



**FLEXICADASTRE USER CONFERENCE**

February 2012

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# **FLEXICADASTRE USER CONFERENCE PRESENTATION**

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# GOLDCORP BACKGROUND

# Goldcorp operations



- OPERATING ASSETS IN 7 COUNTRIES ACROSS THE AMERICAS
- LAND ASSETS COVER 15 JURISDICTIONS WITHIN THE AMERICAS
- EMPLOYS APPROXIMATELY 10,000 WORKERS AND CONTRACTORS
- NORTH AMERICA'S FASTEST GROWING SENIOR GOLD PRODUCER

# CANADIAN LAND MANAGEMENT

## JURISDICTIONS OF CANADA (PROVINCES)

- Canada is made up of 10 provinces three territories
- 9.9 Million square km, and is the 2<sup>nd</sup> largest Country in the world



- There is a Federal Mining Law, but the Provinces have control of their Natural Resources including mining.
- Each province has it's own Mining Act and Regulations and is significantly different from province to province.

## Tenure Types in Canada

1) **Patents** – freehold land (most secure ownership of land)



2) **Leases** – leased from the Crown (Province)



3) **Licenses of Occupation** – licensed from the Crown (Province)  
generally over water.



1) **Land Use Permits** – Specific use permits for Crown surface rights



2) **Unpatented Mining Lands** – Staked or Unpatented Mining Rights Only



I will be focusing on **Renewal of Unpatented Lands** today

# GLAM IMPLEMENTATION

Focus in Ontario



## WHAT IS GLAM?

- **GOLDCORP'S LAND ASSET MANAGEMENT SYSTEM**
  - FLEXICADASTRE LAND MANAGEMENT **SOFTWARE**
  - POLICY DEVELOPMENT - **GOVERNANCE**
  - INTERNAL PROCEDURES & PROCESSES – **KNOW YOUR BUSINESS**
  - STANDARD OPERATING DOUCMENTATION – **USER TRAINING**

**GLAM = GOLDCORP BOOK OF RECORD FOR LAND ASSETS**

## Initial Implementation area

- **CANADA** – Spatial Dimension did not have functionality for Goldcorp's specific jurisdictional requirements in Canada



- **USA** – Spatial Dimension had extensive experience with jurisdictional requirements and several implementations of Flexicadastre

## **GLAM Functionality deliverables:** (based on Land Management Requirements)

### ➤ **GOLDCORP'S WISH LIST**

- ✓ Defined processes, procedures and policy development
- ✓ Workflows for automated actions
- ✓ Need for internal, external report creation
- ✓ Budget input and management
- ✓ Detailed Agreement Management
- ✓ Monitor competitor activity.
- ✓ Meets Goldcorp's IT policy, leverages Goldcorp systems in use
- ✓ Audit compliance
- ✓ **Comprehensive web based land data management system with Mapping component that takes into account individual jurisdictional rules.**



## ONTARIO JURISDICTIONAL RULES **CHALLENGES** TO UNDERSTAND

- ONTARIO MINISTRY OF NORTHERN DEVELOPMENT MINES AND FORESTS  
<http://www.mndm.gov.on.ca/mines>
- Ontario Requires \$400 per year of work conducted to renew 1, 16hectare claim unit (maximums apply in size of claims)
- One claim unit can be renewed 5 years + the current year (6yrs out)
- There is no cash in lieu of work. Physical work like diamond drilling, geological surveys, sampling/assays etc... has to be done to keep your claims in good standing from year to year.
- Work completed is filed against the claim where the work was done and any work that is not used to renew claims is put in the “reserve” to be used at a later date. There are discounts applied to older work.
- There are limitations on the amount of reserve dollars that you can move from one piece of land to renew an unpatented mining claim (\$24K per claim, or \$1500/ha of other types of tenure, max in any case is 96000/year from one type of land.

**Miss the expiry date, lose the land**

## ONTARIO JURISDICTIONAL RULES **CHALLENGES** to consider

- Beneficial Interest
  - Beneficial Interest present– a right in title or interest in lands which could be ownership or an agreement
    - Recorded/unrecorded transfers of ownership
    - Agreements to give a share, or profit/benefit like NSR, JV's, Options, or binding letter of intent.
    - Beneficial interest is tied to the mining land itself
  - No Beneficial interest
    - Claim/Charges on title such as Liens, charges, executions debentures do not qualify as beneficial interest
    - Shareholders/stockholders, employees in a company that owns property does not qualify as beneficial interest
    - Parent/subsidiary companies do not have beneficial interest unless there is some tie to the land, like an operating agreement
  - Proof of Beneficial interest must be provided



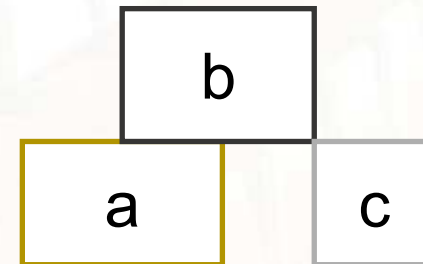
## ONTARIO JURISDICTIONAL RULES **CHALLENGES** TO CONSIDER

- Beneficial Interest and Continuously Contiguous
  - Continuously Contiguous is present when the properties are adjacent to one another and the chain in beneficial interest or ownership is in tact over time.
  - In order to apply work or reserve dollars from mining lands to renew unpatented claims; the lands must have been **continuously contiguous** for the time you have held **ownership or beneficial interest**, at the time the **work commenced**.

## ONTARIO JURISDICTIONAL RULES CHALLENGES TO CONSIDER

- contiguity/beneficial interest scenario

- Claims a, b & c purchased Jan 1, 2010 as a contiguous package



- Diamond Drilling began on claim (a) Jan 15-20, 2010
- Since work commenced on Jan 15, 2010 (after date of purchase of Jan 1, 2010), the claims meet the beneficial interest rule. The claims were contiguous at the time the work was done.
- The work done on claim (a ) could be used to renew all claims in the contiguous block because they meet both the continuously contiguous, and beneficial interest rules for Ontario
- Large land packages have multiple circumstances where these rules apply and it becomes very complex.



# SOLUTION



## DILEMA SOLVED – EASY RIGHT?

### ➤ DILEMA

How can we use FlexiCadastre to reduce the time it takes land personnel to do work filing in Ontario?

### ➤ SOLUTION – DEVELOP WORK REPORT FUNCTIONALITY FOR ONTARIO (QUEBEC was included in scope as well)

- Provided new development opportunity for Spatial Dimension
- Functionality added to Flexicadastre:
  - Integrates the ability to file/record work done on land,
  - generate reports to file with the Province,
  - and the ability to use reserve dollars to renew claims in Ontario and Quebec.

HOW DID WE DO IT?????



# Spatial Dimension's Solution

- JUST BUILD IT.....Here is the result of those efforts
  - Ability to upload work amounts onto lands
  - Created the Work Report Wizard that helps the Land Managers to prepare work report filings to file work and renew claims.
  - The system keeps track of how much we need to renew the claims.
  - Distribution of Credit Wizard allows land managers to use reserve dollars previously filed to renew claims that meet the continuously contiguous and beneficial interest rules
  - The system populates a spreadsheet that is attached to the work report form and then is submitted to the government for approval
  - System tracks work reports and then approvals are done in the system



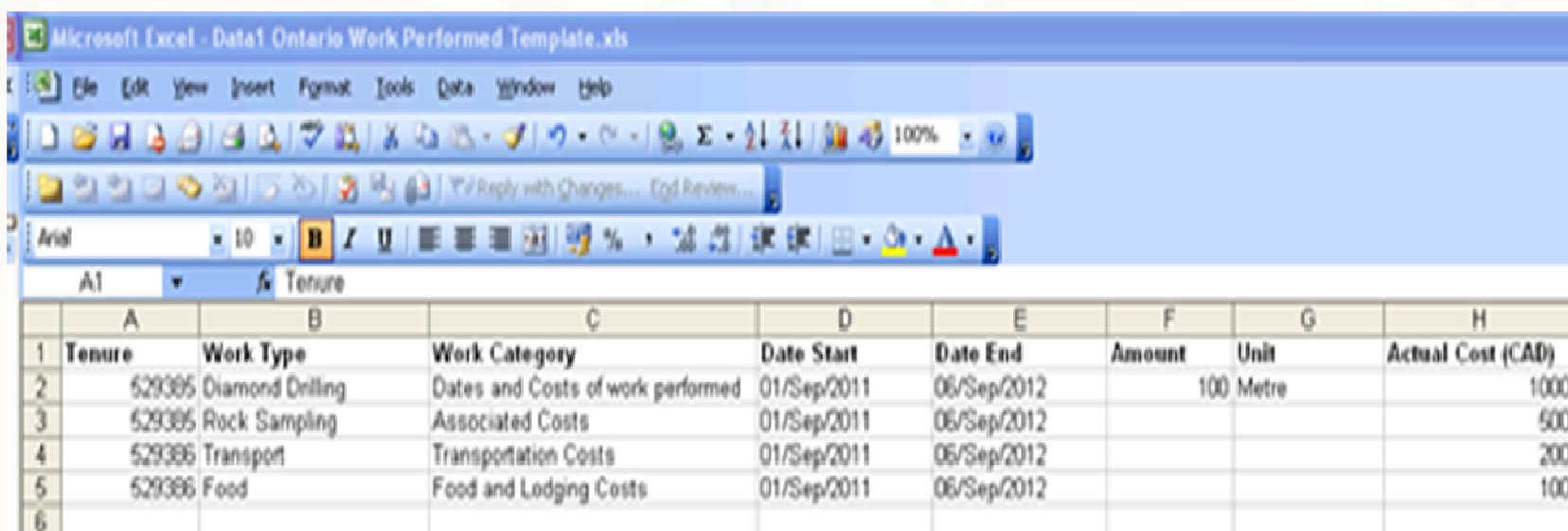
**BY AUTOMATING SOME OF THE PROCESS IT REDUCED THE AMOUNT OF TIME SPENT DOING WORK FILINGS AND CLAIM RENEWALS**

# ONTARIO WORK FILING

CHRIS SAARI, REGIONAL LAND MANAGER

## ONTARIO WORK FILING

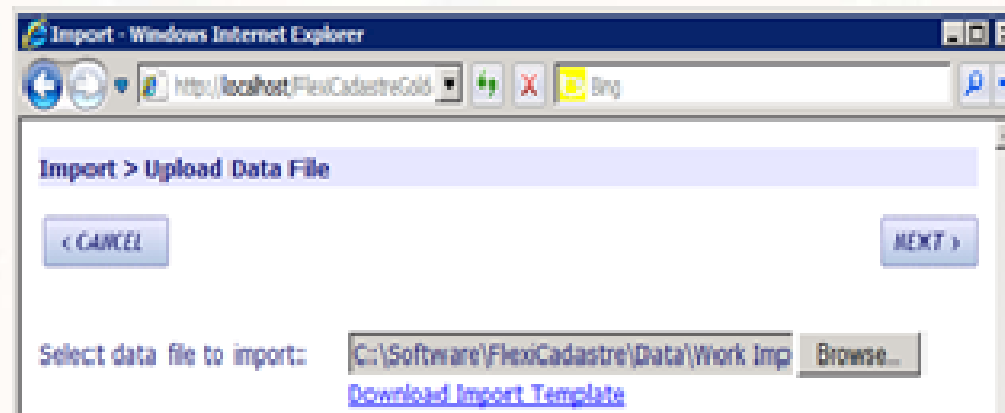
- A custom import wizard has been created for Goldcorp for this purpose. Work must first be added into an Excel Spreadsheet template in a specific format as shown below.



	A	B	C	D	E	F	G	H
1	<b>Tenure</b>	<b>Work Type</b>	<b>Work Category</b>	<b>Date Start</b>	<b>Date End</b>	<b>Amount</b>	<b>Unit</b>	<b>Actual Cost (CAD)</b>
2	529386	Diamond Drilling	Dates and Costs of work performed	01/Sep/2011	06/Sep/2012	100	Metre	1000
3	529386	Rock Sampling	Associated Costs	01/Sep/2011	06/Sep/2012			500
4	529386	Transport	Transportation Costs	01/Sep/2011	06/Sep/2012			200
5	529386	Food	Food and Lodging Costs	01/Sep/2011	06/Sep/2012			100
6								

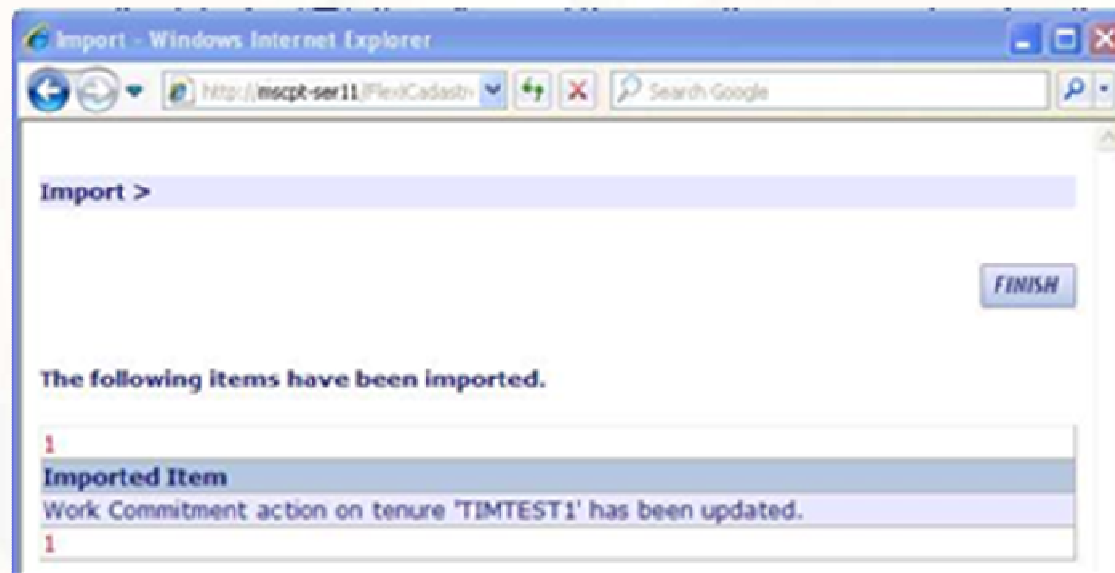
## ONTARIO WORK FILING

- Ontario Work Importer
- The work is imported by going to the Actions menu option and selecting the Import icon.
- This will present the user with a pop up window where the Work Performed option for the appropriate province should be selected.



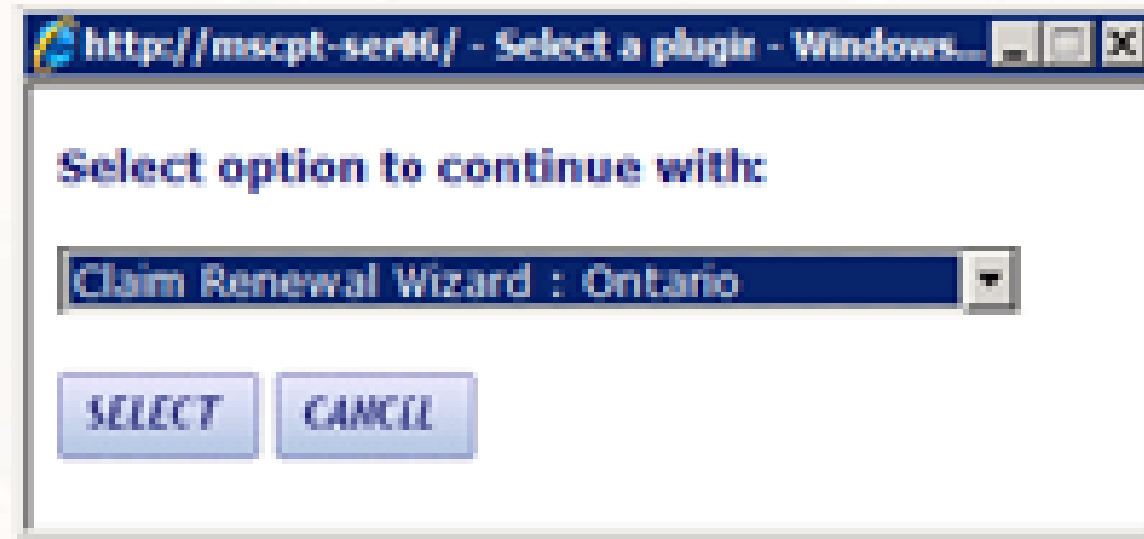
## ONTARIO WORK FILING

- The spreadsheet is validated, and if no errors are reported, the file is imported.
- A brief message at the end of the import will indicate the tenures updated.



## ONTARIO WORK FILING

- **Planning the Filing**
- Select the Work Assessment menu option to 'Add a group'
- A pop up box will appear allowing the Ontario Claim Renewal Wizard option to be selected.



# ONTARIO WORK FILING

- **Step 1.**
- Select the intended submission date

Claim Renewal Wizard : Ontario

Submission Date CANCEL CLAIMS TO RENEW >

Specify the date of submission to the legal authority.

Submission Date:

- **Step 2.**
- If you wanted to renew claims you would select claims to renew, however in this case we are not renewing claims, and only work is being filed. (filed work can be used at a later date)

Claim Renewal Wizard : Ontario

< SUBMISSION DATE CLAIMS TO RENEW CANCEL AVAILABLE WORK >

Claims To Renew

Select claims to renew. All claims must be of type: ON Claim

There are 0 Licenses in the list. (0.0000 Ha) Tools: +



## ONTARIO WORK FILING

- **Step 3.**
- On the 'Available Work' page select the Claims where work has been uploaded.
  - These can be selected via a normal License search Interface activated by selecting the 'Add License'

**Claim Renewal Wizard : Ontario**

← CLAIMS TO RENEW		Available Work				CANCEL		VALIDATE CLAIMS →	
Select licenses with available work. All licenses must be of type: ON Claim, ON Mining Patent, ON Mining Lease, ON Mining License of Occupation									
There are 1 Licenses with applicable work.									
All	Code	Type	Area	Commitment	Unfiled work	Banked work			
<input checked="" type="checkbox"/>	542328	ON Claim	1 CU	400.00	11 June 2011	208,000.00	33.00		

## ONTARIO WORK FILING

- **Step 4.**
- 'Validate Claims' will check that all the selected licenses are currently part of a contiguous block of licenses



- If not all licences are part of a contiguous block , some licenses will have to be unselected and filed separately

# ONTARIO WORK FILING

- **Step 5.**
- When a single contiguous set have been selected, proceed to the Apply Work page where a summary of the licenses selected will be displayed. Input or edit manually

Claim Renewal Wizard : Ontario

CLAIMABLE WORK		Apply Work				CANCEL		FILING OPTIONS >			
Apply work to claims to renew.											
Renew	Code	Area	Commitment		Unfiled work			Total applied	Years to renew	New banked work balance	
					Available	Apply	To Bank				
	542328	1 CU	450.00	11 June 2011	208,000.00		208,000.00			208,013.00	✓
			450.00		208,000.00	0.00	208,000.00	0.00		208,013.00	✓

- **Step 6.**
- Moving to Filing Options will allow the filing to be saved as being planned so that it can be edited at a later date. Alternatively, it can be deemed ready to be filed with the legal authority.

Claim Renewal Wizard : Ontario

< APPLY WORK		Filing Options		CANCEL		SAVE >	
Select the appropriate filing option:							
<input type="radio"/> The filing is still being planned. FlexiCadastrre will create Work Assessment and Credit Distribution groups.							
<input checked="" type="radio"/> The filing is ready to be submitted. FlexiCadastrre will create the following action(s):'Submit: Work Assessment Forms'.							

# ONTARIO WORK FILING

- If the 'Ready to be Submitted' option is selected then 'Saved', the wizard will create a Work assessment group with a unique Code.

## New Actions scheduled:

There are 1 actions in the list.

Type	Status	Code	Action	Date Due	Approval Status	Days Rem	Responsible User
		WA102	Submit: Work Assessment Forms	10 May 2011		0	

## Groups Added

There are 1 Groups in the list.

Map	Name	Type	Code	Interest	Status	Parties	Responsible Office	Start Date	Date End	Resources	Licenses Count	Agreement Count	Map Reference
	WA102	Work Assessment	WA102		Pending Approval			10 May 2011			0	0	

# ONTARIO WORK FILING

- Under the 'Actions Open' tab of the Group a 'Submit: Work Assessment Forms' action will be created from where the submission form can be printed

[Work Assessment](#) > Details << EDIT >>

Group Name: **WA102**

General Parties Licenses Reference Codes Shape Map References Agreements Documents **Actions Open** Actions Closed Resources  
Related Groups Roles Work Accounts Audit

Only show:   Hide Child Actions:  Due:

**Direct Actions**

There are **1** actions in the list. Report: Extract: Tools:

Del.	All	Type	Status	Name	Action	Comments	Date Due	Approval Status	Completed	Days Rem	Closed By	Child Actions	Parent Due	Responsible User
<input checked="" type="checkbox"/>	<input type="checkbox"/>			WA102	<a href="#">Submit: Work Assessment Forms</a>		10 May 2011			0				

**Indirect Actions** Indirect Actions:

There are **0** actions in the list.

# ONTARIO WORK FILING

- Open the action and 'Generate Document' to create the Submission Form with most pertinent details pre populated with the details as added into the wizard.

Actions > Edit > Communication ← EDIT →

Name: WA102	Responsible Office:	Jurisdiction: Ontario
Type: Work Assessment		Country:

Communication : Submit: Work Assessment Forms

Action Approval Documents Notification Reference Codes Work Accounts Audit

Assessment Work Performed on M GENERATE DOCUMENT

**General Details**

Due Date: 10 May 2011

**Communication Details**

Sender:

Receiver:


Direction:

Medium:

Reporting Period: From:  To:

Reference Number:

Comments:



**Action Status**  To be closed by (Land Manager)

# ONTARIO WORK FILING

- On submitting the form, close this action successfully.
- Automatically triggers the creation of a new action 'Receive: Work Filing Approval'.
- This action is scheduled for 90 days in the future when the work will be "deemed" approved even if no official approval has been received as per the



## Existing Actions updated:

There are 1 actions in the list.

Type	Status	Code	Action	Date Due	Approval Status	Completed	Responsible User	Tools:
		WA102	Submit: Work Assessment Forms	10 May 2011		10 May 2011		

## New Actions scheduled:

There are 1 actions in the list.

Type	Status	Code	Action	Date Due	Approval Status	Days Rem	Responsible User	Tools:
		WA102	Receive: Work Filing Approval	08 August 2011		90		

## ONTARIO WORK FILING

- **Phase 2: Approving the Filing**
- Edit the Work Assessment Group again by selecting the Ontario Wizard option.
- Run through the wizard and ensure that all the details are correct.
- The final page of the wizard a third option will be available to indicate that Approval has been received from the legal authority to enter the official work report number, and click 'save'

**Claim Renewal Wizard : Ontario**

<a href="#">&lt; FILING OPTIONS</a>		Report Numbers	<a href="#">CANCEL</a> <a href="#">SAVE</a>
Capture the group / report numbers assigned by the Government.			
Group/Report	Type	Government Assigned Number	
WA102	Work Assessment	WA102	<input type="text"/>



# ONTARIO WORK FILING

- This will update the Group status to Approved,
- Closes the Work Commitment action that the work was uploaded against
- Schedules a new Work Commitment action in case more work needs to be filed.

#### Group Attributes Updated:

Code	Attribute	New Value
WA102	Group Status	Approved

#### Action Attributes updated:

Type	Status	Code	Name	Action	Attribute	New Value
		542328	Tenure 542328	Work Commitment: Work Filing (CAD 208,000.00 Of CAD 400.00; 100.0000 m Of 0.0000 m)	Action Closed Date	10 May 2011

#### New Actions scheduled:

There are 1 actions in the list.

Type	Status	Code	Action	Date Due	Approval Status	Days Rem	Responsible User	Tools:
		542328	Work Commitment: Work Filing (CAD 0.00 of CAD 400.00)	11 June 2011		32	Judy Kacan	

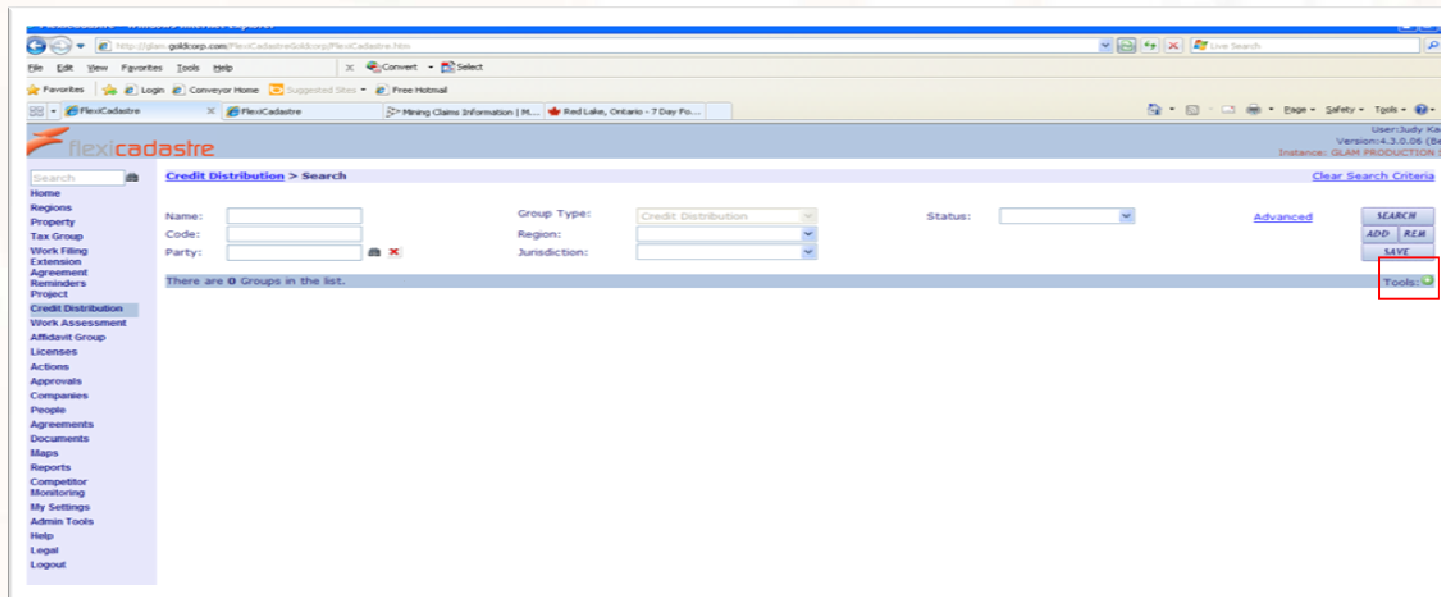
- Go back into the Actions Open tab of the group to close the Receive: Work Assessment Approval action successfully.

# ONTARIO DISTRIBUTION OF CREDIT

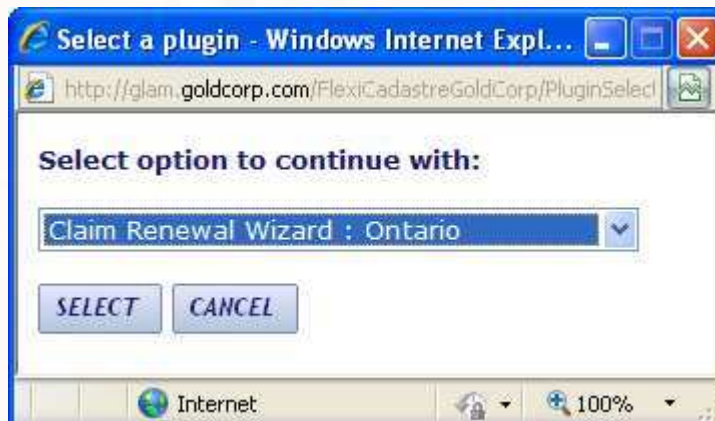
JUDY KACAN, RED LAKE LAND MANAGER

# DISTRIBUTION OF CREDIT

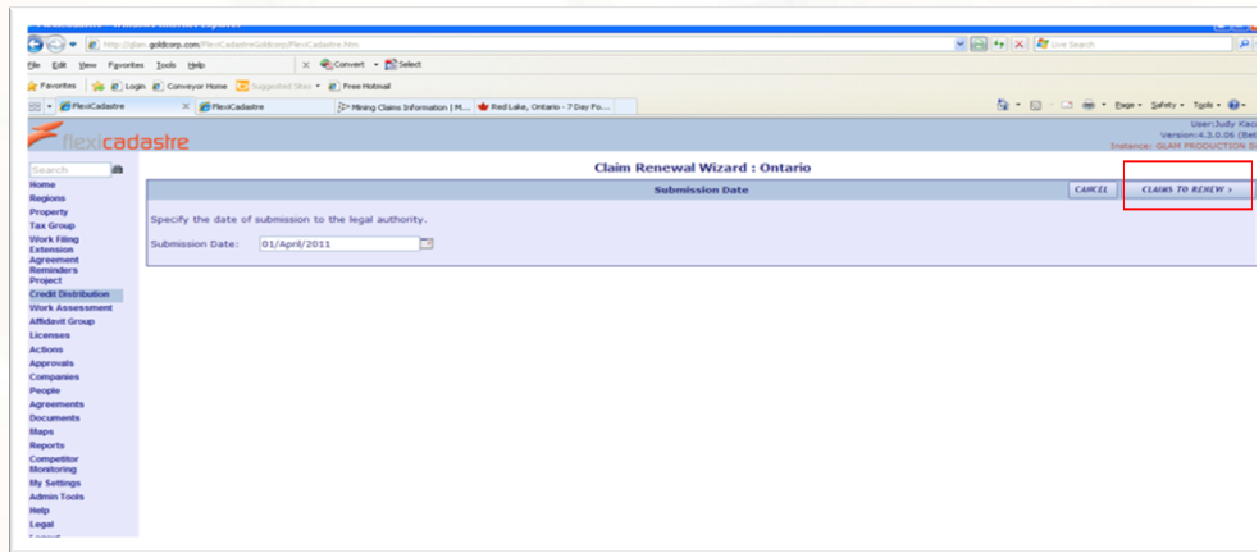
1. In this screen - add new Credit Distribution by selecting the green Tools Button



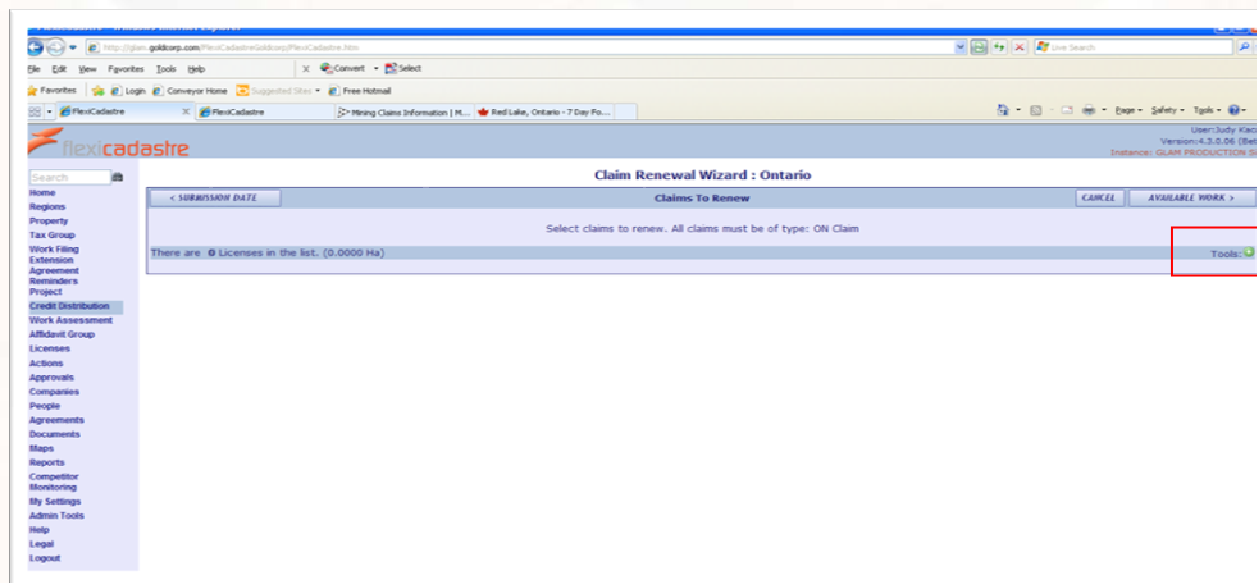
2. Select Claim Renewal Wizard for Ontario in this Pop-up window



3. In this screen - add in the date you submitted to MNDM and select Claims to Renew button



4. In this screen – add claim(s) to renew by selecting the green Tools button



- Search for claims by entering the claim # into the name area and hit **search** (only for the first one) – if more claims then search the next one and select **add** to the list. Check licenses and then hit **Add Selected** button. **Note:** do not add in the claim you are renewing from unless it is being renewed.

LicenseSearchPopUp - Windows Internet Explorer  
 http://glam.goldcorp.com/FlexiCadastrreGoldCorp/LicenseSearchPopUp.aspx?RefreshButton=btnAddLicenseRefresh&Title=Add License&PopupMode=1

Licenses > Select multiple Licenses [Clear Search Criteria](#)

**ADD SELECTED**

Code:  Jurisdiction:  Status Group:  Advanced **SEARCH**  
 Name: **1220785** Type Group:  Status:  **ADD** **REM**  
 Party:  Type:  Saved Searches:

Search returned 1 results. (112.0000 Ha) Report: View: Extract: Tools:

All	Map Code	Name	Parties	Jurisdiction	Type	Status	Region	Date Applied	Granted	Expires	Project
<input checked="" type="checkbox"/>	1220785	1220785	Goldcorp Inc. (46.80%), Premier Gold Mines Ltd. (35.00%), Goldcorp Canada Ltd (18.20%)	Ontario	OC	Active	Red Lake		21/April/1999	21/April/2011	East Bay

- The next screen appears like this – now select Validate Claims button

flexiCADASTRE

Claim Renewal Wizard : Ontario

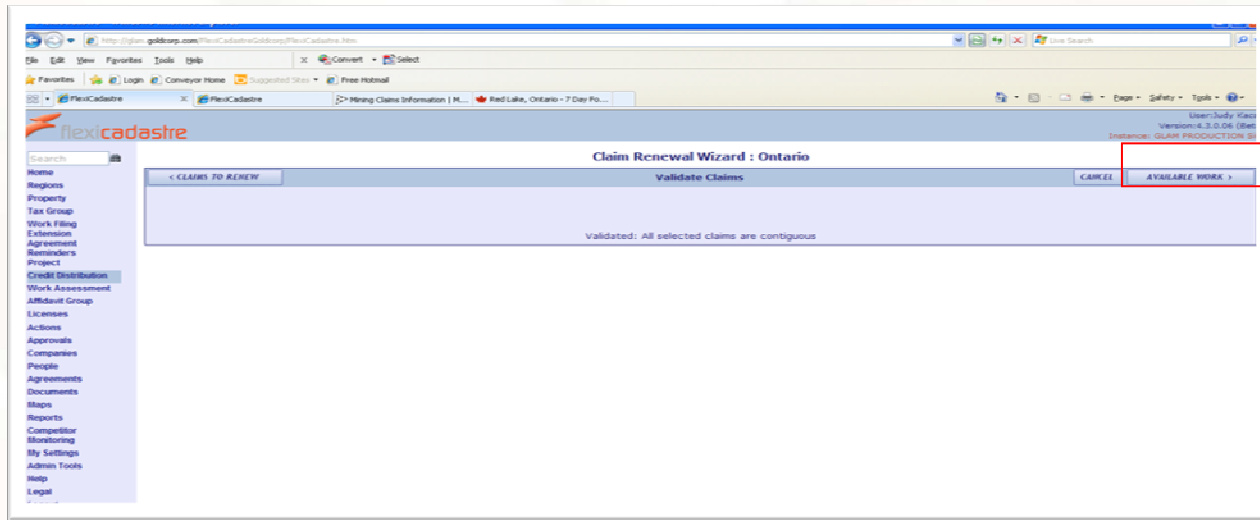
Claims To Renew **VALIDATE CLAIMS**

Select claims to renew. All claims must be of type: Ore Claim

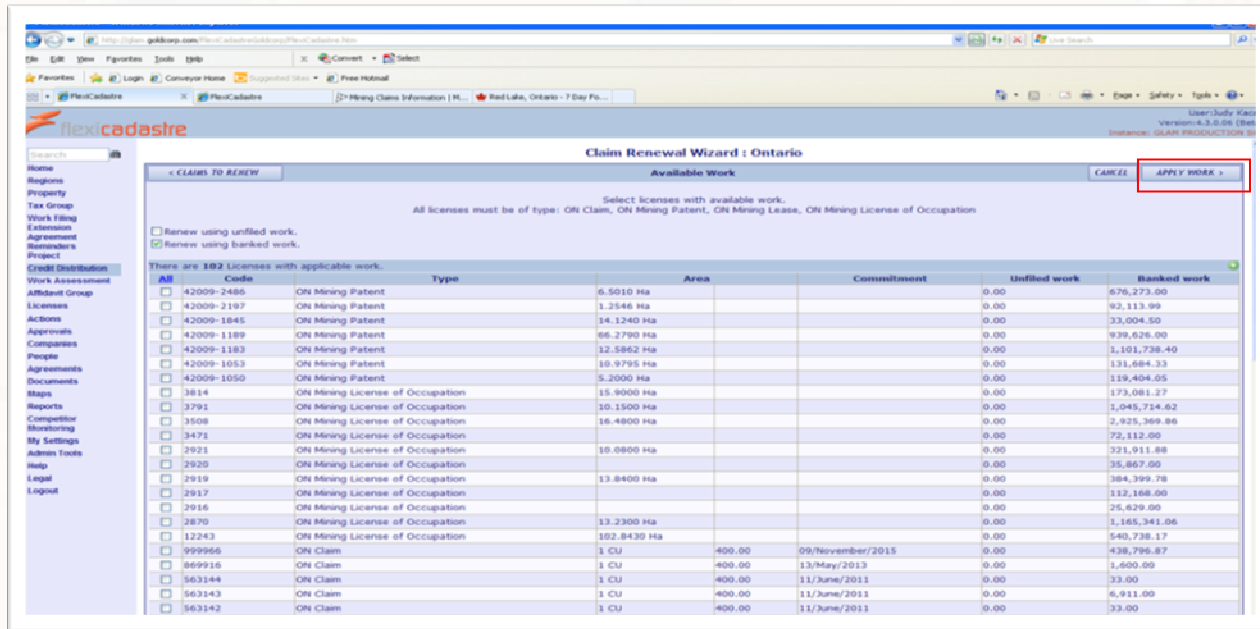
There are 1 Licenses in the list. (112.0000 Ha) Report: View: Extract: Tools:

Del	Code	Name	Jurisdiction	Type	Status	Region	Date Applied	Granted	Expires	Map Reference
<input checked="" type="checkbox"/>	1220785	1220785	Ontario	OC	Active	Red Lake		21/April/1999	21/April/2011	Canada, Ontario, BATEMAN, Red Lake

7. This next screen appears – select the Available Work button



8. This screen appears – it displays a list of claims with work to apply – select them – hit Apply Work  
*Note: in this case I am using Renew using banked work – but you could use the other or both.*



9. This screen appears – you can manipulate the amounts by picking the pencil in the Apply area – it will bring up a pop-up screen – see next screen.

**Note:** or you can use the square box to up-date it automatically and the pencil eraser is for clearing the info

Renew	Code	Area	Commitment	Available	Apply	Banked work Available to this claim	To Keep	Total applied	Years to renew	New banked work balance
<input type="checkbox"/>	1220785	7 CU	2,800.00	231.00	0.00	2,133.00	231.00	0.00	0.00	231.00
<input type="checkbox"/>	1220786	15 CU	6,900.00	1,902.00		2,133.00	1,902.00			1,902.00
			8,800.00	2,133.00	0.00		2,133.00	0.00		2,133.00

10. In this step choose the amount you need to apply to claim from the appropriate Work #. Apply the amount ( you may have to hit it twice)

**Note:** Other work #'s show up as well so make sure you are picking the correct one. Also, if you cannot find the Work Assessment # you need - you may have to tick off the box beside the Show non-applicable work.

Apply banked work to claim: '1220785' [CANCEL] [APPLY]

Banked Work Applicability is limited as followed: [Show]

Total amount applied: 1,407.00

Show non-applicable work  [Pencil]

Applicable	Status	Work Assessment	Code	Amount	Amount to Apply
<input checked="" type="checkbox"/>	Approved	W0620.00788	1220785	231.00	0.00
<input checked="" type="checkbox"/>	Approved	W0620.00788	1220786	495.00	0.00
<input checked="" type="checkbox"/>	Approved	W0120.00055	1220786	1,407.00	1,407.00

11. This screen shows the amount applied to that claim

**Note:** in this particular case – we are not renewing the full amount so the yellow circle will not change to green – but you can still file it that way. You are ready to hit the Filing Options button – right hand corner.

Renew	Code	Area	Commitment	Available	Apply	Banked work	Available to this claim	To Keep	Total applied	Years to renew	New banked work balance
<input type="checkbox"/>	1229785	7 CU	2,800.00	21/April/2011	231.00	1,407.00	726.00	231.00	1,407.00	0.50	231.00
<input type="checkbox"/>	1229786	15 CU	6,000.00	03/April/2011	1,902.00	726.00	726.00	495.00			495.00
			8,800.00		2,133.00	1,407.00	726.00	726.00	1,407.00		726.00

12. This screen asks you if you would like to file it now or file it as planned.

In this case I am filing the report so I tick off that circle and hit **save**.

Select the appropriate filing option:

- The filing is still being planned. FlexiCadastré will create Work Assessment and Credit Distribution groups.
- The filing is ready to be submitted. FlexiCadastré will create the following action(s): "Submit: Credit Distribution Forms".



13. This screen appears and informs you that you have created a temporary Credit Distribution called CD11 –

**Note:** you will be creating the forms from the next action

The screenshot shows the flexicadastre web application interface. A notification banner at the top states: "New Actions scheduled: There are 1 actions in the list." Below this is a table with the following data:

Type	Status	Code	Action	Comments	Date Due	Approval Status	Completed	Days Rem	Responsible User
CD11	⌚	CD11	Submit: Credit Distribution Forms		01/April/2011			-133	

Below the table, it says "Groups Added: There are 1 Groups in the list." and shows a table with the following data:

Name	Type	Code	Status	Parties	Responsible Office	Start Date	Date End	Resources	Licenses Count	Agreement Count	Map Reference
CD11	Credit Distribution	CD11	Pending Approval			01/April/2011			1	0	

An "OK" button is highlighted with a red box in the bottom right corner of the notification area.

14. In this screen you will search for the temp credit distribution # which in this case it is CD11 – Open file

**Note:** it may be a good idea to write it down from the previous page before you hit OK (in case you forget)

The screenshot shows the flexicadastre web application search interface. The search criteria are:

- Name: cd11
- Group Type: Credit Distribution
- Status: [Dropdown]
- Code: [Empty]
- Region: [Dropdown]
- Party: [Empty]
- Jurisdiction: [Dropdown]

There are 1 Groups in the list. The results table is as follows:

Del.	All	Name	Code	Status	Parties	Responsible Office	Start Date	Date End	Resources	Licenses Count	Agreement Count	Map Reference
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CD11	CD11	Pending Approval			01/April/2011			1	0	

15. Go to Actions Open tab – click on Submit: Credit Distribution form

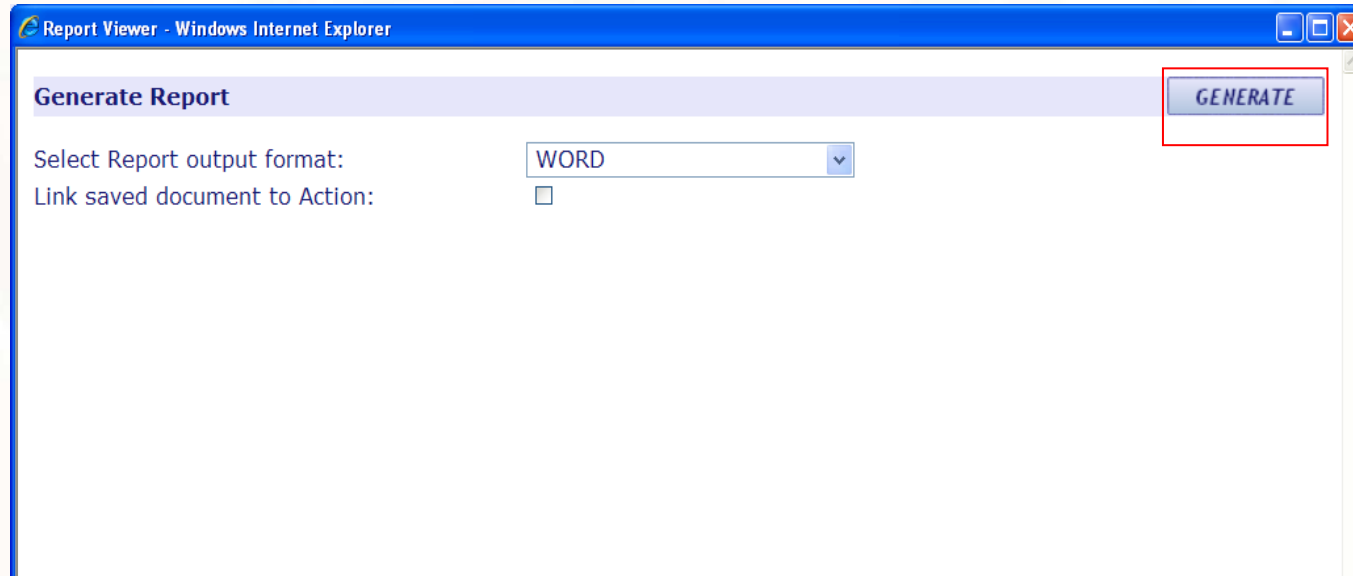
The screenshot shows the 'flexicadastre' web application interface. The main content area is titled 'Credit Distribution > Details' and shows a 'Group Name: CD11'. Below this, there are several tabs: 'General', 'Parties', 'Licenses', 'Reference Codes', 'Shape', 'Map References', 'Agreements', 'Documents', 'Actions Open', 'Actions Closed', 'Resources', 'Related Groups', 'Roles', 'Work Accounts', and 'Audit'. The 'Actions Open' tab is active. A table lists actions, with one row highlighted in red: 'Submit: Credit Distribution Forms'. The table has columns for 'Del.', 'All', 'Type', 'Status', 'Action', 'Comments', 'Date Due', 'Approval Status', 'Completed', 'Days Rem', 'Child Actions', and 'Responsible User'. The 'Date Due' for the highlighted action is '01/April/2011' and 'Days Rem' is '-133'. Below the table, there are sections for 'Direct Actions' and 'Indirect Actions', both showing 'There are 1 actions in the list.' and 'There are 0 actions in the list.' respectively.

16. This screen appears – hit Generate Document

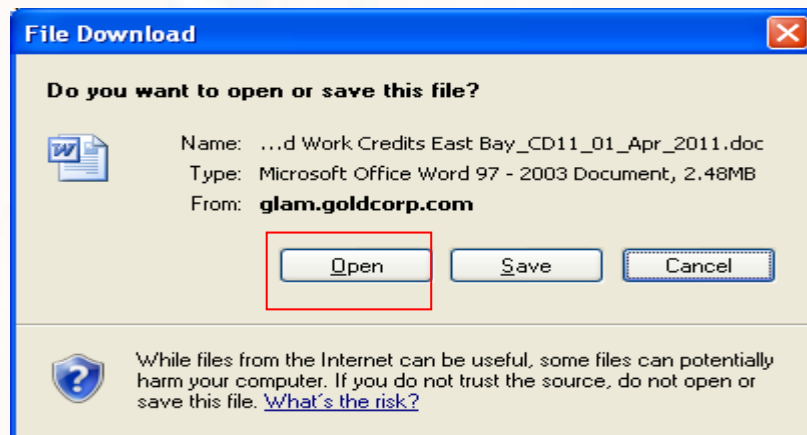
*Note: do not hit edit at this point or you will not be able to generate the report.*

The screenshot shows the 'flexicadastre' web application interface for the 'Communication: Submit: Credit Distribution Forms' page. The page title is 'Communication: Submit: Credit Distribution Forms'. The 'Name' is 'CD11' and the 'Type' is 'Credit Distribution'. The 'Responsible Office' is 'Ontario' and the 'Jurisdiction' is 'Ontario'. The 'Country' is 'Ontario'. Below this, there are several tabs: 'Action', 'Approval', 'Documents', 'Notification', 'Reference Codes', 'Work Accounts', and 'Audit'. The 'Action' tab is active. The page shows a 'Due Date' of '01/April/2011'. There are sections for 'Communication Details' and 'Action Status'. The 'Action Status' section shows a red clock icon and the text 'To be closed by (Land Manager)'. A 'GENERATE DOCUMENT' button is highlighted with a red box.

17. This screen appears – the report will be a word document – do not tick off the box for Link saved document to Action – hit Generate



18. When this screen pops up – open it



19. In this next screen you will fill out the Recorded holder, Client #, etc to submit the form  
**Note:** all amounts are in the form and applied appropriately to the licenses. Save & close document.

Banked Work Credits East Bay\_CD11\_01\_Apr\_2011[1].doc [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Clipboard Font Paragraph Styles Editing

**Ontario** Ministry of Northern Development and Mines

**Application to Distribute Banked Assessment Work Credits**  
*Mining Act, Assessment Work Regulation Section 4*

Transaction Number (office use)  
**W**

Personal information collected on this form is obtained under the authority of subsection 86(1) of the *Mining Act*. Under section 8 of the *Mining Act*, the information is used to maintain a public record. Questions about this collection should be directed to a Provincial Mining Recorder, Ministry of Northern Development and Mines, 3rd Floor, 933 Ramsey Lake Road, Sudbury ON P3E 6B5. Telephone 1 888 415-9845.

**Note:** All correspondence will be sent to the address on file in the Provincial Recording Office, per *Mining Act* subsections 19(6) and (8).

1. **Recorded holder(s).** Please type or print in ink. Attach a list if necessary.

Name	Client Number	Telephone Number	Fax Number

2. **Distribution of Work Credits From Bank.** Attach a sketch which shows the contiguous link of mining claims to where the work was performed.

1. Work Declaration Number. This is the transaction number of the original assessment work form where original banked amounts are listed.	2. List the Mining Claim number(s), for unpatented mining claims. For other eligible Mining Land, indicate the proper identifier: * For Mining lease: lease number * For Patents: parcel number	3. Number of Claim Units. For other types of mining land, list hectares.	4. Total value of work to be drawn from the bank of the mining claim or other mining land listed in column 2.	5. Value of work to be applied to the mining claim.
W	1 SEE ATTACHMENT			
	2			
	3			
	4			
	5			

Banked Work Credits East Bay\_CD11\_01\_Apr\_2011[1].doc: 3,478 characters (an approximate value). 100%

20. In this step you will go into the Document tab and upload Gov. form you just created.

The screenshot shows the FlexCadastré web application interface. The main content area is titled "Communication : Submit: Credit Distribution Forms". Below this title, there are several tabs: "Action", "Approval", "Documents", "Notification", "Reference Codes", "Work Accounts", and "Audit". The "Documents" tab is currently selected. In the top right corner of the main area, there is a dropdown menu set to "Banked Work Credits" and a button labeled "GENERATE DOCUMENT". The form contains several sections: "General Details" with a "Due Date" field set to "01/April/2011"; "Communication Details" with fields for "Sender", "Receiver", "Dirac (s)", "Medium", "Reporting Period" (with "From" and "To" sub-fields), and "Reference Number"; and a "Comments" text area. At the bottom left, there is an "Action Status" section with a clock icon and the text "To be closed by (Land Manager)".

21. Document is uploaded.

The screenshot shows the FlexCadastré web application interface, similar to the previous one, but now the "Documents" tab is selected. Below the tabs, there is a "Generate report:" button. Below that, it says "There are 1 Documents associated with this action." A table lists the document:

View Title	Reference Code	Description	Author	Document Type	Document Size	Extract:
<a href="#">Banked Work Credits Statement (Rev. CD31_23Feb2011)</a>		Banked Work Credits report on Action "Submit: Credit Distribution Forms" on Group "CD31"	FlexCadastré		2544.58	

Below the table, it says "There are 0 Documents indirectly associated with this action."

22. Once you have completed the Gov form and have sent it – you can close the action successfully by filling out the sender, receiver, reference code (which I use the temp CD#) and a comment if you wish. Hit the green check box – put in the close date (which I used as the same due date because there is no approve date in a credit distribution) Hit the save button.

23. This screen appears showing you that you have submitted the form – it creates a new action for Credit Distribution Approval which gives a 90 day period for Gov to approval. Click OK.

Type	Status	Code	Action	Comments	Date Due	Approval Status	Completed	Days Rem	Responsible User
627	✓	CD11	Submit: Credit Distribution Forms (Hardcopy)		01/April/2011	Completed	01/April/2011		

Type	Status	Code	Action	Comments	Date Due	Approval Status	Completed	Days Rem	Responsible User
627	🕒	CD11	Receiver: Credit Distribution Approval		30/June/2011	Pending		-43	

24. You have now received the approval – you may go to the next stage.  
Search for the temp CD# (in this case CD11) – open file.

The screenshot shows the FlexCadastré search results page. The search criteria are: Name: cd11, Group Type: Credit Distribution, Status: Pending Approval. The results table shows one entry for CD11 with a status of Pending Approval, a start date of 01/April/2011, 1 license, and 2 agreements.

Del.	All	Name	Code	Status	Parties	Responsible Office	Start Date	Date End	Resources	Licenses Count	Agreement Count	Map Reference
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CD11	CD11	Pending Approval			01/April/2011			1	2	

25. Once you hit the edit button – a screen will appear to start the wizard to update the claim(s) – see next screen

The screenshot shows the FlexCadastré details page for CD11. The 'EDIT' button is highlighted with a red box. The page displays a 'Work Account Summary' table and a list of work accounts.

Work Account Summary:	Cumulative Credit	Cumulative Debit	Balance
Type: Credit Distribution	1,407.00	1,407.00	0.00

All	Type	Status	Cumulative Credit	Cumulative Debit	Balance
<input type="checkbox"/>	Credit Distribution	Pending Approval	1,407.00	-1,407.00	0.00

26. Choose the option Claim Renewal Wizard: Ontario to update the licenses



27. Click the Submission Date button in the right hand corner.

flexicadastre

Claim Renewal Wizard : Ontario

Related Groups

CANCEL SUBMISSION DATE >

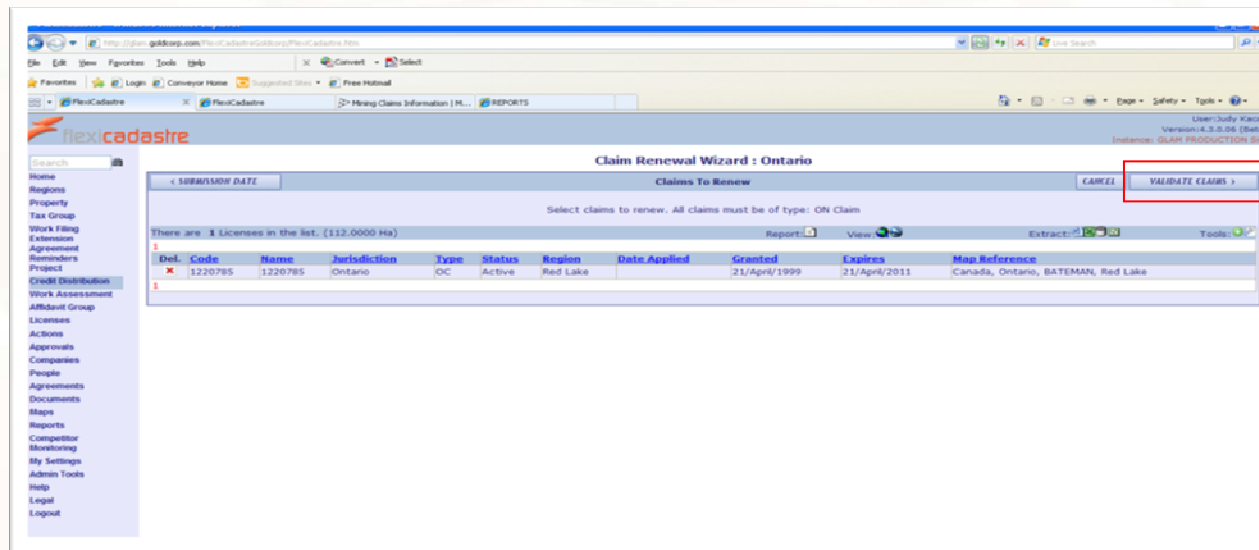
There are 1 Groups in the list.

Name	Type	Code	STATUS	FACTORS	Responsible Office	Start Date	Data End	Resources	LICENSES COUNT	Agreement Count	MAP Reference
CD-11	Credit Distribution	CD-11	Pending Approval			01/Apr/2011			1	0	

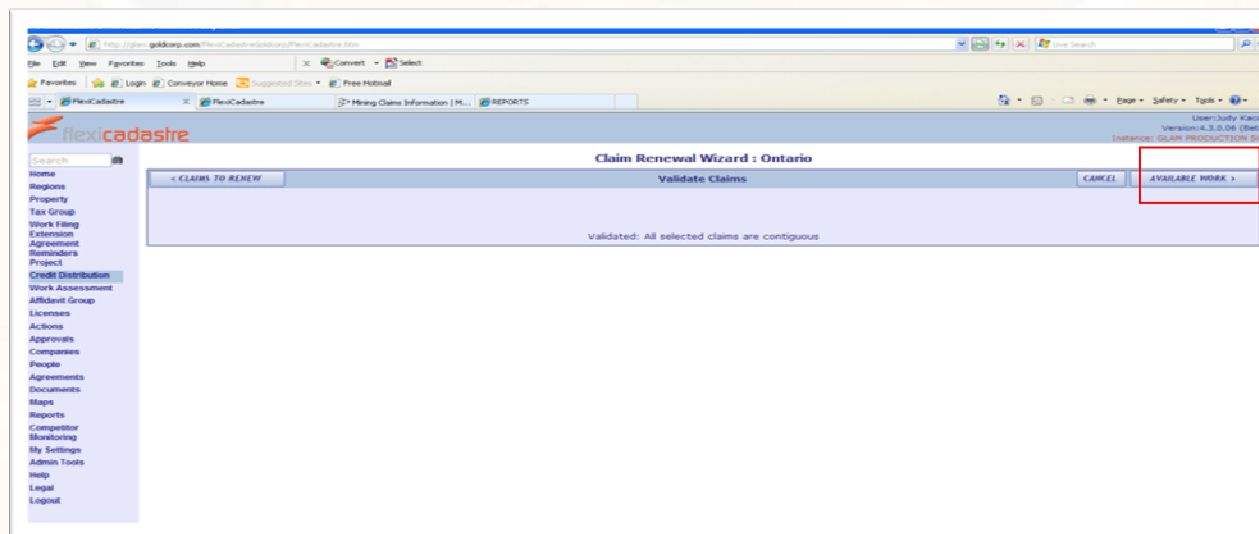
Copyright © Spatial Dimension 2009 - 2011



28. This screen will pop up and it will be automatically populated with the correct claim – then you hit the Validate Claims button



29. In this screen press the Available Work button



30. In this screen press the Apply Work button

Claim Renewal Wizard : Ontario

Available Work

Select licenses with available work.

All licenses must be of type: ON Claim, ON Mining Patent, ON Mining Lease, ON Mining License of Occupation

Renew using unfiled work.  
 Renew using banked work.

There are 182 Licenses with applicable work.

Code	Type	Area	Commitment	Unfiled work	Banked work
42009-2485	ON Mining Patent	6,5010 Ha		0.00	676,273.00
42009-2197	ON Mining Patent	1,2548 Ha		0.00	92,113.99
42009-1845	ON Mining Patent	24,1240 Ha		0.00	33,004.50
42009-1189	ON Mining Patent	66,2790 Ha		0.00	939,626.00
42009-1183	ON Mining Patent	12,5862 Ha		0.00	1,101,738.40
42009-1053	ON Mining Patent	10,9795 Ha		0.00	131,684.33
42009-1050	ON Mining Patent	5,2000 Ha		0.00	119,404.05
3814	ON Mining License of Occupation	15,9000 Ha		0.00	173,081.27
3791	ON Mining License of Occupation	10,1500 Ha		0.00	1,045,714.62
3508	ON Mining License of Occupation	16,4800 Ha		0.00	2,925,369.86
3471	ON Mining License of Occupation			0.00	72,112.00
2923	ON Mining License of Occupation	10,0900 Ha		0.00	321,911.88
2920	ON Mining License of Occupation			0.00	36,867.00
2919	ON Mining License of Occupation	13,8400 Ha		0.00	384,399.78
2917	ON Mining License of Occupation			0.00	112,168.00
2916	ON Mining License of Occupation			0.00	25,629.00
2870	ON Mining License of Occupation	13,2300 Ha		0.00	1,165,341.05
12243	ON Mining License of Occupation	183,8430 Ha		0.00	546,978.17
999966	ON Claim	1 CU	400.00	09/November/2015	438,796.87
563916	ON Claim	1 CU	400.00	13/May/2013	1,690.00
563144	ON Claim	1 CU	400.00	11/June/2011	33.00
563143	ON Claim	1 CU	400.00	11/June/2011	6,911.00
563142	ON Claim	1 CU	400.00	11/June/2011	33.00
563141	ON Claim	1 CU	400.00	11/June/2011	33.00

31. This screen comes up again but you do not do anything – press the Filing Options button – get the next filing option to get the Gov. Work Assessment #

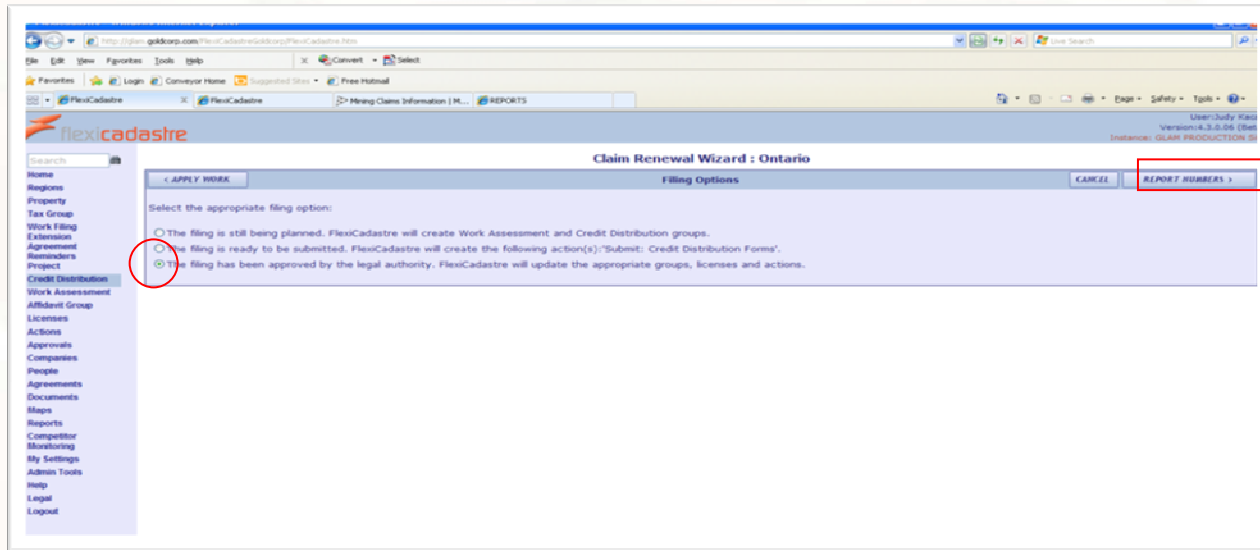
Claim Renewal Wizard : Ontario

Apply Work

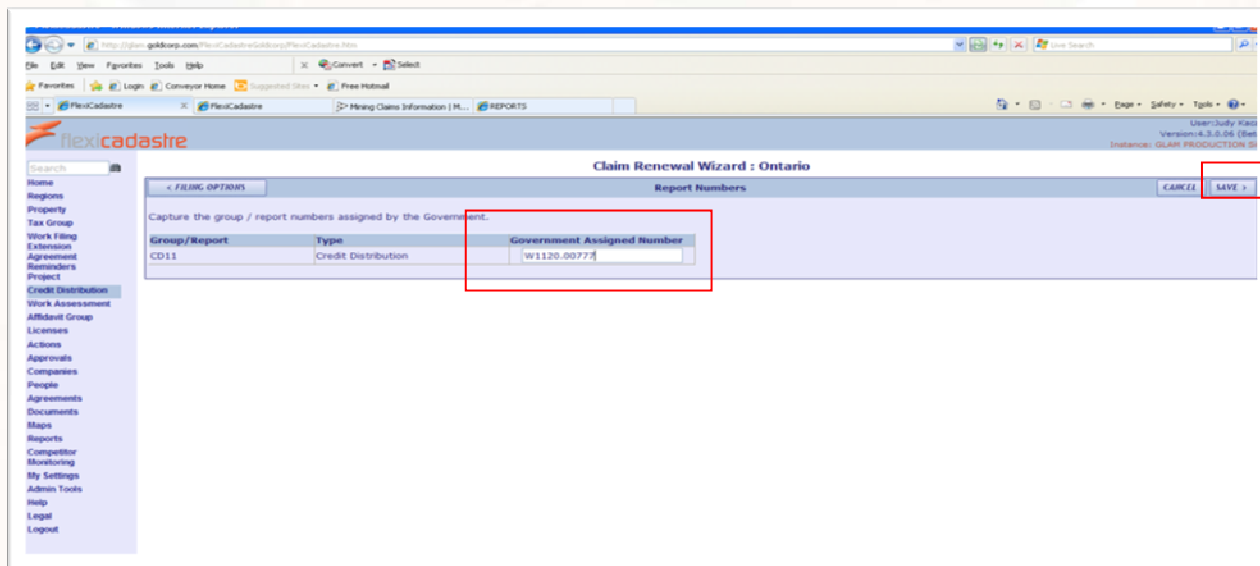
Apply work to claims to renew.

Renew	Code	Area	Commitment	Available	Apply	Banked work	Available to this claim	To Keep	Total applied	Years to renew	New banked work balance
<input checked="" type="checkbox"/>	1220785	7 CU	2,800.00	231.00	1,467.00		726.00	231.00	1,467.00	0.50	231.00
<input type="checkbox"/>	1220786	15 CU	8,600.00	1,902.00			726.00	495.00			495.00
			8,600.00	2,133.00	1,467.00			726.00	1,467.00		726.00

32. This screen is where you select the filing has been approved button and then press the Report Numbers button



33. This screen is where you would enter in the Government assigned # and press the Save button



34. This screen shows the Group Attribute Update, closes the Action and creates a new Action schedule for work commitment – hit the OK button

The screenshot shows the flexicadastre web interface. The main content area displays the following information:

**Group Attributes Updated:**

Code	Attribute	New Value
W1120.00777	Group Status	Approved
W1120.00777	Code	W1120.00777
W1120.00777	Name	W1120.00777

**Action Attributes updated:**

Type	Status	Code	Name	Action	Attribute	New Value
📄	🟡	1220785	1220785	Work Commitment: Work Filing (CAD 0.00 of CAD 2,800.00)	Action Closed Date	12/August/2011

**New Actions scheduled:**

There are 1 actions in the list.

Type	Status	Code	Action	Comments	Date Due	Approval Status	Completed	Days Rem	Responsible User
📄	🟡	1220785	Work Commitment: Work Filing (CAD 0.00 of CAD 1,393.00)		21/April/2011			-113	Judy Kacan

An 'OK' button is highlighted with a red box in the bottom right corner of the main content area.

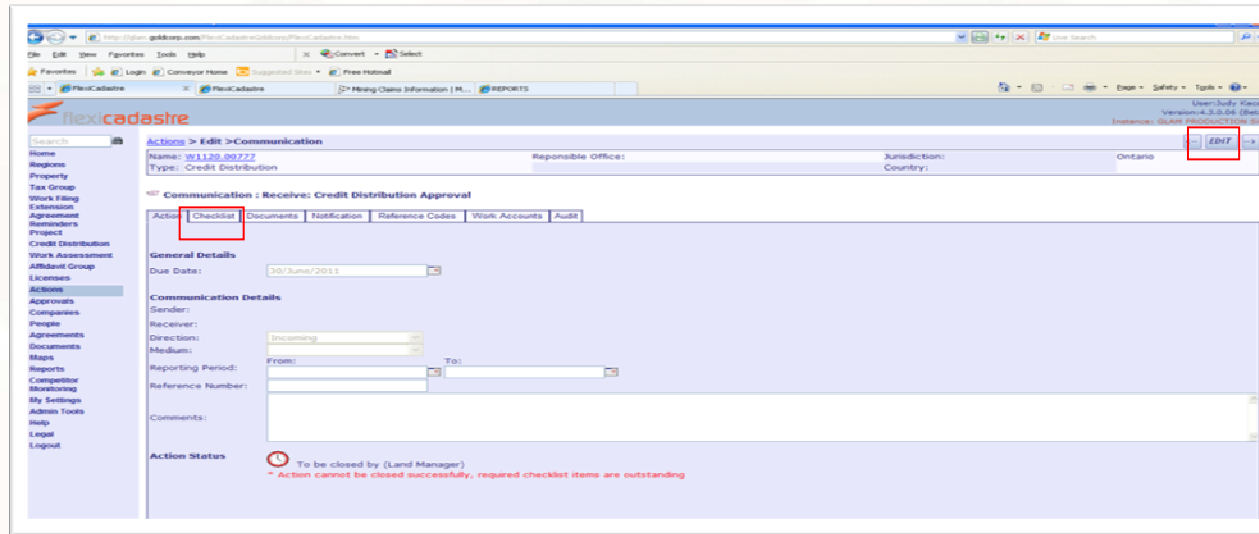
35. In this screen you close the (Receive: Credit Distribution Approval) – open the action

The screenshot shows the flexicadastre web interface for the 'Credit Distribution > Details' page. The group name is W1120.00777. The 'Actions Open' tab is selected, displaying the following table:

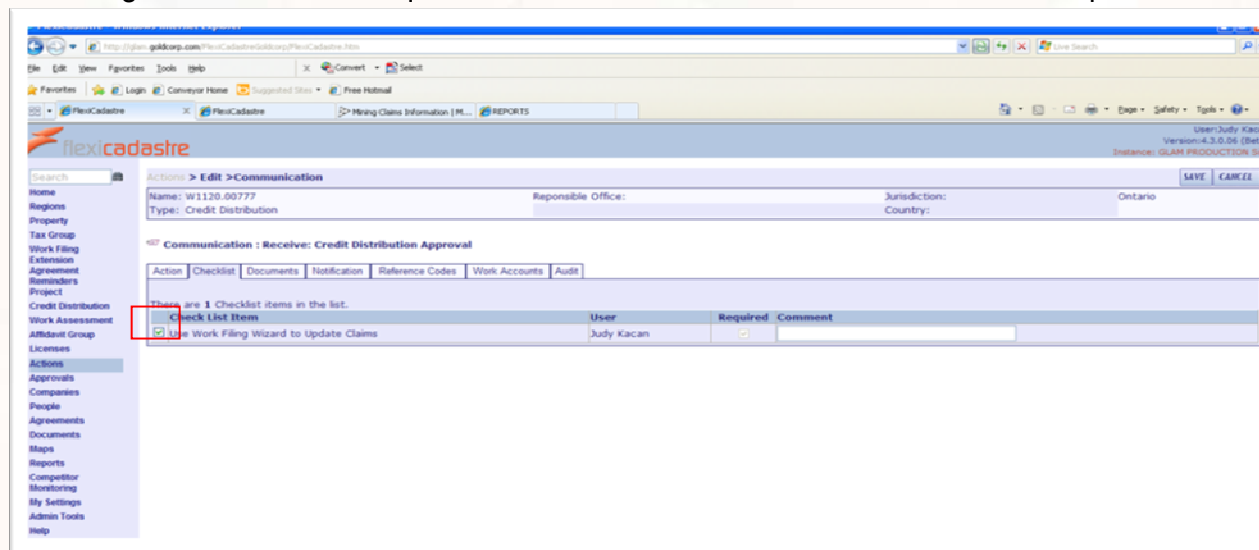
Del.	All	Type	Status	Action	Comments	Date Due	Approval Status	Completed	Days Rem	Child Actions	Responsible User
🗑️	☑️	📄	🟡	Receive: Credit Distribution Approval		30/June/2011			-43		

The 'Indirect Actions' section below shows 'There are 0 actions in the list.' and 'Indirect Actions: NONE'.

36. This screen informs you that you cannot close this action until you have completed the checklist – first press the edit button, then pick the Checklist tab to see what you need to check off.



37. You can see that it is asking you if you updated the claims through the work filing wizard which is the steps you did at step 24 through to 32. Check the square button and return back to the Action tab to complete the action



38. Complete by filling in the information – pick the green check mark box and put in the Recording Date for Credit Distributions because there is no approval date for them. Then press the Save button.

flexicadastre

Actions > Edit > Communication

Name: W1120-00777 Responsible Office: Ontario Jurisdiction: Ontario Country:

Type: Credit Distribution

107 Communication : Receive: Credit Distribution Approval

Action Checklist Documents Notification Reference Codes Work Accounts Audit

General Details

Due Date: 30/June/2011

Communication Details

Sender: Ministry of Northern Development of Mines and Forestry

Receiver: Goldcorp Canada Ltd

Direction: Incoming

Medium: Mail

Reporting Period: From: To:

Reference Number: W1120-00777

Received approval from MNDM for East Bay Credit Distribution

Comments:

Action Status

To be closed by (Land Manager)

Close Date: 01/April/2011

SAVE

39. This screen will appear once you have saved the above screen. – Click the OK button

flexicadastre

Existing Actions updated:

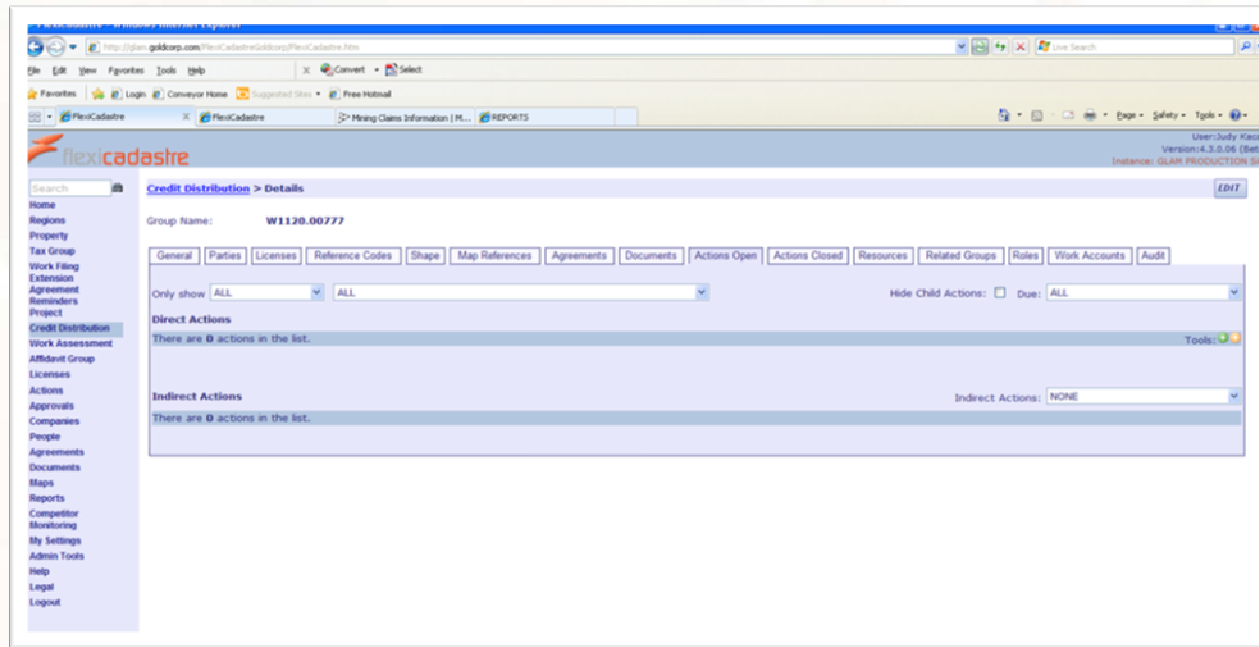
There are 1 actions in the list.

Type	Status	Code	Action	Comments	Date Due	Approval Status	Completed	Days Rem	Responsible User
	<input checked="" type="checkbox"/>	W1120-00777	Receive: Credit Distribution Approval (Mail)		30/June/2011		01/April/2011		

OK

40. You have completed a Credit Distribution. **YEA**

You may now fill-in the tabs such as Parties, Shape, Map Reference, Documents like the Assessment Form and the Approval Form, Resources and Roles.



# PROCESS AND PROCEDURES

PAULA VALERIO, TORONTO LAND MANAGER



# Land Management Procedures

- Jurisdictional Rules
- Creation of Procedure
- FlexiCadastre System Touch Points/Windows
- Use of Procedure

# Variation in Rules

- Assessment work is done on claims to keep them in good standing
- No cash in lieu – not an option in Ontario

Ontario  
*Canada*

Quebec  
*Canada*

- Can pay cash in Lieu to Maintain claims in good Standing
- Claims are renewed every two years

- Online Acquisition System – map staking
- Cash in lieu or work may be submitted

British  
Columbia  
*Canada*

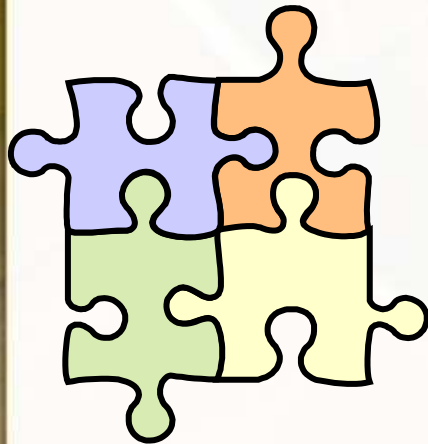
USA

- Claims Due Dates are once a year – September 1st
- Affidavit groups are paid twice a year – May and August

# How to: Create Procedures

## Documents Used to create Procedures

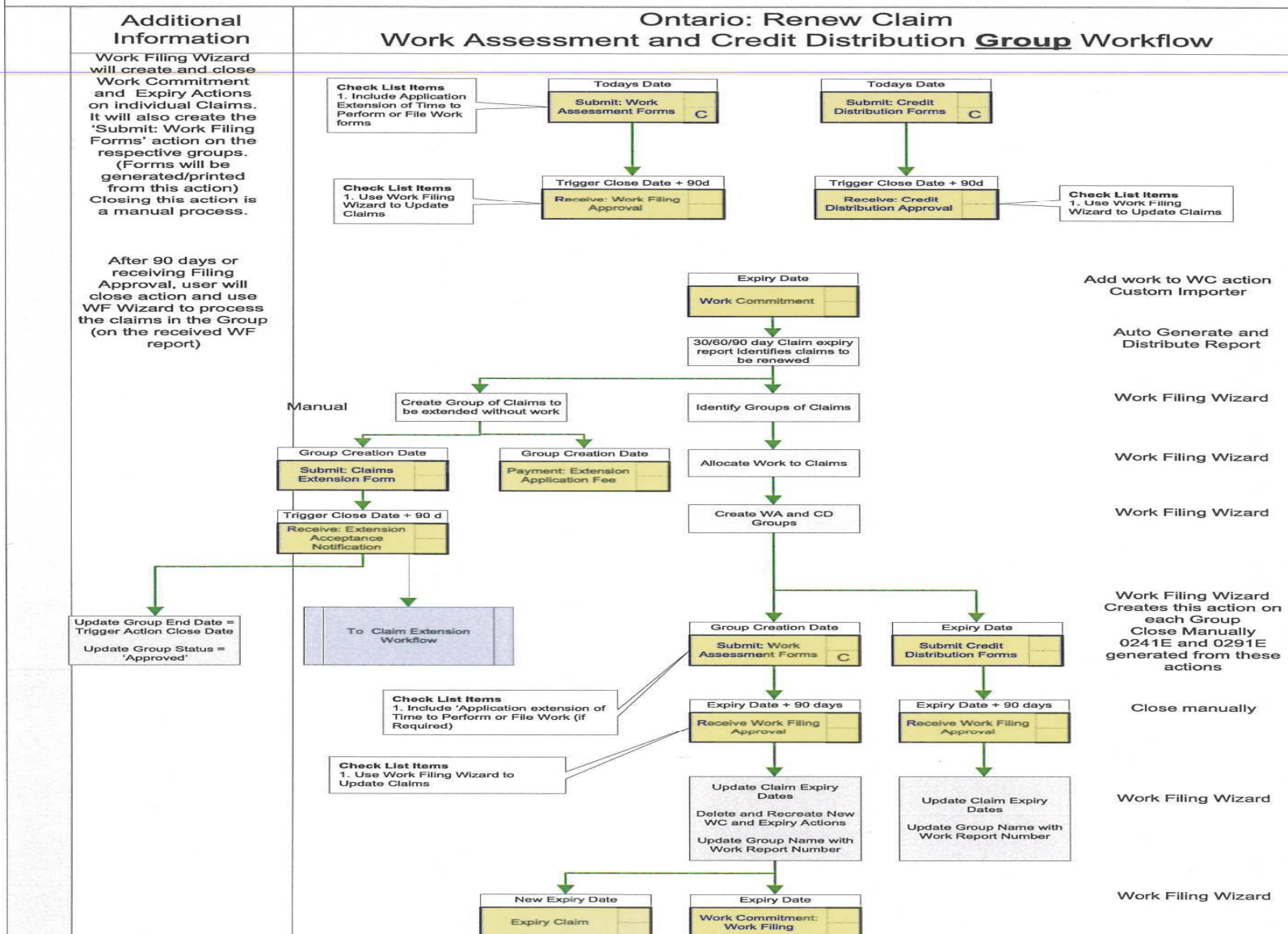
- Mining Acts
- Government Agency Websites
- Flexi User Manual



- Purpose of Procedure
- Add roles – Who is responsible for the procedure
- Legislative Rules
- Flexi Touch Points
- Regular Maintenance – Ongoing if changes to legislation occur
- Reference Docs – Links to Supporting Documents, examples

# Workflow – Ontario Claim Renewal

Goldcorp Workflow 07/07/2011



## Example of Goldcorp's Internal Procedure

### **Purpose – Assessment Work Filing**

The process of filing a claim renewal has two parts. First, details of the work commitment (i.e. performed work) must be captured and only then can the renewal actually be filed.

Note it is possible within GLAM, to file work and renew claims at the same time but the process described below separates these tasks allows the Land Manager to bank the work to be used at a later date. See training manual for detail of how to achieve this in GLAM.

**Roles: Land Manager, Exploration Manager, Geologist**

### **Procedure**

#### **Work Filing**

- Geologist will provide work program to the Land Manager who will have to transfer this work into an Excel Spreadsheet template in a specific format
- In GLAM this work can then be imported by using the custom work importer.
- Once work has been imported onto a Work Commitment action it can then be filed using the Ontario Claim Filing Wizard. Initially this work will be pending approval.
- Once approval has been received, or it is deemed approved after 90 days, the wizard should be run again to bank the work against the licenses.

#### **Credit Distribution**

- Generate 30/60/90 Warning Report and Schedule Monthly Land Meeting with Exploration Team  
Receive approval to renew claims to keep claims in good standing for another year(s)
- Check to see if there is an agreement on the lands that are being renewed. If there is an agreement, make sure that all commitments and conditions are being met within the terms of the Agreement.
- In GLAM run the credit distribution wizard for all groups of contiguous claims. At the end of this process generate form 0291E and complete manually as required.
- Attach sketch to the assessment work report that notes where the work was performed, the path of contiguity for renewal purposes, and the claims being renewed. Submit an Agent Authorization Letter to the MNDMF (should be updated yearly as per Goldcorp Policy). Also provide any title/ownership documents as proof of ownership. Provide proof of beneficial interest or as having an option agreement on the property if someone else's claim is included on your report (if applicable)

#### **Reference Documents**

- Copy of form# 0241E Assessment Work Performed on Mining Land - *Used for work that is performed after claim has been recorded*
- [http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/019-0241E~2/\\$File/0241E%20-%20April%202006.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/019-0241E~2/$File/0241E%20-%20April%202006.pdf)

# PROCEDURE USE

- To provide a consistent method for doing work with consistent results
- An Auditable process
- Helps when communicating to other departments what is needed to complete activities
- Mitigates knowledge gaps if individuals leave the company or move on to other roles

LESSONS LEARNED

GOLDCORP'S NEXT STEPS

CHRIS SAARI, REGIONAL LAND MANAGER

## LESSONS LEARNED

- Get buy in from the users, and take the time to show the efficiencies of the FlexiCadaastre product
- Take the time to define user requirements
- Understand step by step processes and procedures for jurisdictional rules
- Define effective workflows taking into account business and user needs
- Keep it Simple – no need to over define processes
- Training to suit users
- Trust the Wizards – they are the “magic” behind the automation processes.





# GLAM – WHERE ARE WE GOING?

- CHILE 
  - Successfully implemented – Go Live Oct 2011
- MEXICO 
  - Initial scoping set for Feb 2012 – Go Live Q3-2012
- ARGENTINA 
  - Initial scoping set for Apr 2012 – Go live Q4-2012
- GUATEMALA 
  - Initial scoping pending Oct 2012 – Go live Q1-2013

**THANK YOU**

**QUESTIONS?**