



## SUBMISSION GUIDE

### PURPOSE

This guide is for holders who are reestablishing claim boundaries that were damaged or destroyed by wildfire. Use this guide to submit your reestablishment information to ensure you are submitting your documentation in a format acceptable to the Mining Recorder.

### BEFORE YOU BEGIN

Before going into the field, make sure you:

- Review the [Fire Impact data](#) on the Mines Branch website to see which of your claims may be affected.
- Based on the map and available data, determine which posts or boundaries may need restoring.
- Gather the following items:
  - Replacement Tags
  - GPS device or smartphone
  - Camera or smartphone
  - Copies of your claim sketch
- All coordinates must be in UTM format (Universal Transverse Mercator, NAD83 Zone 14)

### GETTING REPLACEMENT TAGS

You have two options for obtaining replacement tags:

1. Pick up in advance: Request sets of tags directly from Mines Branch. You must engrave them yourself in a permanent, clear and legible manner. Any unused sets of replacement tags can be returned for a refund.
2. Request specific tags: Email [mines\\_br@gov.mb.ca](mailto:mines_br@gov.mb.ca) with a list of tags you need. Remember: tags come in sets of four and are imprinted with the same disposition number. Imprinted tags are non-refundable. This request will take 2 business days.

### RESTORING POSTS

All posts being reestablished must be clearly marked. For each post:

- Replacement Tag (for Corner Posts): Attach the replacement tag to the post.
- Reestablishment Date: Write the date you restored the post.
- Recorder Reference: Include the note: "By Order of the Recorder 2025/11/10." This may be shortened to "BOOR 2025/11/10."
- Original Tag (if found): Attach the original tag along with the reestablishment date and recorder note.

Types of posts that may need to be reestablished:

- Corner Post
- Boundary Post
- Intersection Post
- Witness Post

## COLLECTING GPS DATA AND PHOTOS

To confirm the work was done in the right place, include GPS device data for all posts and photos for all corner posts that have been reestablished.

What to include:

- GPS data in .gpx format for every restored post, with:
  - Location
  - Date and time
- Photos of each corner post showing:
  - The post
  - The area around the post
  - The GPS screen with coordinates

How to collect this information:

- Most smartphones and GPS devices record this automatically when location settings or geotagging are turned on.
- If using a handheld GPS device, record a waypoint at each post and make sure your device's date and time settings are correct, and take a photo of the post with the GPS screen visible.
- Save the GPS data as a list of coordinates or export it from your device.

Tips:

- Label each photo and GPS point with the Disposition Number and the post type (for example: MB#####, CP1)
- Keep photos clear and easy to read.
- Save all files in one folder with the claim number and the date.

## SUBMITTING YOUR PACKAGE

When your reestablishment work is complete, make sure you have the following:

- Gather your information:
  - Complete the [Claim Reestablishment Tracker](#) (Excel file) with all required details.
  - Ensure you also have:
    - UTM coordinates (with date and time) for all reestablished posts.
    - Photos of new corner, witness, or intersection posts showing tags and boundary markers.
    - A sketch or map showing your claim boundaries.
- Confirm boundary reestablishment:
  - Complete the [Mining Claim Reestablishment Form](#) to confirm all boundaries have been restored.
  - Ensure all posts meet the requirements under The Mines and Minerals Act, and Mineral Disposition and Mineral Lease Regulation
- Shared boundaries (if applicable):
  - Complete the [Shared Boundary Confirmation Form](#) when your claim shares a boundary with another holder.
  - Include:
    - Both holders' names and contact information
    - Disposition numbers for each holder

- Description of the shared boundary and UTM coordinates for corner posts or key points
  - Both holders must sign and date the form to confirm agreement
- Submission:
  - Submit all required documents listed in the Submission Guide to [mines\\_br@gov.mb.ca](mailto:mines_br@gov.mb.ca).
  - If your claim shares a boundary with another holder, include the Shared Boundary Confirmation Form in the same email.
  - If submitting a Report of Required Work, all reports must be filed through iMaQs.

## AFTER SUBMISSION

Once received, your documentation will be reviewed and added to your claim file. If any clarification is needed, our office will reach out to you. If your documentation is not submitted as set out within this guide, your submission may be returned to you. If you have questions before submitting, please contact [mines\\_br@gov.mb.ca](mailto:mines_br@gov.mb.ca).

## EXAMPLES

### MINING CLAIM REESTABLISHMENT FORM

What this example shows:

A completed form with all required fields filled in.

What to include:

- Holder information
- Disposition information
  - List all disposition numbers that have been reestablished
  - Location
  - Date Reestablishment was completed
  - Indicate if this was part of a claim block
- Declaration
  - You must sign and date the form to certify:
    - You are the holder of the claim(s) submitted
    - All posts follow this guide and the requirements set out by the Mining Recorder.

**MINING CLAIM REESTABLISHMENT FORM**

**Claim Holder Information**

Name of Holder: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Mining Claim Information**

Disposition Number (s):

If extra space is required, list claims on an attached sheet.

### SHARED BOUNDARY CONFIRMATION FORM (IF APPLICABLE)

What this example shows:

A completed form confirming agreement on a shared boundary.

What to include:

- Holder names and contact information
- Disposition numbers for both holders
- Description of the shared boundary (e.g. north line, corner posts)
- UTM coordinates for corner posts or key points
- Date of reestablishment
- Signature and dates from both holders

### Shared Boundary Confirmation Form

Use this form when a boundary is shared between two claim holders to confirm agreement on the reestablished location.

#### Instructions:

1. **Complete your claim information:**
  - Disposition number(s)
  - Holder name and contact information
2. **Boundary Information:**
  - Describe the boundary being reestablished (e.g., north line, corner posts)
  - Include GPS coordinates for corner posts or key points along the boundary
3. **Confirmation:**
  - Both holders must review the boundary location
  - Sign and date the form to confirm agreement
4. **Submission:**
  - Email the completed form and supporting documentation to [mines\\_br@gov.mb.ca](mailto:mines_br@gov.mb.ca)
  - If holders cannot agree, submit a dispute to the Mining Board

#### Notes:

- Each holder is responsible for the posts on their side of the boundary
- This form does not replace required documentation of GPS, sketches, or photos for your reestablishment submission
- If an inspection is needed and you disagree with the result, the matter may be referred to the Mining Board

Holder 1 Name:  Email:

Holder 1 Disposition Number(s):

## CLAIM REESTABLISHMENT TRACKER

What this example shows:  
A spreadsheet listing claim details and UTM coordinates.

What to include:

- All relevant claim information, as requested on the spreadsheet.
- GPS/UTM data in a separate document
- Notes or irregular findings

HOLDER:								
Disposition Number	Reestablished Date	Post Type	Post #	UTM Coordinates	Photo (Y/N)	Adjoining Boundary (Y/N)	Dispute (Y/N)	Notes
MB####	2025-11-10	CP	1	14U 629569 5528618	Y	Y	N	

## PHOTO EXAMPLE

What these examples show:

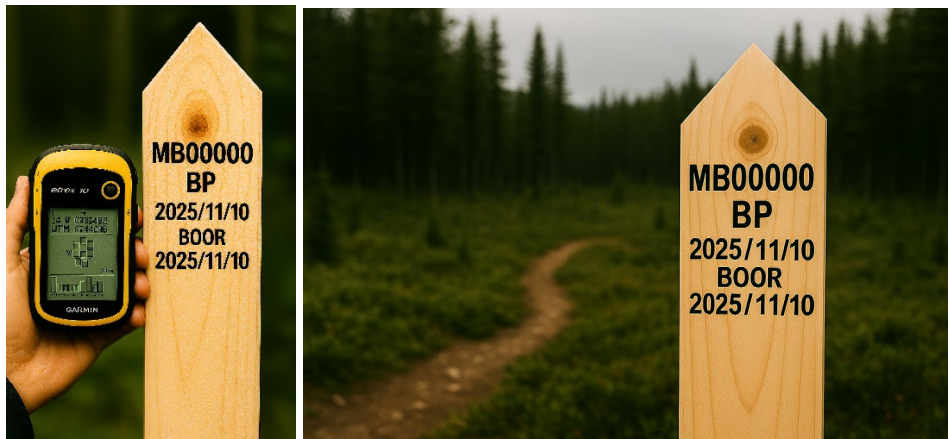
1. Required photo for submission
  - Close-up of the tag and post information
  - GPS device screen showing coordinates
  - Wide-angle shot showing the post in its surroundings
2. Illustration of a properly reestablished post
  - Post upright and clearly marked
  - Replacement tag attached
  - Example layout for Corner Post, Boundary Post, Intersection Post, and Witness Post

## Tips:

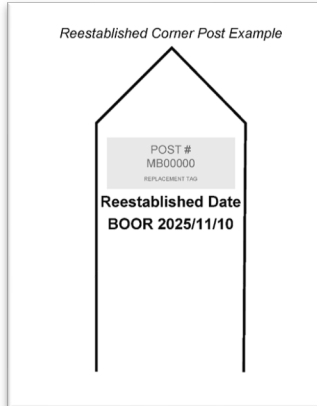
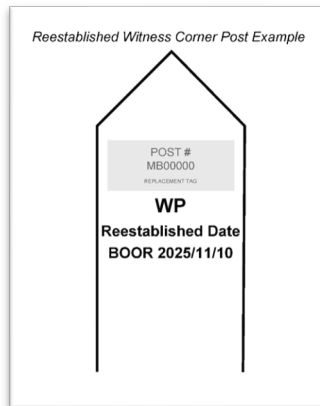
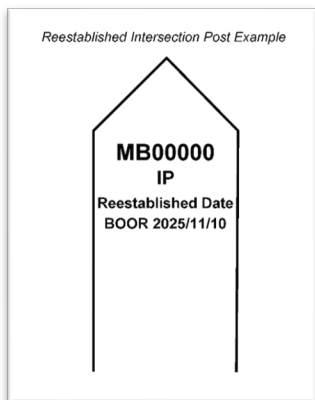
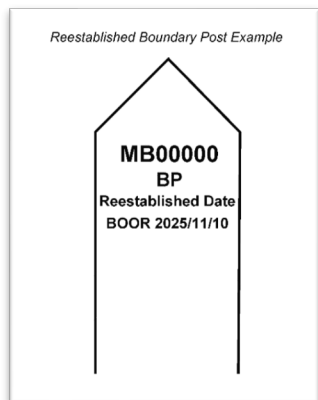
- Tag number and post information must be readable
- Include GPS screen in at least one photo.
- Posts should be sturdy and visible in the environment

## Photo Example:

Image is for illustrative purposes only and represents how to position the device and post for a photo. Actual claim posts must meet regulatory specifications.



## Post Description Example:



What this example shows:  
Correctly formatted UTM coordinates for each post.

Tips:

- Use NAD83 Zone 14
- Double check accuracy
- Match each point to its tag number on your sketch

Example format:

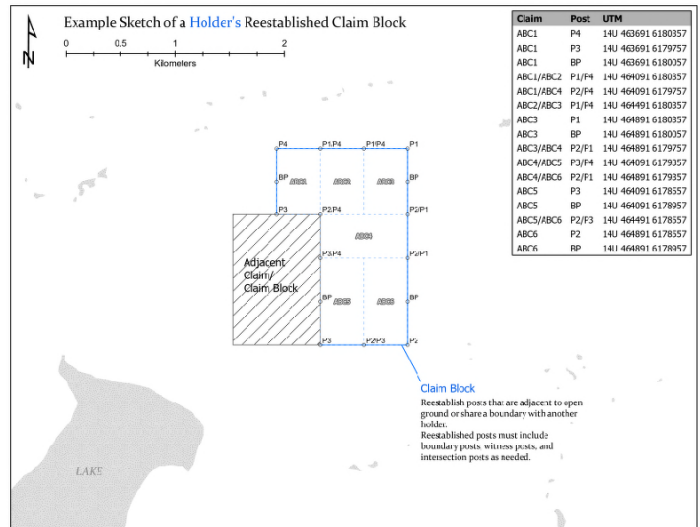
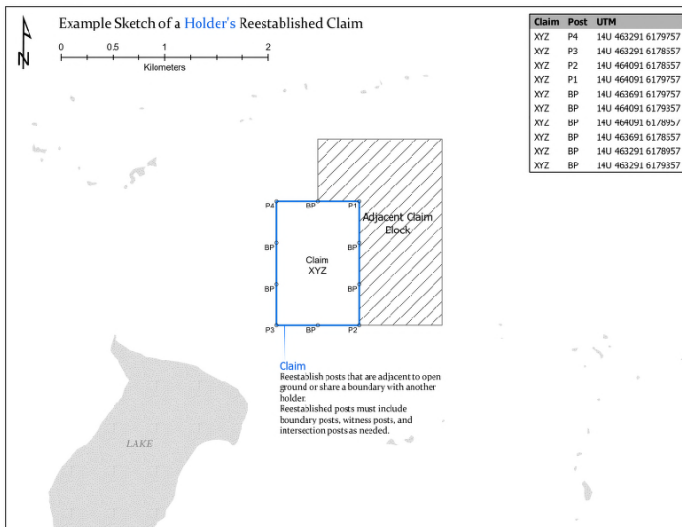
Claim	Post	UTM
XYZ 1	P1	14U 305821 5599501
XYZ1	P4	14U 304222 5599561

## SKETCH EXAMPLE

What this example shows:  
A simple, legible sketch of the claim boundary.

What to include:

- Full claim boundary shape
- Locations of reestablished posts
- Key topographical features
- North arrow and approximate scale



Before you submit, make sure you have:

- ☐ Completed Mining Claim Reestablishment Form
- ☐ Completed Claim Reestablishment Tracker
- ☐ Photos of all restored corner posts
- ☐ Coordinates of all restored boundaries
- ☐ Sketch or map of your claim
- ☐ Shared Boundary Confirmation Form (if applicable)

## QUESTIONS

If you have questions before submitting, please contact [mines\\_br@gov.mb.ca](mailto:mines_br@gov.mb.ca).

## FREQUENTLY ASKED QUESTIONS

### GENERAL REQUIREMENTS

#### **Why does this matter?**

Reestablishing your boundaries protects your claim, ensures compliance with Manitoba's mining laws, and supports the move toward modern, map-based online staking.

#### **How long do I have to do this?**

You have 24 months from this notice (November 10, 2025) to finish and submit your documentation.

#### **Do I need permission before I start?**

No, unless your claim is inside a Provincial Park. In that case, you need a Park Permit.

#### **Will this affect my claim status?**

No, as long as you continue meeting all other requirements under The Mines and Minerals Act.

#### **What happens if I don't reestablish within 24 months?**

Your claim may be deemed non-compliant, and further action will be taken under The Mines and Minerals Act.

#### **What happens if there is another wildfire next year?**

If another wildfire happens before online staking starts, we will look at the damage and decide what steps are needed to help holders stay in compliance. This could include new guidance, changes to timelines, or temporary measures like we used this year. Our decision will depend on how bad the damage is and safety conditions at the time.

### RESTORING BOUNDARIES

#### **Do I need to restore every post?**

No. Focus on your outer boundaries and any shared lines.

#### **What if I can't reestablish my claim lines?**

It is your responsibility to ensure posts and boundaries remain clearly visible and in proper position. If this is not followed, your claim is at risk of cancellation.

#### **Do I have to wait for my neighbour before restoring my side?**

No. Restore your posts independently, then submit your documentation. Use the Shared Boundary Confirmation Form if your neighbour participates.

## SHARED BOUNDARIES

### **What if my neighbour and I can't agree on a boundary?**

Try to work it out directly. If not, submit a request to the Office of the Recorder. We may arrange an inspection. If you disagree with the inspector's determination, the matter can be referred to the Mining Board.

### **Who pays for reestablishing a shared boundary?**

Each holder is responsible for restoring posts on their side. Costs can be shared if both holders agree, but we will not assign payment responsibilities.

### **Do both holders need to submit the Shared Boundary Confirmation Form?**

Yes. Both signatures are required to confirm agreement before submitting them to the Mining Recorder.

### **Do I need to submit the Shared Boundary Confirmation Form if my neighbour doesn't respond?**

No. Submit your own documentation. The form is only required if both holders agree and sign.

## SUBMISSION & DOCUMENTATION

### **What should I include in my submission?**

Coordinates, photos, and a sketch of your claim. Details are in the Submission Guide.

### **Who do I send it to?**

Email your completed information to [mines\\_br@gov.mb.ca](mailto:mines_br@gov.mb.ca).

### **Can I submit my documentation in person?**

No. All submissions must be emailed to [mines\\_br@gov.mb.ca](mailto:mines_br@gov.mb.ca).

### **What if I already reestablished before this notice?**

You can still submit your documentation as part of this process to confirm compliance.

### **Can I combine this with my Report of Required Work?**

No. While you may submit a Report of Required Work that includes the reestablishment information, they must be submitted separately.

## COSTS & WORK CREDIT

### **Does claim reestablishment count as required work?**

Yes. Submit your work following the regulations to get credit.

### **What if I can't meet my annual work requirements because of wildfire?**

You can apply for an Exemption from Required Work. Include proof that wildfire prevented access or work.

### **Can I get help paying for the work?**

No. The Department does not reimburse costs, but you can count this work toward your required work.

## TAGS & MATERIALS

### **How do I purchase replacement tags?**

Contact [mines\\_br@gov.mb.ca](mailto:mines_br@gov.mb.ca) to request tags before reestablishing your claim.

### **If found, can original tags be used?**

Yes, you can use original tags if you find them, but only on the claim they were issued for.