributions have to be submitted the same day as the work report on mining lands, before midnight.
- Click 'Back' (number 6 on Image 4) if you do not wish to create a submission.

## 2. Input Distribution Claims

- Input Claims

Input Claims

● Input Work Report Number: (Required) 1 43

Please provide any additional claim numbers upon which to distribute credit to, which were not included within the pending work report. You may enter them as a comma-separated list or select from the map.

Input Additional Claim Numbers to Apply to: 2 165275, 131552 3

Please enter the unpatented mining claims, the MLOs, the patented claims, or the dispositions which you will use to define contiguity for applying credit. You may enter them as a comma-separated list or select from the map.

Input Distribute Through Claim Numbers: 4 184055 5

**Image 5:** Unpatented mining claims entry for a Pending Distribution submission in MLAS.

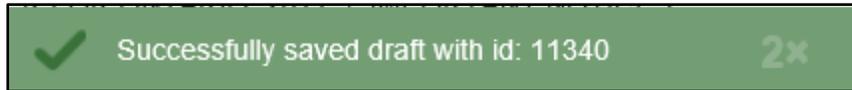
- Enter the Assessment Work Report Number. This pending distribution submission is linked to in the text box (number 1 on Image 5).
- Provide the claim number for any unpatented mining claims to which you wish to distribute credits (number 2 on Image 5). Use a comma-separated list, or select them on the map selection tool (click on the map icon number 3 on Image 5).
- Enter the mining land numbers (unpatented mining claims, leases, freehold patents, licences of occupation) that are required to establish contiguity between the mining lands from which the credits are being provided and the unpatented mining claims that are receiving the credits.
- Use a comma-separated list in the text box (number 4 on Image 5), or select the mining lands with the map selection tool (click on the map icon to the right of the text box to access the map selection tool - number 5 on Image 5).

**Note:** the mining land numbers that are in the assessment work report cannot be added at this stage, but will be automatically added to your distribution at the next step of this submission ('Distribute Reserves'). You will be able to distribute credits to them then.

← Back 1 Save 2 Next → 3

**Image 6:** Navigation and save buttons in MLAS.

- Click 'Back' (number 1 on Image 6) if you wish to change any details captured at the 'Create Submission' step.  
**Note:** any information entered in the current step will be deleted.
- Click on 'Save' (number 2 on Image 6) to save any completed work done.
  - Once the draft is saved successfully a pop-up message will be displayed at the bottom right of your screen, as seen in Image 7.



**Image 7:** Popup confirmation that a draft of the Pending Distribution submission has been saved in MLAS.

- Click 'Next' (number 3 on Image 6) to move to the 'Distribute Reserves' step.

### 3. Distribute Reserves

Reserves Distribution			
Work Report Number:	43	Distribute Through Claim Numbers:	184055
Report Pending Exploration Reserve:	210,500.00	Report Pending Consultation Reserve:	3,678.00

**Image 8:** Summary of the information entered in the "Input Distribution Claims" step for a Pending Distribution submission in MLAS.

- Reserves Distribution
  - The top of this section summarizes the information you entered in the 'Input Distribution Claims' step:
  - The Distribution table lists all the unpatented mining claims entered in the previous step of the submission ('Input Distribution Claims'), in the 'Receiver Tenure ID' column (see Image 9).
  - The unpatented mining claim due date is shown in the 'Current Anniversary Date' column (see Image 9).

Receiver Tenure ID	Additional Claim	Current Anniversary Date	Years Applied	Work Required	Current Partial Applied	Reserve Provider
131552	Yes	2019-10-14	2	800.00	0.00	No reserve providers.

**Image 9:** Left side of the Reserves Distribution table for a Pending Distribution submission in MLAS.

- Select the number of years of assessment work credits you wish to distribute in the 'Years Applied' column, using the drop-down list (number 1 on Image 9).
 

**Note:** you will not be able to distribute credits to a mining claim if the amount is more than the required units for the current assessment year + 5 additional assessment years. If your claim has already reached that limit, this drop down list will only display '0' as a choice.

**Remember:** the amount of credits that can be allocated from an unpatented mining claim depends on its size, and is limited to the following amounts every assessment year:

Claim Size	Maximum Distribution per assessment year
Boundary claim	\$50,000
1 or 2 cells	\$50,000
3 to 5 cells	\$100,000
6 to 25 cells	\$150,000

**Remember:** the amount of credits that can be allocated from mining lands other than mining claims depends on their area, and is limited to the following amounts every calendar year:

Area (ha)	Maximum Distribution per calendar year
≤ 25	\$50,000
>25 to ≤100	\$100,000
>100	\$150,000

- The next ‘Work Required’ column (number 2 on Image 9) calculates how many credits are required depending on the number of years (units of assessment work) you selected previously, and depending of the yearly requirement for that unpatented mining claim.
- The ‘Current Partial Applied’ column (number 3 on Image 9) displays any partial unit of assessment work already distributed on the unpatented mining claims.

Current Partial Applied	Reserve Provider	Reserve Type	Reserve Amount	Deficiency	New Partial Applied
0.00	No reserve providers added. Use this  button to add reserve providers.			800.00	0.00

**Image 10:** Reserve provider entry in the Pending Distribution table in MLAS.

- Click on the blue Plus sign “+” to add a reserve provider (number 1 on Image 10).
  - Select the lands from which the credits are to be distributed in the ‘Reserve Provider’ column, using the drop-down list (number 1 on Image 11)
  - Select the type of reserve to distribute the assessment work credits from, in the ‘Reserve Type’ column (number 2 on Image 11), using the drop-down list.
  - Enter the amount of credits you wish to distribute to an unpatented mining claim in the ‘Reserve Amount’ column (number 3 on Image 11).
    - If you wish to remove a reserve provider for the an unpatented mining claim, click on the red Minus Sign “-” button (number 4 on Image 11).
    - If you wish to distribute additional credits to an unpatented mining claim from a different mining land, click on the blue Plus sign “+” button (number 5 on Image 11).

- The next column ('Deficiency', number 6 on Image 11), calculates how many credits are required to fulfil the number of unit of assessment work you entered in the 'Years Applied' column, while taking into account any partial amount already distributed on that unpatented mining claim ('Deficiency' = 'Work required' – 'Current Partial Applied').

Years Applied	Work Required	Current Partial Applied	Reserve Provider	Reserve Type	Reserve Amount	Deficiency	New Partial Applied
2	800.00	0.00	139298	Exploration Reserve	400	0.00	0.00
			338864	Consultation Reserve	400		
			Total Provided Reserve Amount:		800.00		
0	0.00	0.00	Not Applicable	Not Applicable	Not Applicable	0.00	0.00
3	1,200.00	0.00	338864	Consultation Reserve	1200	0.00	0.00
			Total Provided Reserve Amount:		1,200.00		
1	200.00	0.00	139298	Exploration Reserve	50	150.00	50.00
			Total Provided Reserve Amount:		50.00		

**Image 11:** Reserve provider, reserve type and reserve amount entry in the Pending Distribution table in MLAS.

Provider Tenure ID	Tenure Type	Pending Exploration Reserve	Pending Consultation Reserve	Distributed Exploration Reserve	Distributed Consultation Reserve
139298	Boundary Cell Mining Claim	168,522.00	1,839.00	450.00	0.00
338864	Boundary Cell Mining Claim	41,978.00	1,839.00	0.00	1,600.00

**Image 12:** Table showing the details of the exploration and consultation reserves of provider mining lands for a Pending Distribution in MLAS.

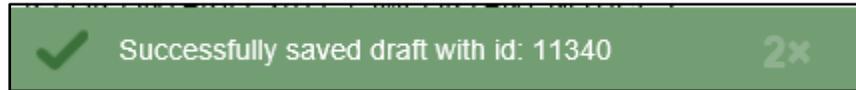
- The next table (see Image 12) summarizes the pending exploration and consultation reserves for each provider mining land that was entered in the work report submission. **Note:** the 'Distributed Exploration Reserve' and the 'Distributed Consultation Reserve' columns are updated as the distribution is amended.



**Image 13:** Navigation and Save buttons in MLAS.

- Click 'Back' (number 1 on Image 13) if you wish to change any details captured at the 'Input Distribution Claims' step. **Note:** any information entered in the current step will be deleted.
- Click on 'Save' (number 2 on Image 13) to save any completed work. **Reminder:** the submission must be completed by the end of the day, before midnight.

- Once the draft is saved successfully a pop-up message will be displayed at the bottom right of your screen, as seen below:



**Image 14:** Popup confirmation that a draft of the Pending Distribution submission has been saved in MLAS.

- Click 'Next' (number 3 on Image 13) to move to the 'Summary' step.

#### 4. Summary

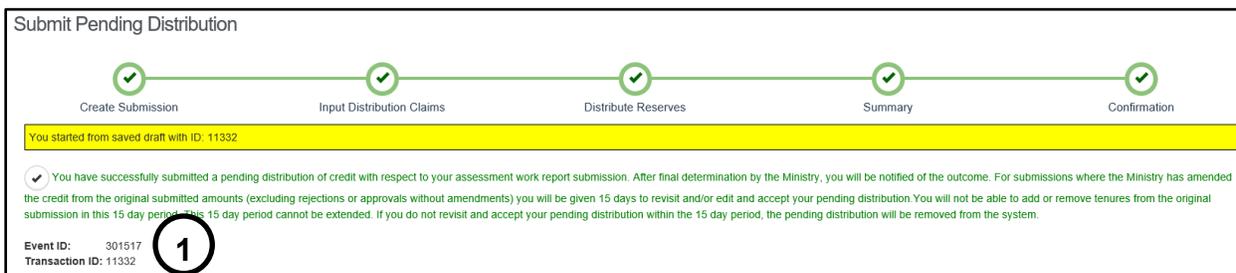
- Review the Summary Page.



**Image 15:** Navigation buttons in MLAS.

- (Click 'Back' (number 1 on Image 15) if you wish to change any details captured at the 'Distribute Reserves' step.
- Click 'Next' (number 2 on Image 15) to submit your work report, and move to the 'Confirmation' step.

#### 5. Confirmation



**Image 16:** Confirmation of submission of a Pending Distribution in MLAS.

- Your Pending Distribution has been submitted successfully.  
**Note:** after final determination by the Ministry, you will be notified of the outcome. For submissions where the Ministry has amended the credit from the original submitted amounts (excluding rejections or approvals without amendments) you will be given 15 days to revisit and/or edit and accept your pending distribution. You will not be able to add or remove tenures from the original submission in this 15 day period. This 15 day period cannot be extended. If you do not revisit and accept your pending distribution within the 15 day period, the pending distribution will be removed from the system, and the approved assessment Work credits will be kept in their reserves.
- The submission has been assigned an Event ID, and a transaction ID (number 1 on Image 16).

- Click on 'Dashboard' at the bottom left of the screen (number 1 on Image 17) to go back to your dashboard where a confirmation notice has been posted.

Provider Tenure ID	Tenure Type	Pending Exploration Reserve	Pending Consultation Reserve	Distributed Exploration Reserve	Distributed Consultation Reserve
139298	Boundary Cell Mining Claim	168,522.00	1,839.00	450.00	0.00
338864	Boundary Cell Mining Claim	41,978.00	1,839.00	0.00	1,600.00

← Dashboard **1**

**Image 17:** Navigation button on MLAS to go back to the Dashboard.