

ILRR Quick Reference Guide

Accessing ILRR Functions

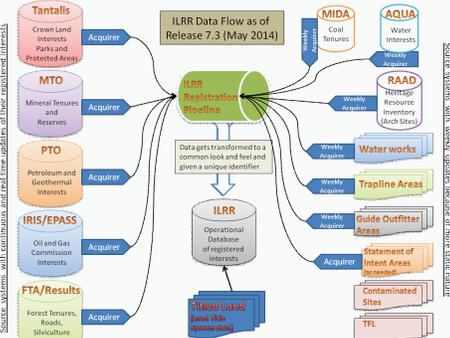
Access the ILRR at: www.ilrr.ca

About This Service

The Integrated Land and Resource Registry (ILRR) is a spatially enabled, comprehensive register of legal interests, rights, designations, and administrative boundaries on Crown land. It also has information on land and resource restrictions and reservations (e.g. Parks) and locations of private land.

This service provides:

- Web based single legal register of all rights and interests on crown land.
- Information on private land and related use and basemap information.



Caution: Pop-up blockers should be turned off when using the ILRR as many ILRR functions open in new browser windows.

Finding ILRR Information

Users can find information on the ILRR at the ILRR homepage: www.ilrr.ca

The following reference guides provide an overview of information found in the ILRR and its functionality including:

- Accessing ILRR Functions Quick Reference Guide
- Map Viewer Quick Reference Guide
- Conflicting Interests Quick Reference Guide
- Survey Parcel Quick Reference Guide
- Public Report/Mineral Tenure Notification
- Forest Data Quick Reference Guide
- Land Act Quick Reference Guide
- Mineral, Placer and Coal Quick Reference Guide
- Environment Data Quick Reference Guide
- Petroleum, Natural Gas and Geothermal Reference Guide

These guides can be found at http://geobc.gov.bc.ca/rrr/ilrr_ref.html under the Reference Material section.

Glossary of ILRR Terms

Active Interest - The state of an right/interest, regulated use, or designation, while it is subject to the terms and conditions of its related legislation.

Administration Boundary - An area that represents and describes authority for the administration of specific area.

Agency Record Identifier - The unique identifier assigned to the interest record by the issuing agency's operational database. This may or may not be the same as the Issuing Agency File Number (depending on business practices).

Area of Interest (AOI) - The area of interest for a given query.

Designation - The processes that establish rights or restrictions on resources as a result of an instrument external to the rights of the granting agency.

ILRR Interest Identifier - A unique number assigned to the record when the record is added to the ILRR database. Inactive Interest - A formerly active interest that no longer entitles or binds the holders to certain legal privileges or restrictions associated with tenure and land use activities.

Interest - A right or claim whereby the holders are entitled to, or are bound by, certain legal privileges or restrictions associated with tenure and land use activities.

Overlay Report - Displays a list of spatial layers that are supported through the Spatial Overlay Engine web service application.

Pending Interest - A type of request status that represents the state between the initial submission of the request for an interest and the granting of the interest (interest status = requested).

Requests - A petition made to a rights granting agency for the provision of an interest. Requests may or may not be subject to a formal application process.

Restrictions - A description of any limitations that apply to a right that has been granted.

Rights - A type of interest that conveys to the holders certain legal privileges associated with tenure and land use activities.

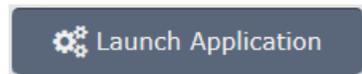
Suspended Interest - An interest that for which the granting agency has temporarily withdrawn the legal privileges or removed the restrictions associated with tenure and land use activities (a suspended right or interest can be reinstated to active status at a future date).

Accessing ILRR Functions

Logging Onto the ILRR

The ILRR is now available to government users (with their IDIR account), to industry (with business BCeID accounts) and the general public (limited access via basic BCeID account).

1. You can access the ILRR site by navigating to www.ilrr.ca.
2. Click the **Launch Application** button on the right part of the screen.



The screenshot shows the 'Getting Started' section of the ILRR homepage. It lists three login options: 'Basic BCeID Login', 'Government User Login', and 'Business BCeID Login'. Below these, there is a 'Getting Started' section with the text: 'To use this service you require:'. It lists requirements for Public Users, Internal Government Users, and External Business Users.

3. Click the appropriate login link under the **Getting Started** section.

The diagram shows the login options and their requirements. It lists three login options: 'Basic BCeID Login', 'Government User Login', and 'Business BCeID Login'. Below these, there is a 'Getting Started' section with the text: 'To use this service you require:'. It lists requirements for Public Users, Internal Government Users, and External Business Users.

4. If you are a Government User or a user with IDIR privileges, click the **Government User** button and enter your credentials. Otherwise, enter your BCeID credentials.

ILRR Main Menu

Once the user logs into the ILRR the user will see the ILRR Main Menu. The main menu shows all of the functions available to the user to search for interests and rights in the ILRR application.

When working in the ILRR application, the left side of the page always displays your ILRR menu functions. These options allow the user to jump to the different functions for accessing ILRR information or allow the user to return to the ILRR Main Menu.

The screenshot shows the ILRR Main Menu. It has a left sidebar with navigation links: 'B.C. Home', 'Ministry of Agriculture and Lands', 'Integrated Land and Resource Registry (ILRR)', 'ILRR Main Menu', 'Map Inquiry', 'Query Interest Record', 'Survey Parcel Search', 'Custom Status', 'My Queries and Notifications', 'Public Reports', and 'Business Reports'. The main content area is titled 'ILRR Main Menu' and says 'Select one of the following items to continue.' It lists the same functions as the sidebar with brief descriptions: 'Map Inquiry' (Select an area of interest using an interactive map tool and generate a status report), 'Query Interest Record' (Search for interests using an ILRR Interest Identifier or Agency Record Identifier and generate a status report), 'Survey Parcel Search' (Search for survey parcels using legal description parameters), 'Custom Status' (Build a custom status query to identify all interests that meet a set of parameters such as Interest Type, Holder, Size, Status and Location), 'My Queries and Notifications' (Save and share queries to generate status reports), 'Public Reports' (Generate a conflict and/or constraint report based on an ILRR Interest location, area of interest, shapefile or Geomark URL), and 'Business Reports' (Access Line of Business Reports).

A new Public Report has been added that presents a listing of interests over a particular area. This report will be useful to public users for tracking new authorizations / applications.

1. Map Inquiry

The **Map Inquiry** function utilizes the Map Viewer to determine existing rights and interests for a specific location. Using the Map Viewer you can spatially query interests, produce maps, or select an area of interest for a land status query.

2. Query Interest Record

The **Query Interest Record** function allows the user to quickly locate a specific interest, record, or group of records, based on a known ILRR Interest Identifier or Agency Record Identifier.

3. Survey Parcel Search

The **Survey Parcel Search** function allows a user to quickly locate a Survey Parcel Type based on a private land Parcel Identifier (PID), a Crown Land Parcel ID Number (PIN), a Title Number (JUROL or BC Assessment Roll Number), or based on the legal description

The only difference between the Survey Parcel Search and the Legal Description Search within the Custom Status option is the Survey Parcel Search only allows the user to view the results of the search, where the Legal Description Search allows you to view the results AND select a survey parcel to be used as the AOI or location parameter in a Custom Status Query.

To avoid confusion and to help you identify where you are in the ILRR system, the Survey Parcel Search screens are labeled: Survey Parcel Search, whereas the same screens in a Custom Status are labeled: Custom Status.

On the Next Page

Contacts: ILRR Support

Toll Free (within BC): 1-866-952-6801
Within Victoria: 250-952-6801

E-Mail: NRSApplications@gov.bc.ca (to open a ticket)
NRSEnquiries@gov.bc.ca (to ask a question)

4. Custom Status

Users can create a custom status query by selecting parameters to be defined from the left navigation menu, completing the parameter screen(s), and submitting the results. This query allows you to run a report using seven different parameters. You can define one or more of the parameters to refine your query and result set. The results of a successful query provide statusers, decision makers, and land planners with information to conduct preliminary status, identify potential conflicts and to make decisions on where rights can be issued or identify where restrictions are needed.

To create a custom status query:

1. Select **Custom Status** from the ILRR Menu on the left.
2. From the left navigation menu, select the applicable parameters for your custom status by clicking the parameter. The user can select as many or as few parameters for their custom search. Each of these parameters, are describe on the below.

Interest Type

Allows the user to choose which interest type(s) to be included in the query. These are categorized by how the layers are listed in groups used by the MapViewer.

Interest Agency

Allows the user to choose which interest responsible Ministry to be included in the query. These are the Ministries responsible for the interest which host the 19 interest granting agencies.

Location

Allows the user to choose which location(s) you want included in the query. This can be a known feature, such as using the Legal Description Search which allows the user to search by parcel type (Primary, Crown Subdivision, Land Title subdivision or right-of-way), or to use the Map Viewer to create an AOI.

Term or Other Dates

Allows the user to choose the term or date(s) to be included in the query. This can be the Requested Date, the Term Start Date, the Term End Date, and/or the Interest Date.

Interest Holder

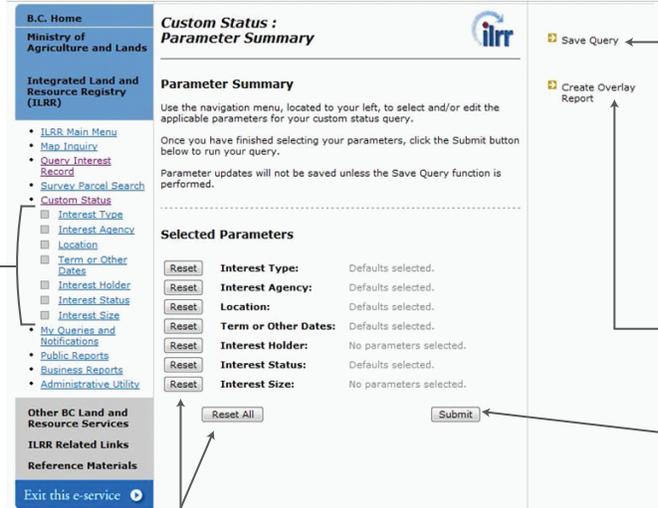
Allows the user to choose which interest holder(s) to be included in the query.

Interest Status

Allows the user to choose the interest status (request, active, inactive or suspended) to be included in the query.

Interest Size

Allows the user to choose the interest size to be included in the query.



If you wish to reset one or any of the parameters, select the **Reset** button beside the parameter name(s). You can also reset all of the parameters by selecting the **Reset All** button at the bottom of the screen.

After the parameters are selected in the custom status query, you will return to the Custom Status Parameter Summary screen. After setting each parameter, the Selected Parameters section will display what parameters have been defined and which have been set to default.

With **Save Query** you can create a notification under the My Queries and Notifications button that ILRR will monitor any changes that occur within the record set defined by the query.

If you wish to create an Overlay Report, in the right navigation menu, click the **Create Overlay Report**.

Click the **Submit** button to generate your report. If you receive an error when submitting, your query may not be adhering to the Query Validation Criteria.

The Query Validation Criteria can be found at http://geobc.gov.bc.ca/rrr/ilrr/ilrr_faq.html

5. My Queries and Notifications

The purpose of the Queries and Notifications function is to allow you to run, copy, modify, delete, or view details of a Saved Query, as well as Create Notifications for saved queries that ILRR will monitor for any changes that occur within the record set defined by the query. To use any of the Query or Notification options, the user must first select from the My Queries and Notifications list or create a query from either the Map Inquiry, Query Interest Record, Survey Parcel Search or Custom Status menu.

*Be advised that between the time that the query was saved, and the time that you are running it, an event may occur that will change the results of your query. This is because you are **saving query parameters, not the results.***

My Queries and Notifications

Select	Created By	Last Run Date	Name	Notify
<input checked="" type="checkbox"/>	fxmadelu	2008/02/16	Training123	<input type="checkbox"/>
<input type="checkbox"/>	fxmadelu	2007/06/14	ILMB Training	<input type="checkbox"/>

- Run Query
- Modify Query
- Copy Query
- Delete Query
- Create Notification
- Modify Notification
- Cancel Notification

Query Options

Run Query

Allows the user to run the selected query which must be done prior to establishing a notification.

Modify Query

Allows the user to modify the selected query. You can only modify queries that you have created. If you wish to modify a query that was created by another user, you must copy it first, then modify it.

Copy Query

Allows the user to copy the parameters of a saved query. When you copy a saved query, the Query Users listed with the original query will not be carried over to the new copied query.

Delete Query

Allows the user to delete any query from the selection list.

- If this query was created by you, a confirmation screen will display, asking you if you wish to delete the query. If you choose Yes, you will permanently delete this query from both your query list, and from the query list of other users that had access to this query. A confirmation note will be displayed.
- If this query was created by another user, a confirmation screen will display asking you if you wish to remove this query from your list permanently. When you choose Yes, you will not affect other users of this query. A confirmation note will be displayed.

Notifications Options

Create Notification

Allows the user to identify saved queries that ILRR will monitor for any changes that occur within the defined parameters of the query. When a change occurs, ILRR will automatically inform you via an email for each change that has occurred. Before a notification can be created, 4 conditions must be met.

- You must be the creator of the query (or if the query was sent to you by another user, you must make a copy of it).
- The selected query must have a run date (Run Date Column is not blank).
- The query cannot have an existing notification (no check mark in Notify column).
- The selected query must not query too many records or the query will fail.

See the Query Validation Criteria Table - http://geobc.gov.bc.ca/rrr/ilrr/ilrr_faq.html

Modify Notification

Allows the user to make updates to existing query notification parameters.

Cancel Notification

Allows the user to cancel a notification for a saved query.

If you are receiving notifications for queries you did not create, and wish to be removed from the notification list, you must contact the owner of the query to be removed from the list.

A Notification will occur if:

1. An area of an existing interest changes by greater than 5% or greater than 1 ha.
2. New interest intersects the notification AOI.
3. Change in existing interest attributes (eg. Status is changed from Requested to Active).