

## **How to Prepare and Submit a Claim Boundary Report (CBR)**

### **What is a CBR?**

A Claim Boundary Report (CBR) is an optional one-time pre-conversion tool that will act to maintain the position of the dividing boundary of adjoining legacy claims sharing a cell with the same holder through conversion.

### **How does it Work?**

The claim holder must prepare and submit a CBR online through CLAIMaps IV by grouping any number of claims and then submitting and confirming the groupings to the MNM. This will prevent the dividing boundary of adjoining legacy claims sharing a cell from merging with any adjacent claims that have the same holder but have been assigned a different group ID. It is important to note that the conversion tool can only work where there are 2 or more claims in a cell. If there is only 1 claim in the cell, it will not work and the legacy claim will still expand to the grid through open ground.

### **When is it due?**

The CBR must be received no later than 4:30pm on February 9, 2019 and the confirmation of the submission must be received by the MNM no later than 4:30pm on February 23, 2017.

### **Is a CBR Mandatory?**

A CBR is not mandatory except for claims with a lease application being processed. Claim holders should review their mining claim holdings and plan for conversion, including deciding whether to submit a CBR.

### **Examples of Reasons Why to Consider Submitting a CBR?**

There are many reasons why a claim holder may want to submit a CBR. Some examples include:

- Underlying business arrangements such as royalties or option agreements that you don't want to enlarge or overlap through conversion
- If you are in the process of bringing a claim or group of claims to lease, then you **MUST** submit a CBR grouping of the subjected claims to maintain the external boundary of the lease through conversion. Failing to do so will force a new survey of the land to the newly converted boundaries. A mining lands technician will contact you with specific instructions in this case.
- The existence of a hazard within a cell that the claim holder will acquire through conversion. Note: The holder would only inherit the remediation obligations once that land would be brought to lease.

The MNM will not be gathering any information through this process as to the business reasons for submitting a CBR.

### **What are the Impacts of Submitting a CBR?**

While the CBR will be a useful tool for managing claims and any underlying business arrangements, it is important to understand the effects of submitting a CBR and how this may affect your claim block at conversion. Negative impacts include:

- Potential to increase assessment work requirements. The assessment work requirement of a full normal cell claim is \$400/yr whereas each boundary claim is \$200/yr. Once you exceed more than 2 boundary claims within any given cell, your assessment work requirements will exceed that of a normal cell claim.
- There is a potential to generate sterile “white space”. If there is open ground within a cell where you are creating a CBR, that will remain unavailable until the boundary cells are merged by the claim holder and all the claims within a cell are held by the same claim holder (and %). At that time, the white space will automatically be assigned to that sole claim holder within the cell.

### **Can I Submit Multiple CBRs per claim holder?**

No.

You can submit as many groupings as you like but they must be submitted all at once. If you need to make a correction, you must resubmit everything.

Note that the system defines a claim holder by both name and %. Therefore, if you hold some claims at 100% and others at 50%, these are considered 2 different holders by the system and you need to submit a CBR for each percentage.

### **Can I save my CBRs in CLAIMaps?**

No. Once you start grouping, do not navigate away from the Conversion pane or close the session. CLAIMaps cannot save your entries. Be prepared before you start.

### **Can I change a client requested boundary claim back to a normal cell claim post conversion?**

Yes. There will be a tool in MLAS that will allow the claim holder to merge boundary claims that have been created through this process.

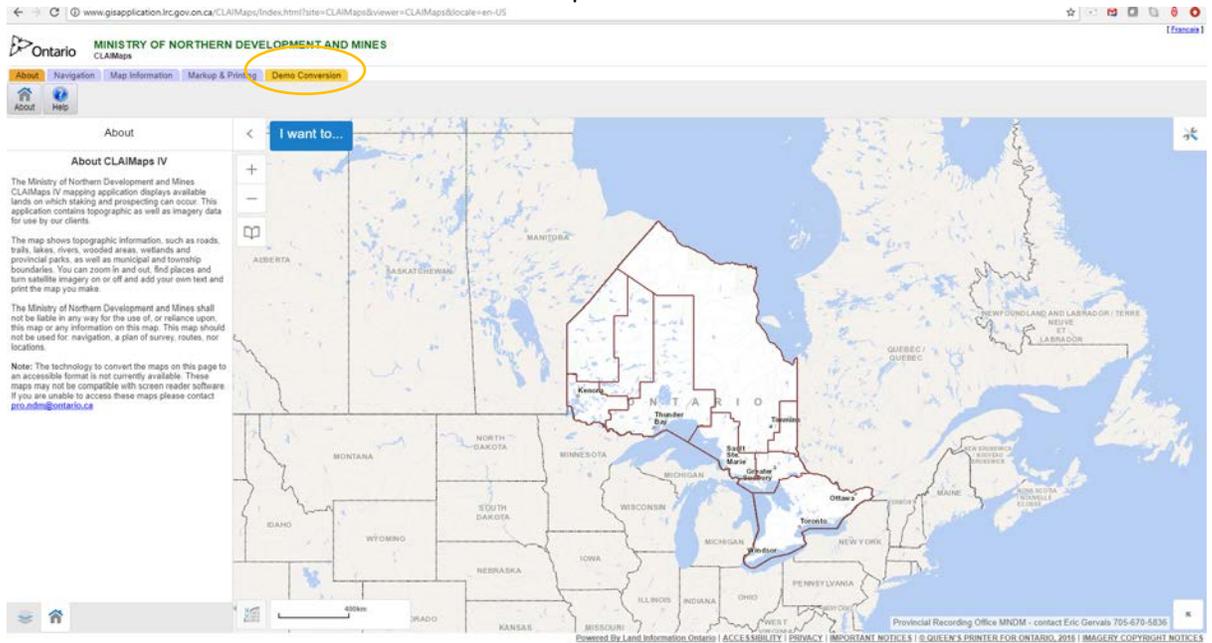
### **Where do I go to submit a CBR?**

CBR's must be submitted through the MNDM's [CLAIMaps IV](#) followed by a [confirmation](#) submitted either in person, fax or mail. A complete submission is a two-step process for the claim holder.

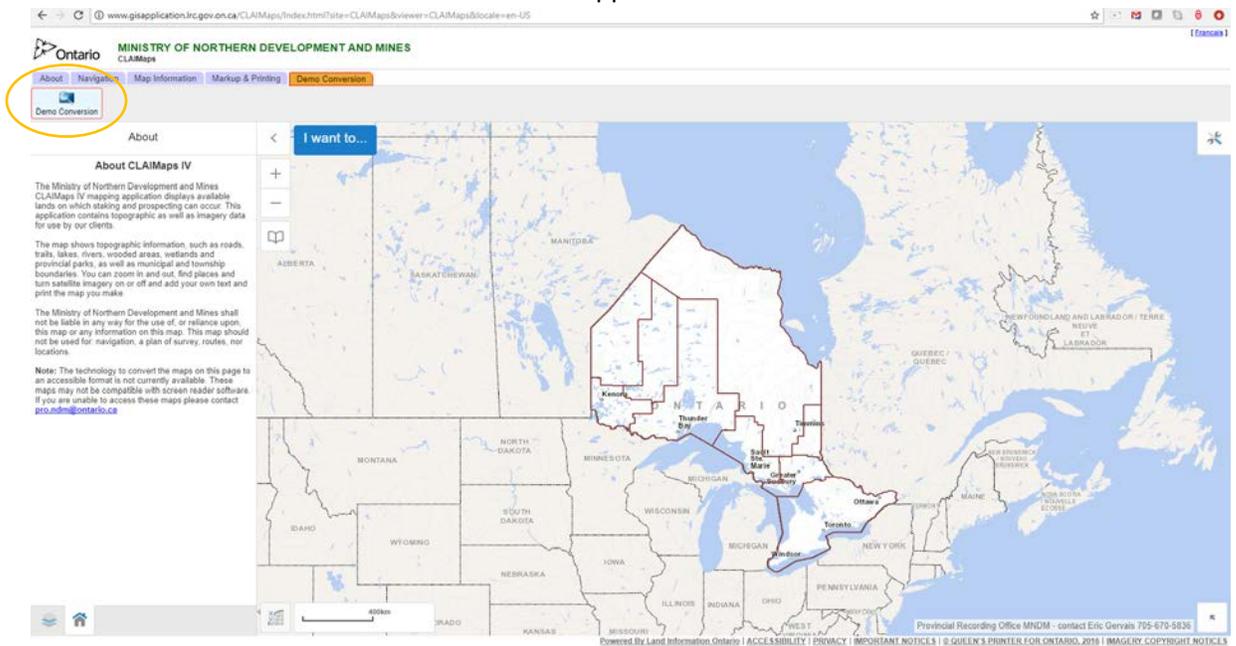
### **How to submit a CBR**

1. Launch CLAIMaps IV through the website <https://www.mndm.gov.on.ca/en/mines-and-minerals/applications/claimapsiv>
2. Read through and accept the disclaimer

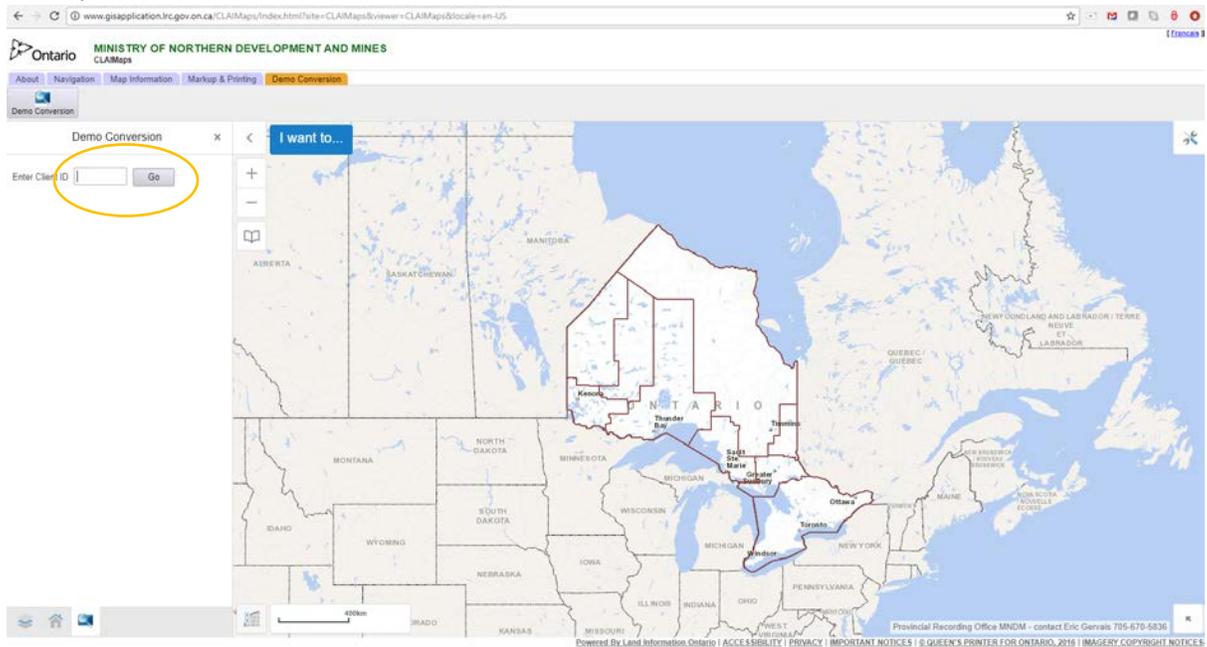
- Click on the "Demo Conversion" tab near the top of the screen



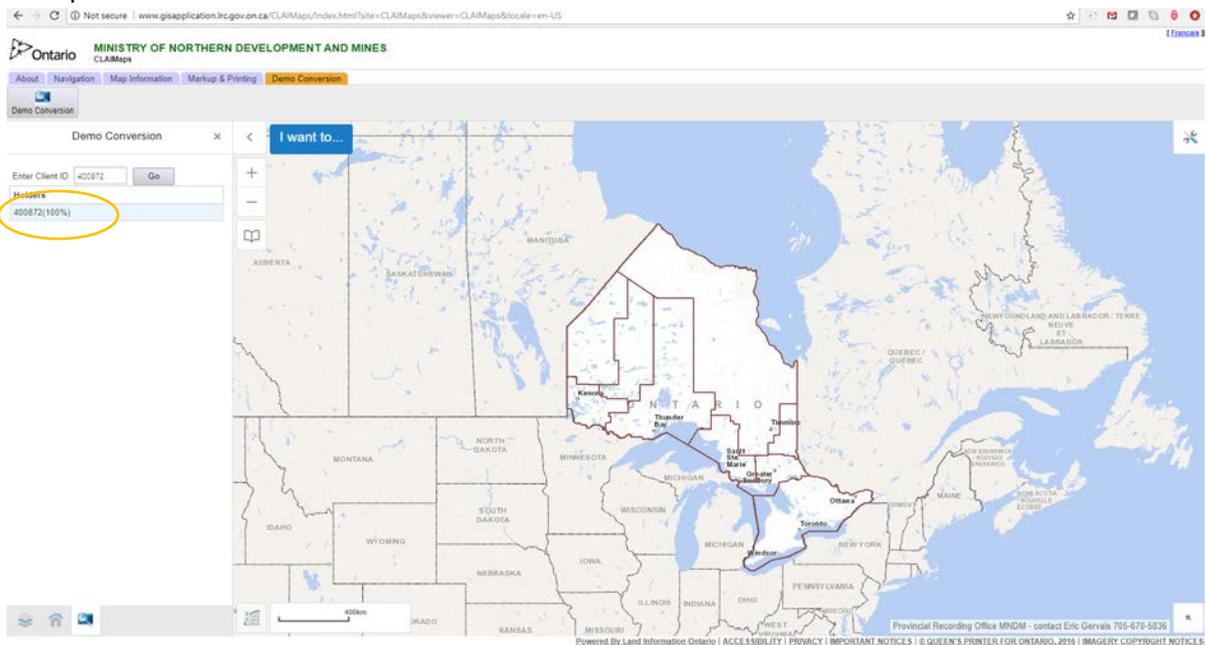
- Click on the "Demo Conversion" button in the upper LH corner



5. Enter your Client ID and then click on the “Go” button.

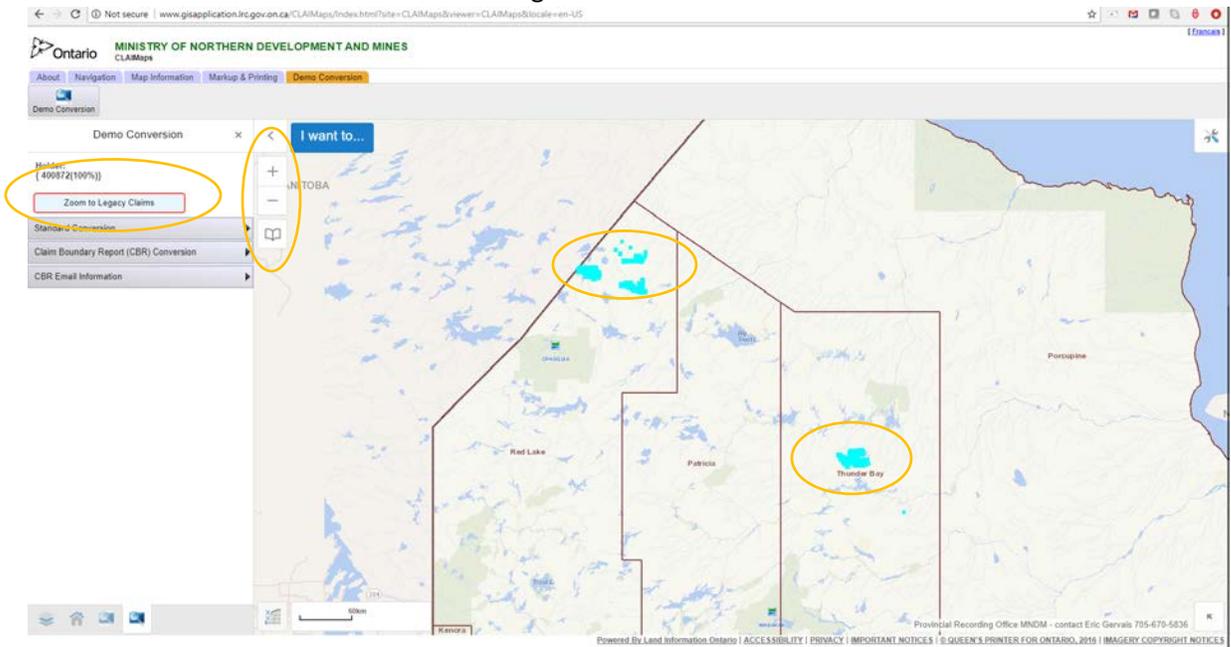


6. CLAMaps will generate a list of holder % combinations containing that client ID which exist in the system. Click on the one you wish to prepare the CBR for. If you hold claims at various percentages and want to submit CBRs on all of them, you will have to submit a separate CBR for each percent combination.

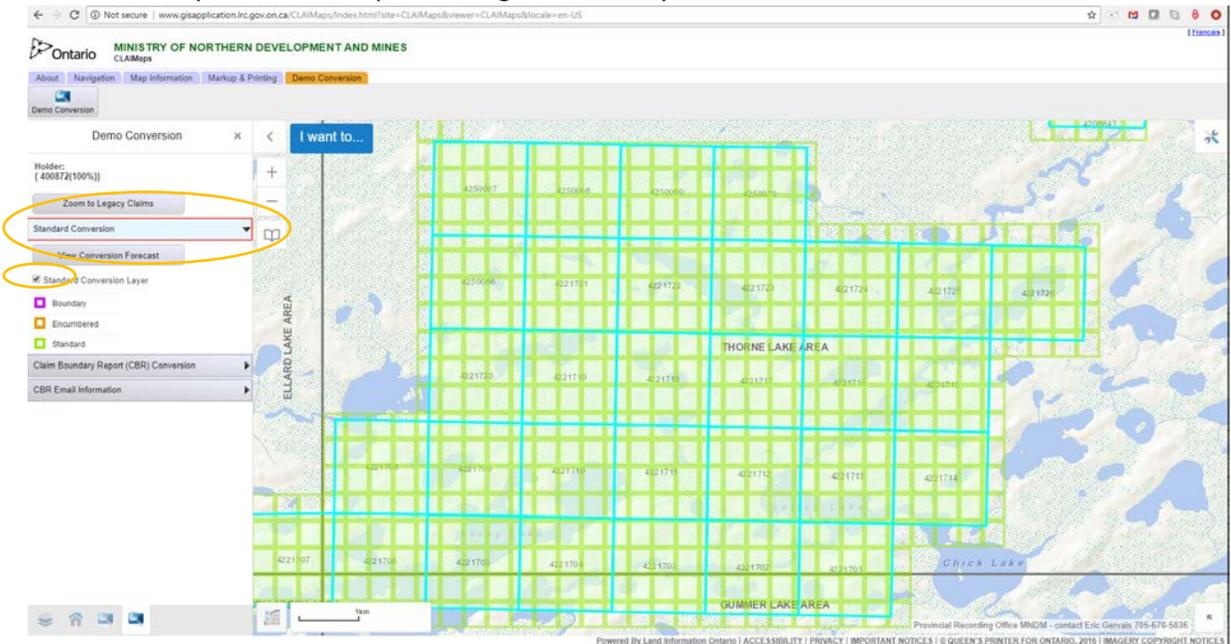


7. Zoom to your area of interest on the map by clicking on the “Zoom to Legacy Claims” button and then using your mouse and the navigation buttons to further zoom in to the area of interest.

Your claim boundaries will be outlined in light blue.

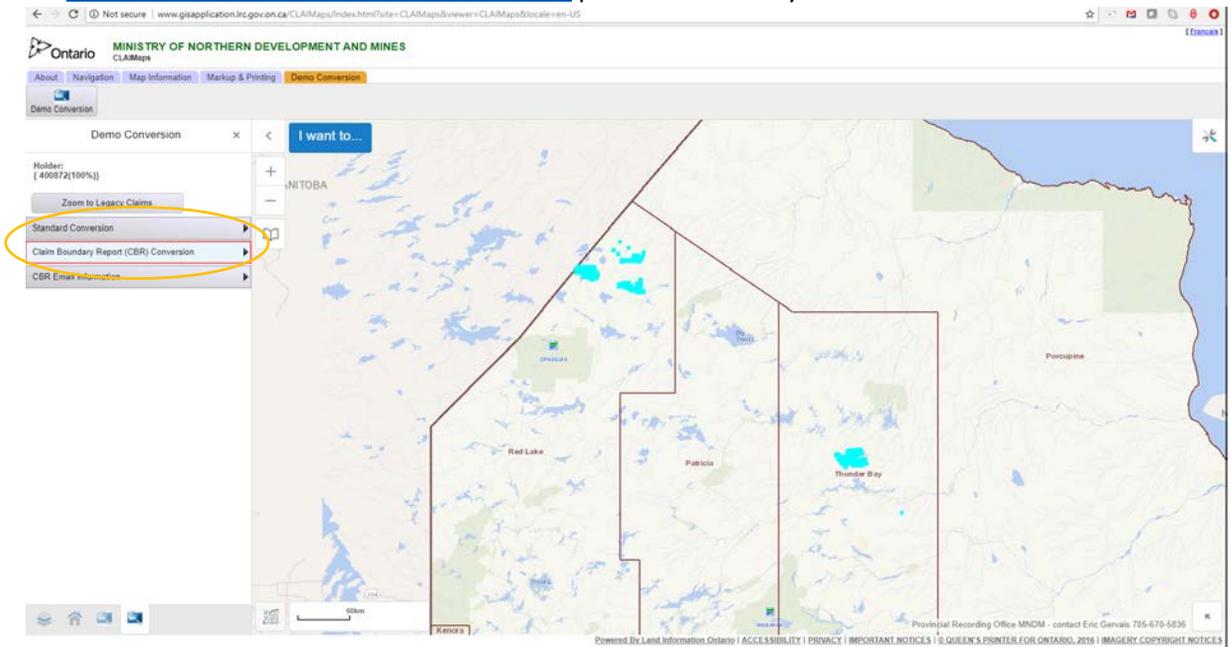


- Click on the “Standard Conversion” button and then click on the box labelled “Standard Conversion Layer” to see the provincial grid to which your claim boundaries will convert.

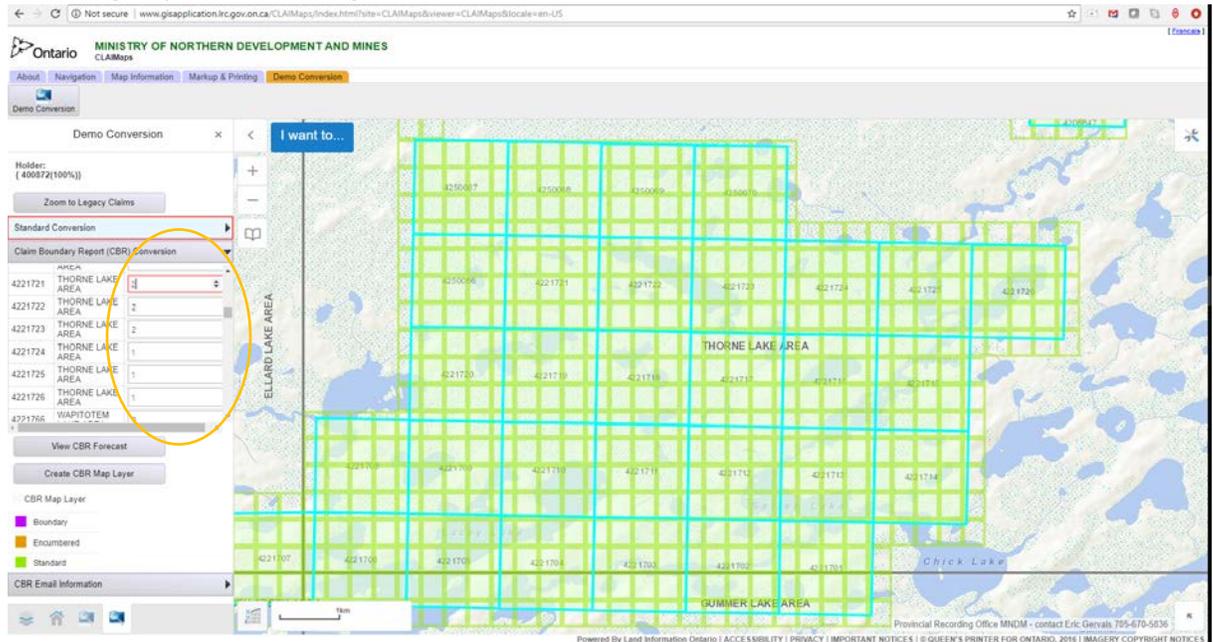


- If you are ready to group your claims, then click on the “Claim Boundary Report (CBR) Conversion” button. If you are still working through practice scenarios, follow the instructions

for [The Demonstration Conversion Tool Guide](#) provided online by the MNDM.



- Group the claims by assigning shared numbers for each group. For example, if you have a royalty on a group of 3 claims, assign each of those claims the number 1. If you have a 2<sup>nd</sup> royalty on another group of claims, assign each one of those claims the number 2 and so on.



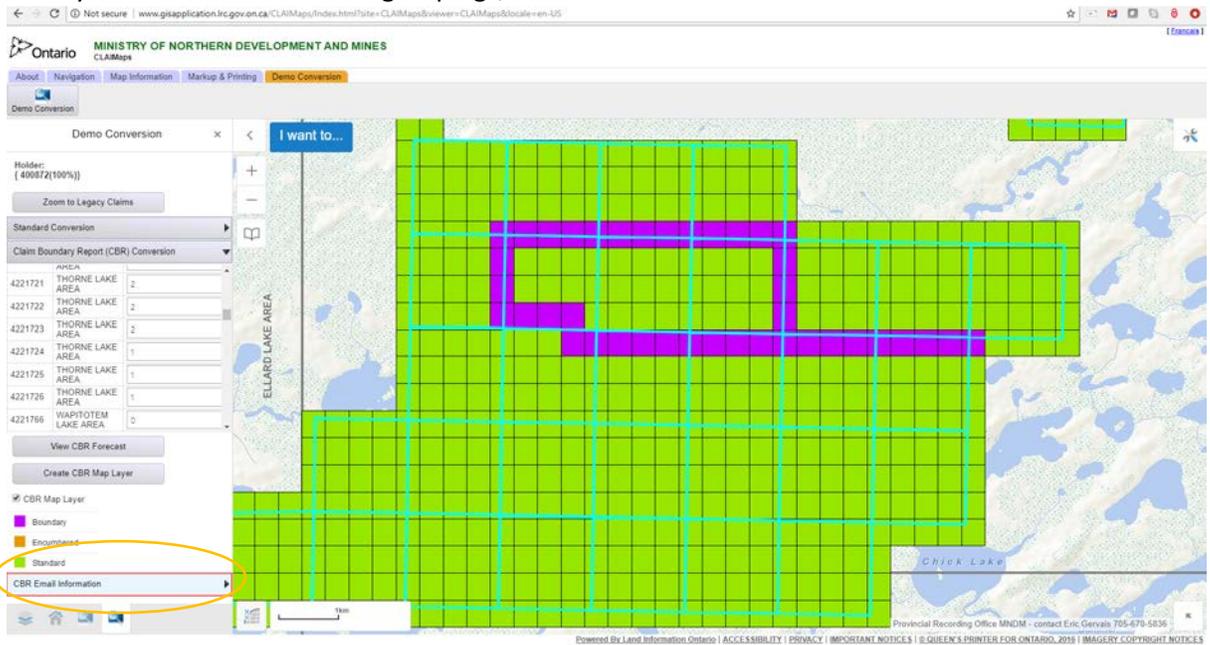
11. Click on the “Create CBR Map Layer” button. That will add fill colours to the map to identify the boundary cells that will be created from the CBR groupings so you can visualize the effect.



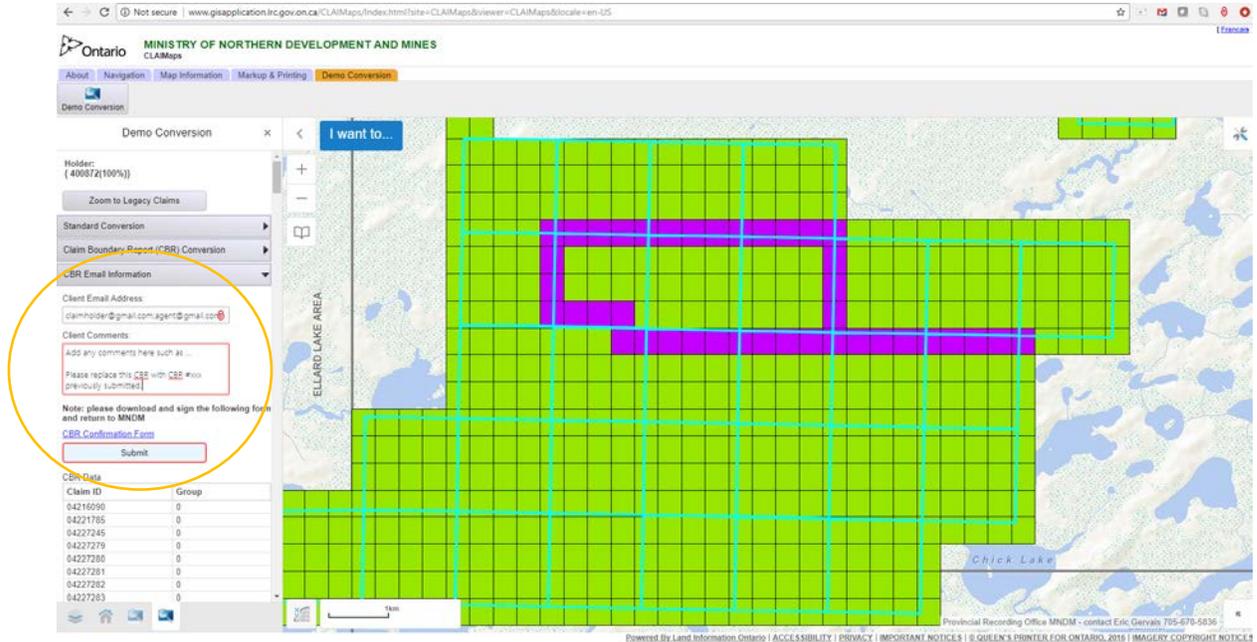
Tips:

- From the map, you can see that the internal area created by the group will still convert to the grid.
- If you want all of your claims' external boundaries maintained, you must assign a unique number to each claim you hold.

12. Once you are satisfied with the groupings, click on the “Email CBR Notification” button.



13. Enter the email address of the claim holder and any other person who should receive a copy of the submission such as an agent or another holder of the claim. Separate the email address by a semi colon (no spaces). You can also add any notes in this section. If you are submitting a CBR grouping for a pending lease, you should reference the lease ID here. Then click on the “Submit” button. Reminder: the last day to submit the CBR is February 9<sup>th</sup>, 2018.



14. After submitting, click on the [CBR Confirmation Form Link](#) to view and download the form. Complete the form by entering the required information including:

- Date
- CBR # - you will get this in the confirmation email sent to you when you click on the “Submit” button
- Each holder’s name, signature and phone #

Then send it in to the MNDM. Delivery can be made in person (Provincial Recording Office, 933 Ramsey Lake Road, Sudbury ON), by email (pro.ndm@ontario.ca), or by fax (1 877 670-1444) and must be received by the MNDM no later than February 23<sup>rd</sup>, 2018. The CBR submissions will not be completed without this confirmation form. All holders of the claim must agree to the grouping and will be contacted by phone to confirm the grouping by the MNDM.

If you have any questions about CBRs or conversion in general, contact the MNDM by email at [miningact@ontario.ca](mailto:miningact@ontario.ca) or telephone at 1 888-415-9845.