



# Class 1 Notification Online Submission Guidelines

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Energy, Mines and Resources



# Class 1 Notification Online Submission Guidelines

## How to Submit your Class 1 Notification Online

Below are step-by-step instructions for using the [online Class 1 notification system](#). Paper forms for Class 1 notifications are available [here](#) and must be submitted in person or by mail to the district Mining Recorder's office.

### Before you start

In certain areas of Yukon, claim holders and operators are required to submit a notice to the Yukon government **and receive a response to allow the activities to go forward** before starting any Class 1 level work (i.e., exploration activities) on mineral claim(s) or lease(s).

If you are unsure if your claims or grouped claims are in an area where you are required to submit a Class 1 notification, please check the [online map viewer](#) or contact your district [Mining Recorder's Office](#). You will also need to determine whether your operation or program is categorized as Class 1. Refer to the class criteria tables for [placer](#) and [quartz](#). If you have any other questions about the eligibility of your program, please contact your district Mining Recorder's Office.

### Ensure you have the following:

- A valid telephone number and/or email address to receive your Class 1 notification confirmation and status updates. An email address is preferred.
- A map or maps showing the access routes to your operation or program and any fuel storage locations, camps and work locations in the area covered by your notification. These maps should be in an Adobe Acrobat (.pdf) format.

- [Claim holder authorization form\(s\)](#), if your selected exploration area has claims owned by other claim owners.
- [Record of Agent authorization](#), if you are an agent submitting a notification on behalf of an operator.
- If there have been communications with the affected First Nation(s) about the work program, copies of any communications can be included in an Adobe Acrobat (.pdf) format.
- Any mitigation measures to prevent, reduce or control any adverse environmental impacts that may occur due to the exploration work (if applicable – see Step 3).

## Online System Trouble Shooting Tips

- All required fields must be completed on each screen before moving on to the next step.
- Use Google Chrome, Firefox or other internet browser (the system will not work with Internet Explorer). The system can be used on mobile, but the screen resolution may make it difficult to read.
- Class 1 Notifications for quartz and placer work programs must be completed separately.
- To go to the next step, click on the button at the bottom of the page.
- To change any information entered prior to submitting your form, use the arrow at the bottom of the screen to go back to a previous page.
- There will be an opportunity to review your completed form as a final step before submitting it.
- Information cannot be saved in the form, however if the internet browser window remains open and your computer is on, the form will remain for up to 12 hours.
- Contact [mining.gis@gov.yk.ca](mailto:mining.gis@gov.yk.ca) or 867-667-5320 for technical support.

## Step 1. Claim Selection

- Click on “start filling out your Class 1 notification”.
- Identify what type of claim you are working (placer or quartz) and the number of claims you will be working on.

- Enter each individual claim grant numbers into the boxes provided (for up to 10 claims) or use the comment field (for more than 10 claims) with each grant number separated by a comma (e.g., YF49510, YF49521, ...). Do not enter a range of grant numbers (e.g., YF49510 – YF49521).
- For more than 10 claims, copy and paste the grant numbers from an existing text document or spreadsheet and paste it into the comment box.
- Enter only the grant numbers for the claims that are part of your work program, even if they are part of a grouping.
- To find the grant numbers for your claims, search the [mining claims database](#).
- Enter the proposed start and end dates for your Class 1 program using the pull-down menu or by typing in the appropriate field.

Once you have finished, click the button at the bottom of the page to continue to the next step.

## Step 2. Claim Details

- Review the map with the location of the claims entered during Step #1.
- If the claim list is incorrect or there are claims that could not be located/expired, change it by going back to the previous screen.
- To remove a claim from the list, click on the 'remove' button and the claim will be removed from the claim list.
- Below the map, there will be a list showing the names of the owners of the claims you have selected. Select the options that apply to you or click, "I do not own any selected claims".

Once you have finished, click the button at the bottom of the page to continue to the next step.

## Step 3. Claim holder forms

- If you are not the claim holder, fill out a [claim holder authorization form](#) for each of the claims that are owned by another person or entity. Save this form to your computer. To add the form to the notification, click the "choose file" button on the right. Browse your computer files and attach the saved files.
- Review the list of the notification areas your claims are in. Each of the First Nations listed will receive a copy of the completed notification.

- If you have communicated with any of the First Nation government(s) on the list about your Class 1 program, please attach a (.pdf) copy of any communications or agreements using the “choose file” button to the right of the screen. Communications can include copies of emails, letters or faxes. Individual files must not be larger than 1MB.
- Check the appropriate box to indicate whether any of your program activities will be conducted on First Nations Settlement Land.

When you have finished, click the button at the bottom of the page to continue to the next step.

## Step 4. Activity Details

In this section, refer to the class criteria for [quartz](#) or [placer](#).

- Describe all proposed activities from the list that apply to your program.
- All activities must be within the thresholds for Class 1 and conform to the operating conditions as outlined in the mining land use regulations, the notification cannot be submitted.
- Even if only one of the activities is above threshold, a Class 2, 3, or 4 mining land use approval may be required and an assessment under the Yukon *Environmental and Socio-economic Assessment Act* (YESAA).
- If your activities exceed the thresholds for Class 1, you will be given the option to cancel your application using a button at the bottom of the page.
- Any activities that are part of your program should be described per project area unless the words “per claim” appear.
- If an activity does not apply to your work program, click the button at the bottom of the page to proceed to the next step.

### Access

- Select all types of access (existing roads, existing trails, air or other) that may be used to reach the project area. If you select ‘other’, specify how the site will be accessed using the comment box.
- Only existing roads may be used; roads and permanent trails cannot be built, installed or upgraded as part of a Class 1 program. If you wish to build new access roads or upgrade existing access roads as part of your program, a higher class of authorization (Class 2-4) will be required.

- Enter the width and length (metres) of the temporary trail in the comment boxes provided.
- If you are constructing trails for reasons other than moving equipment between sites, please give additional information on how you intend to use the trails in the comment box provided.

Please note: Temporary trails are not allowed for Class 1 placer operations, however construction of temporary trails is allowed for Class 1 quartz work programs. The temporary trails must:

- Be constructed with little or no movement of rock or earth;
- Not exceed seven metres in width and three km in length;
- Only be used for moving sampling equipment between test sites; and
- Be reclaimed at the end of your exploration program.

## Structures and Camps

- Indicate whether you will have a camp in your project area or will be staying off-site.
- If the camp is within your project area, fill in the comment boxes with how many people will be in the camp and number of days the camp will be in place.
- Select all facilities you will have in the camp, including tents, tent frames or trailers/RVs.
- If you will be using facilities that are not on the list, check the box for “Other” and describe the facilities in the comment box provided.

Please note:

- The maximum number of people allowed to use the camp at any given time is 10. The maximum number of person/days per camp cannot exceed 250 to be considered Class 1. For example, a camp with ten people can only be used for 25 days. A camp with five people can be used for 50 days.
- Structures with foundations are not allowed under a class 1 program and structures without foundations must be removed within 12 months.

## Fuel Storage

- Indicate the total volume of each type of fuel to be stored for the duration of the Class 1 work program area in the comment box provided.
- Enter the size of your largest fuel container in the comment box provided. Note that fuel storage containers cannot exceed 2,000 litres to be considered Class 1.

Please note: Fuel storage cannot exceed 5,000 litres of stored fuel to be classified as Class 1.

## Lines and Corridors

A line is a path cut through trees or brush for the purpose of carrying out a geophysical, geological, or engineering survey. A corridor is a path cut to accommodate a water line, fuel line, power line or, in the case of a placer operation, a trail.

- Indicate whether you intend to construct lines or corridors on the site.
- If yes, then enter the width of the lines/corridors you plan to construct in metres.

Please note: For a work program to be considered Class 1, you are only allowed:

- To cut lines by hand or using hand held tools. Lines must not exceed 1.5 metres in width.
- A total combined length of corridors no more than 0.5 kilometres and the width no more than five metres.

## Clearings (Quartz only)

A clearing means an area that is cleared of trees and brush or vegetative mat for the purpose of establishing a campsite or carrying out mining exploration, but does not include an area cleared to establish a corridor or trail.

- Check the appropriate box if any clearing will be constructed as part of the Class 1 work program.
- Enter the number of clearings that will be used for helicopter pads and/or camps.
- Enter the number of areas that will be cleared and provide the length and width (metres) of each clearing in the boxes provided. If all your clearings will be



roughly the same size, check the appropriate box and fill in the length and width (metres). The area of clearings will be automatically calculated.

- Indicate if any clearings will be within 30 metres of a body of water by checking the box that applies.

Please note: For a work program to be considered Class 1:

- There must be less than eight clearings per claim (including existing clearings from previous programs);
- No more than two of the eight allowable clearings can be for a helicopter pad or a camp;
- A clearing cannot result in the removal of the vegetative mat within 30 metres of a water body;
- The clearings for helicopter pads and camps must be less than 500 m<sup>2</sup>. All other clearings must be less than 200 m<sup>2</sup>.

### Stripping (Placer only)

- In the boxes provided, please enter the number of areas you will be stripping and the estimated length and width (metres) of each stripped area.
- If all the areas you will be stripping will be roughly the same size, check the appropriate box and fill in the length and width (metres). The area of stripping will be automatically calculated.

Please note: Stripping is permitted **only** for placer operations and involves any excavation that removes trees, brush and the vegetative mat. To be considered Class 1, the area stripped cannot exceed 600 m<sup>2</sup> per claim.

### Trenching

- Indicate if you will be using handheld tools or mechanical equipment to construct/dig the trenches.
- Include how any equipment used will be moved from site to site in the comment box provided.
- Enter the number of trenches and the proposed dimensions of your trenches in the spaces provided.



- If all of your trenches will be the same size, tick the box to indicate the dimensions will all be the same. The volume per trench and the total volume of all the trenches on the site will be automatically calculated.

Please note: The total volume of trenching on the site should not exceed 400 m<sup>3</sup> per claim or 1,200 m<sup>3</sup> on a group of three claims to be considered a Class 1 program. Hand shafts, test pits and drifts are all considered as trenching for the purpose of Class 1 notification.

## Drilling

- If drilling is part of the planned work program, indicate the type of drill you will be using from the menu provided and select all that apply. Select 'other' if the specific drill to be used isn't on the list and describe it in the comment box provided.
- Include information on how many holes will be drilled and the approximate depth (metres) of each hole and the estimated total length (metres) of all the drill holes for your project.

## Vehicle Use

- Indicate whether your work program will include using vehicles on existing roads, on existing trails or off-road in summer or winter.
- Indicate your vehicle(s) type, weight and ground pressure (in Kilopascals-kPa) in the fields provided. Add/remove multiple vehicles using the '+' or '-' buttons to the left of the comment box.
- If you plan to use off-road vehicles in winter, indicate the vehicle weight, whether it is a low ground pressure vehicle and the distance you plan to drive.

Please note: Vehicles include any mobile machinery or equipment, for example RC drilling equipment. Summer use of vehicles in the Class 1 thresholds is:

- Vehicles used on existing roads have to weigh less than 40 tonnes.
- Vehicles used on existing trails have to weigh less than 20 tonnes.
- Vehicles used off road have to be low ground pressure vehicles. A low ground pressure vehicle is one where the ground pressure is less than 35 Kilopascals.
- For Class 1 projects, only low ground pressure vehicles or vehicles under 40 tonnes may be used in winter, and only for distances under 15 kilometres.

## Overburden Piles (Placer only)

- Indicate if new overburden will be placed on the site.
- If yes, specify the estimated height (metres) of the overburden piles.

Please note: To be considered a Class 1 program, overburden piles must not exceed three metres in height. Overburden must be handled and stored in a way that prevents sediment from entering a water body.

## Blasting

- Indicate if you will be using any explosives in your project and the amount you intend to use, if applicable.

## Underground Structures

- Indicate if you will be building any underground structures as part of your program.

Please note: For a work program to be considered Class 1:

- Up to 1,000 kilograms of explosives can be used per month on the site. A valid blaster's permit or temporary blaster's permit is required before conducting any blasting on your claims. Please refer to [Part 14](#) of the Yukon Occupational Health and Safety (Blasting Regulations) for more information
- Up to 500 tonnes of rock can be moved to the surface when building the underground structure.

## Additional Information

- Provide the work program name and describe any additional exploration activities you will be conducting that are not covered in the previous sections using the text box provided. Include any activities like soil sampling, geophysics, UAV drone work, etc., that have not already been described in other sections.
- If the work program is located in an area where it might have environmental or socio-economic impacts, list any special mitigation measures that will be used to address these while you conduct the Class 1 work program.
- The [online map viewer](#) has layers under "Administration and Business" that show areas with heritage resources and wildlife key areas and under "Administrative Boundaries" mapped trapping concessions and outfitting

concessions can be identified. For assistance in determining potential impacts, contact the departments of Environment at 1-867-667-5652 or Tourism and Culture at 1-867-667-5036.

- Attach a .pdf format map showing the following work program activities:
  - area of the claims that will be worked;
  - camp location(s), fuel storage locations, work locations;
  - any existing access routes that will be use; and,
  - include the project name on the map.
- To attach a map from your computer files, click the “choose file” button on the lower right. Then browse your computer and attach any maps you have saved.

**Please note:** For placer operations, any geophysical, geological, or engineering surveys require pre-approval from the mining recorder for assessment work for these activities to be accepted.

## Step 5. Operator and Contact Information

Fill out the contact Class 1 work program operator information (individual or company) in the spaces provided.

If the operator is the main contact for information on your submission, please check the appropriate box and enter the information for the preferred contact person and the communication method (i.e., email, phone).

If you are an agent submitting this application on behalf of the operator who is doing the Class 1 program, check the appropriate box and attach a signed [Record of Agent](#) authorization agreement from the operator(s).

**Please note:** For companies working in Yukon, the *Quartz Mining Act* and *Placer Mining Act* require the corporation to be registered in Yukon. The Class 1 notification could be canceled if this requirement is not met. Please contact [Corporate Affairs](#) for further information.

## Step 6. Review your Notification

- Carefully review the Class 1 notification to ensure that all of the information provided is correct and/or in the appropriate section.
- Check that all the necessary documents are attached and your contact information is correct.
- If you need to correct your notice, use the 'edit' button on the right of the page.
- Check the boxes at the bottom of the page before clicking the 'submit' button.

Once your notification is successfully submitted, you will receive a confirmation number and will also be able to print a copy of the information you submitted.

The Class 1 notification will undergo an initial review once received to ensure they are complete and that all the required attachments have been included. It is important that you have included your correct phone number and/or email address. If additional information is required, the district Mining Recorder's Office will be in touch with you before starting the 25 day review period

Before starting your Class 1 work program, you must receive a response from the Chief of Mining Land Use allowing your work to proceed.

For more information or to submit a Class 1 notification please contact the Mining Recorder's Office for your district at:

**Dawson Mining Recorder**

Box 249  
Dawson City YT Y0B 1G0  
Canada  
Phone (867)993-5343  
Fax (867)993-6747  
[Dawson.mining@gov.yk.ca](mailto:Dawson.mining@gov.yk.ca)

**Mayo Mining Recorder**

Box 10  
Mayo YT Y0B 1M0  
Canada  
Phone (867)996-2256  
Fax (867)996-2617  
[Mayo.mining@gov.yk.ca](mailto:Mayo.mining@gov.yk.ca)

**Watson Lake Mining Recorder**

Box 269  
Watson Lake YT Y0A 1C0  
Canada  
Phone (867)536-7366  
Fax (867)536-7842  
[Watson.mining@gov.yk.ca](mailto:Watson.mining@gov.yk.ca)

**Whitehorse Mining Recorder**

Room 102-300 Main Street  
Whitehorse YT Y1A 2B5  
Canada  
Phone (867)667-3190  
Fax (867)667-5150  
[Whitehorse.mining@gov.yk.ca](mailto:Whitehorse.mining@gov.yk.ca)