Integrated Land
and Resource Registry
Integrated Land Management Bureau

Use the ILRR to access comprehensive, current and accurate legal rights and interests information for land and resources in minutes, instead of days or weeks.

ILRR Training Manual v 1.0
Notice to Reader

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Questions or Concerns?

For more information, please contact the ILRR Help Desk at:

- e-mail: ilrrhelp@gov.bc.ca
- tel: (250) 952-4577 (ILRR)
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ILRR Overview

The Vision for the Integrated Land and Resource Registry Project is to create: “a spatially enabled, efficient and accessible electronic register of all legal interests in Crown and private land and resources, which serves the business needs of a diversity of users and clients”.

The challenge in British Columbia is to effectively manage 95 million hectares (235 million acres) of land and water on behalf of all British Columbians. There are numerous information silos managed by dozens of agencies with difficult access to information and limited information sharing. There is duplicate data entry and numerous versions of data created by individual agencies to meet their own needs. And there is no spatial information for the location of private land.

The ILRR - A Business Solution

The ILRR creates a web based single register of rights and interests on Crown land plus information on private land, survey fabric (cadastre), administrative boundaries, grids and base maps; there are over 250 interests on land from 19 partner ministries and agencies. The ILRR will become a legal register of Crown land rights and interests by 2007; this is due in part because of the partnerships created leading to improved data quality. The ILRR was created through consultation with users like you, we continue to listen to the business needs of users and the ILRR evolves as a result.
Security Access

User Types

• Guest user
  – Limited to only the Map Inquiry
  – WBT
  – No reporting
  – No online help

• BCeID user
  – Will not display Interest Holder contact information, if the Interest Holder type is ‘Individual’
  – Will not have GML file format available when the output option of batch is selected

• IDIR user
  – No limitations

Security is based on:

  – Interest type
  – Interest status
  – User access group

There are four different security access levels:

  – Full
  – Existence
  – Notice
  – None: User may not access any of the record’s attributes. The record does not appear on any reports accessed by the user

Full Access:
User is able to access all attributes of the interest record (Geometry, Agency, Type and Content) except where attribute restrictions exist.

Existence:
User is able to view the Interest’s Geometry, Issuing Agency, Responsible Agency, Business Identifier, Interest Status, and Interest Type, but may NOT access other record attributes (detailed report).

Notice:
User receives a notification that a specific Interest Granting Agency may have an interest that matches the user’s query parameters and provides Interest Granting Agency contact information. The user may not access any additional attributes of the record (can’t see summary or detailed report).

None:
User is unable to see any reports or view any records through map viewer.
Map Inquiry

The Map Inquiry function utilizes the Map Viewer to determine existing rights and interests for a specific location. It will also show you if there are any pending interests or restrictions.

- The Map Viewer is an interactive mapping tool that allows:
  - the selection of an area of interest
  - the displaying of resource information of interest on a base map of the selected area
  - the querying of the resource information
  - the printing of the map and e-mailing of it to others
- The area of interest is not to exceed 100,000 hectares (1,000 sq. km)**
- The MAL tutorial (accessible within Online Help) will show how to use interactive Internet based maps (www.ilrr.ca)

Upload a specific shape file, pick an existing polygon or create your own area of interest using the ILRR map viewer tools. (See Appendix A for an explanation of the Map Viewer tools) After picking an area of interest, accept the AOI using the tool.

Defining a spatial relationship and a buffer helps to identify other interest records that may intersect, adjoin, or be contained within your specified location.
- Intersect is when two or more interest records geometry overlap each other
- Adjoin is when the geometry of the interest record does not intersect with, but is immediately next to the geometry parameter
- Contains is when interests are completely contained within the boundaries of the defined interest record geometry of your specified location
The Buffer is the number of metres that will surround the area that you define.
The default Buffer value is 0 and is not to exceed 10,000.

The Display Options screen is used to define your report output criteria.
A Report Description can be entered to display on all File and Batch reports (excluding file format of CSV and GML).
**Customizing the ILRR Map Viewer**

The ILRR map viewer can be customized to create a specific “view” that the user can create and save.

Creating a view/theme:

1. In the ILRR map viewer zoom to within 1:300,000 in an area of interest
2. Select the specific attributes wanted from all of the folders (ILRR, etc.)
3. For each attribute in the ILRR folder you can also specify a particular colour.
4. Zoom to the extent wanted for this particular theme
5. Save to a location of your choice.
**Uploading a Shapefile**

Use the Upload Shapefile ( ) tool to access the information window allowing you to input your .dbf and .shp files (in BC Albers projection).

**Be sure to name your shapefile before clicking OK.**

After clicking OK, you must make the shapefile layer visible by Clicking on ‘layers page’. From the information window, select your named shapefile and refresh the map.
If the map does not zoom to the shapefile, manually zoom into the area where the shapefile exists.

Note: The shapefile will be the colour that you selected (default is red).
Summary Report

The power of the ILRR is its ability to provide the user with a variety of reports. The summary report screen displays a high level summary of interest records queried on. The records displayed here are reflective of the display options selected and the data access level your user ID is allowed.

- Summary report is restricted to a maximum of 200 interest records
- The ILRR Interest Identifier hyperlink will navigate to the Detail Report
- Selected ILRR Interest Identifier(s) can be displayed with the Map Viewer
- The Create Status Report can be performed on a selected ILRR Interest Identifier
- Large interests are identified with the display of the icon. The map viewer scale at the bottom of the Map Viewer must be set to 1:300,000 to view a large interest
- Interests that do not have associated spatial data can not be viewed in Map Viewer or selected to create a status report

The default screen includes: ILRR Record Identifier, Issuing Agency, Business Identifier, Status, Type and Responsible Agency. These columns can be sorted by order, the user can also create a status report of a record (query the interests that
intersect this particular record), view the spatial extent for the record or look at a Detailed Report for a record.

There are certain records that may be restricted; these will be shown with a yellow background, limited information and no access to the detailed report or spatial information.

IDIR users can request a higher level of security to view these reports by completing a Change User Access Form. Forms are available from the Implementation Coordinators.
Detailed Report

The detailed report shows more information about a particular record, including Interest Holder, Location, Area, Dates, and other Business Keys.

From the detailed report screen users can view spatial on the particular record.

- From the Detail Report screen, chose the Map Viewer link to display your results
- The map is zoomed to the extent that allows viewing of your entire specified location
- For a large interest, you will need to set the scale in the Map Viewer to 1:300,000 to view the interest
Users can also create a status report for that particular interest.

- The purpose of an ILRR status report is to determine what effect, if any, other interests have on your selected area of interest
- This screen will display up to 200 records. If your query exceeds 200 records, you will be asked to create a batch report if less than 2000 records.

Creating a report to file or batch:

File Reports
- available in CSV, PDF, or RTF format
- Summary or Detail reports available
- Reports are restricted to a maximum of 200 records

Batch Reports
- available in CSV, GML(idir users only), PDF, or RTF format
- Summary or Detail reports available
- Detail reports not available for GML format
- Reports are restricted to a maximum of 2000 records
Query Interest Record

The Query Interest Record allows you to locate a specific interest record using non-spatial attribute data like the ILRR Identifier, the Agency or unique business identifier for an interest.

The results of a successful query of an interest record will provide a report (summary and detailed) on your specific record and allow you to view the spatial extent. You could then also run a status to determine what other rights and interests intersect with or overlap your record.

The information can be used to support decisions on the best use of the land, identify potential land use conflicts, support the referral process, determine whether rights can be issued and identify where restrictions are needed.

A unique number is assigned to the record when the record is added to the ILRR database. If you choose to search by this parameter, enter the ILRR Interest Identifier in the appropriate space “ILRR Interest Identifier”.

A unique identifier is assigned to the interest record by the issuing agency's operational database. If you choose to search by this parameter, you will follow these steps:

- Search by Agency Record Identifier
- Select the Interest Group radio button
- Select the Agency Record Identifier radio button and enter the record identifier value
- Data entered is case sensitive
Survey Parcel Search

The ILRR provide users the opportunity to do a quick search by survey parcel, using PID, PIN, Jurol or legal description.

Any part of a legal description can be entered into the search screen, depending on the accuracy of the input you will receive an equally accurate output.
The output from a survey parcel search will provide the user with immediate determination of private/public land (with the information available), the primary PIN and the LTO PID if available. The parcel can also be viewed spatially using the map viewer.
Custom Status Query

The Custom Status allows you to build a query using seven different parameters. You can complete one or more of the parameters to fine tune your query and result set.

The results of a successful query of an interest record will provide statusers, decision makers, and land planners with information to determine the best use of the land, identify potential conflicts, make decisions on where rights can be issued, or identify where restrictions are needed.

A matrix of the search parameters is included in Appendix B.

Interest Type:

The Interest Type parameter allows you to select which interests to include in your query. You can select any or all of the 262 different interest types, which are grouped according to type. Ie. Forest Roads, Land Act Inclusions, Land Act Crown Grants, Park Designations, etc.

- The default for this parameter is All Interest Types are selected
- At least ONE Interest Type must be selected
**Interest Agency:**

The Interest Agency Parameter allows you to select which agencies to include in your query.

- The default for this parameter is All Interest Agencies are selected
- At least ONE Interest Agency must be selected
- If you have selected an Interest Holder, Interest Agencies are filtered
**Location:**
The Location parameter allows you to specify the area or location of the interest. There are five different location types:

- Province of BC -
- ILRR Interest Identifier – unique ILRR specific
- Parcel Identifier (PID) – Private Parcel Identifier
- Parcel ID Number (PIN) – Crown parcel
- Jurol – BC Assessment number
- Legal Description – unique land description
- Map Viewer – choose your Area of Interest (AOI) from the map viewer.

- The default for this parameter is the Province of BC
- Validation on the ILRR Interest Identifier, PID or PIN will be performed to ensure it is valid and there is associated spatial data
- Validation on the ILRR Interest Identifier will be performed to ensure it is valid
Legal Description Search

- Primary search, must complete at least one of the components indicated in the Primary column of the Legal Description Search Validation Rules (appendix C) (any subdivision components entered will be ignored for the search)
- Crown Subdivision, Land Title Subdivision or Right of Way search, must complete at least two of the components indicated in the corresponding Parcel Type column of the Legal Description Search Validation Rules
- Unknown search, must complete at least one of the components indicated in the Legal Description Search Validation Rules (Unknown) (appendix D).
- Limitation of 200 records on a search

Results for when the Parcel Type of Unknown is used for the search:
- A number with a hyperlink will navigate to the parcel type search results screen
- A number with No hyperlink and the message "Exceeds allowable number of records for a search"
- A '0' with No hyperlink and the message "No Parcels were found matching your search criteria"
- N/A, when entered search components do not map to a parcel type
Primary Parcel Search

- For Crown Subdiv PIN, RoW PIN, LTO PID you may see a single result or a bracketed result. Selecting the hyperlink will navigate to the corresponding search results screen.
- Selected Primary PIN(s) can be displayed with the Map Viewer.
- The OK button with a selected Primary PIN will navigate to the Location Type screen populating the PIN location type.
Crown Subdivision Search

- For Crown Primary PIN you may see a single result or a bracketed result. Selecting the hyperlink will navigate to the corresponding search results screen.
- The Crown Land Interest hyperlink will navigate to the Crown Land Interest Report screen.
- Selected Crown Subdiv PIN(s) can be displayed with the Map Viewer.
- The OK button with a selected Crown Subdiv PIN will navigate to the Location Type screen populating the PIN location type.

Crown Land Interest

- Subdivision Parcel PIN hyperlink will navigate back to the Crown Subdivision Search Results screen.
- ILRR Interest Identifier hyperlink will display a Detail Report for the interest.
- A selected ILRR Interest Identifier can be displayed with the Map Viewer.
- The OK button with a selected ILRR Interest Identifier will navigate to the Location Type screen populating the ILRR Interest Identifier location type.
**Land Title Subdivision**

- The LTO PID hyperlink will navigate to the Land Title Subdivision Search Results:
  - Details
- For Primary PIN you may see a single result or a bracketed result. Selecting the hyperlink will navigate to the corresponding search results screen
- Selected LTO PID(s) can be displayed with the Map Viewer
- The OK button with a selected LTO PID will navigate to the Location Type screen populating the PID location type
- When the Non-ICF layer icon is displayed in the select column, this indicates that the data was not provided through Integrated Cadastral Fabric (ICF).
- When viewing multiple records in the Map Viewer at the same time, the records must come from the same data source (i.e.: all ICF or all Non-ICF)

**Right of way search**

- For Primary PIN you may see a single result or a bracketed result. Selecting the hyperlink will navigate to the corresponding search results screen
- Selected RoW PIN(s) can be displayed with the Map Viewer
- The OK button with a selected RoW PIN will navigate to the Location Type screen populating the PIN location type
Grid Search

- Defining a Petroleum Natural Gas Grid

(Example: 82-F-10-H-71-D)

- In the Map Sheet field, enter a map sheet number (ex. 082F). This field is case sensitive
- In the Map Group field, enter a Map Group number (ex. 10)
- In the Map Block field, enter a Map Block (ex. H). This field is case sensitive
- In the Map Unit field, enter a Map Unit (ex. 071). This field is case sensitive. The Map Unit number is always a 3 digit number. For 2 digit numbers, precede them with a zero.
• Defining a Peace River Block Grid

(Example: NE 1/4 OF SECTION 16, TOWNSHIP 84, RANGE 18)

- In the Township field, enter the Township (mandatory field)
- In the Range field, enter the Range (mandatory field)
  - In some instances the Township and Range numbers may be combined and
displayed as a 4 digit number (ie. 8418).
- In the Section field, enter a Section (mandatory field)
- Quarter section can be entered to narrow search parameters (NE, NW, SE, SW)
**Term or Other Dates:**

The Term or Other Dates parameter allows you to further refine which interests will be returned in your query. There are four date types to choose from:

- Requested Date – Date of request
- Term Start Date – Date interest starts
- Term End Date – Date interest ends
- Interest Date – Date interest was filed with agency

Users can choose any combination of these dates to refine their search.
**Interest Holder:**

Since contact information may be protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act, your ability to use this functionality or to view the information may be limited by your access security.

You can search by organization name or individual/partner name (BCeID users will not have this functionality).

The ILRR search engine will add a wildcard at the end of the text you enter. You can enter the entire name, e.g. Smith or the first part of the name, e.g. Smi. You can also use the wildcard (%) anywhere in your search text, e.g. %mi will return Smith Inc; 100 Mile House, etc.

Please note that the interest holder and contact information are taken directly from the responsible agencies computer system and therefore differences in how the agency captures and maintains the information (e.g. BC Ferries, B.C. Ferries, BC Ferries Inc.) could affect your search results.
Search Results

- New Search returns you to the Interest Holder screen
- If you have selected Interest Agency, Interest Holders are filtered
- Selecting the Interest Holder Name hyperlink will display the Interest Holder Detail information
- Interest Holder contact information will not be displayed for BCeID users

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SHELL CANADA LIMITED</td>
<td>TARTALIS</td>
</tr>
<tr>
<td></td>
<td>SHELL CANADA LIMITED</td>
<td>TARTALIS</td>
</tr>
<tr>
<td></td>
<td>SHELL CANADA LIMITED</td>
<td>INFO</td>
</tr>
<tr>
<td></td>
<td>SHELL CANADA LIMITED</td>
<td>PTO</td>
</tr>
<tr>
<td></td>
<td>SHELL CANADA LIMITED</td>
<td>2010</td>
</tr>
<tr>
<td></td>
<td>SHELL CANADA LIMITED</td>
<td>WRI15</td>
</tr>
<tr>
<td></td>
<td>SHELL CANADA PRODUCTS LIMITED</td>
<td>TARTALIS</td>
</tr>
<tr>
<td></td>
<td>SHELL CANADA PRODUCTS LIMITED</td>
<td>TARTALIS</td>
</tr>
<tr>
<td></td>
<td>SHELL CANADA RESOURCES LTD</td>
<td>WRI15</td>
</tr>
</tbody>
</table>

Select one or more interest holders from the list below.

---

Custom Status: Interest Holder - Details

<table>
<thead>
<tr>
<th>Name:</th>
<th>SHELL CANADA LIMITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>400-4TH AVENUE, SW PD BOX 100, STATION M</td>
</tr>
<tr>
<td>City:</td>
<td>CALGARY</td>
</tr>
<tr>
<td>Province/State:</td>
<td>AB</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>T2P2H5</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>403 6910111</td>
</tr>
<tr>
<td>Business Number:</td>
<td>A-48164</td>
</tr>
<tr>
<td>Type:</td>
<td>ORGANIZATION</td>
</tr>
<tr>
<td>System ID:</td>
<td>1</td>
</tr>
</tbody>
</table>

Back | Cancel
**Interest Status:**
The Interest Status parameter allows you to select which statuses to include in the query. There are four status types included in the ILRR:
- **Request** – application or request has been accepted by an agency - decision pending
- **Active** – right/interest has been granted and is in good standing
- **Inactive** – the right is no longer active and can not return to active status.
- **Suspended** – action taken by interest granting agency that suspends, revokes, or restricts action or rights of interest holder. It may also mean that the term has expired. The interest holder however has a period of time in which to reinstate the right.

**Interest Size:**
The Interest Size parameter allows you to search for interest records of a particular size.
**Validation Rules** (See Appendix B)

For location type of PID, PIN, or Map Viewer
- Area of Interest $\leq 5,000,000$ hectares
  - Interest Holder is required
- Area of Interest $\leq 1,000,000$ hectares 1 of the following parameters is required:
  - Interest Type (5 or less)
  - Interest Agency (5 or less)
  - Date Range (10 years or less)
  - Interest Size
- Area of Interest $\leq 100,000$ hectares
  - No additional parameters are required

For location type of ILRR Approved Area or BC Province
- Interest Holder is required
  OR 2 of the following parameters are required
  - Interest Type (5 or less)
  - Interest Agency (5 or less)
  - Term/Other Dates (if range selected it must be less than 10 years)
  - Interest Size

**Saving a Query**

It is important to note that before saving a query, you should make sure that your parameters are valid and the query does not generate errors. The best way to do this is to run the query.

When you are satisfied that the query works and generates the results you want to save, close or minimize your results window and click on the “Save Query” button. At this time you can also save the query to other users by inputting there user ID.

- Saving a query saves the query parameters of a *Custom Status Query* or an *Interest Query* NOT the results
- Entering the query parameters as part of the description is advised
- The query description will be displayed on the Summary and Detail Reports when printing a screen or output format is file (excluding CSV and GML)
- The query can be shared with others
- The query can be ran from the Confirmation screen
Save Query

*Query Name:  Test Query 1

Query Description:  All coal interests in NE BC

To add a user to this query click the Add button.

User  Domain
Delete  armourton  IDIR  Add

Notice

Be advised that when saving a query, you are saving query parameters, not results. Should an event occur that changes the data within your saved query, the results may change also. For more information click Help.
My Queries and Notifications

The My Queries and Notifications area of the ILRR provides the user the opportunity to modify, copy or delete a previously saved query and to create, modify and cancel a notification.

It is important to note that when saving a query you are saving query parameters, not results. This means that when the interest data changes in the ILRR the results of your saved query may change as well.

If you want to be alerted when something has changed within one or more of the interests of a result set, you would create a notification for the saved query. Notifications are based on saved queries – if any updates or inserts occur within the result set defined by the query, the associated notifications are automatically sent.

Viewing Query Details

- Select the query Name hyperlink
- Displays the query details
- Displays notification details when available

![Save Query Confirmation](image)

**Query Details**

- **Date Created:** 26/06/06
- **Created By:**

**Query Name:**

- ILR - French Beach Park

**Query Description:**

- Agency Record Search - Parks, Protected Areas and Reserves
- Protected Area Name - French Beach Park

**Query Users:**

- **User**:
  - [ ] User 1
  - [ ] User 2
- **Domain**
  - [ ] ILR
  - [ ] Other

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---
Copying a Query

- The Copy Query function is to allow you to copy the parameters of a saved query
- You can copy any query in the query list
- You can not change the parameters when performing a copy of a query.

Modifying a Query

- The modify query function is only for queries that you have created. If you want to modify a query that was created by another user, you must copy it first, then modify it.
- Performing the modify will navigate to either
  - Query Interest Record: Search Parameters screen
  - Custom Status: Parameter Summary screen
- There are two areas of the query that can be modified
  - Query parameters
  - Query characteristics (query name, query description, query users)
- If you have do not save the modifications, the output using the Batch function will be derived from your original query parameters, not the modified query.

Deleting a Query

- The delete query function will delete or remove a query from the query list
• When the current user is the creator of the query, the query will be permanently deleted from
  – your query list
  – the query list of other users that had access to this query
• When the current user is the creator of the query, the query will be removed from the query list. Other users of this query will still have access to the query

Confirm Delete Query

Are you sure you want to delete this query?

Yes
The saved query will be deleted, erasing all information you have entered for the saved query. The query will be deleted from both your query list and the list of other users that had access to this query.

No
The selected query will not be deleted. You will return to My Queries.

Creating a notification

If you want to be alerted when something has changed within one or more of the interests of a result set, you can create a notification for the query that generates the results.

Before a notification can be created, 3 conditions must be met:
  1. The query must have been run
  2. The query cannot have an existing notification
  3. The query cannot exceed maximum run time

If these conditions are met, a notification can be created for a query. Once created, the user will receive a notification of a change when:
  1. A new request or interest record is added
  2. There is a change in state of an existing request or interest record.
  3. There is a change in geometry

A Maximum threshold has been set so that you will only receive a notification if the change to the geometry is greater than 5% or more than 1 hectare.
By choosing the “Create Notification” link, the user can input any number of email addresses that he wishes to be notified when a change has occurred. These can be on the daily, weekly, monthly or yearly basis.

- The Create Notification function identifies a saved query that ILRR will monitor for any changes that occur within the record set defined by the query.
- When a change occurs, ILRR will automatically inform you via an email for each change that has occurred (based on the notification parameters).
- Before a notification is created 4 conditions must be met:
  - Current user must be the creator of the query
  - Query must have a run date
  - Query run time must not exceed maximum runtime allowed (60 seconds)
Cancelling a Notification

- The Cancel Notification functions allows you to cancel a notification for a saved query
- To cancel notifications from queries that belong to another user, the query owner must be contacted
- Only the creator of the query can cancel the notification
Receiving a notification

- The user will receive a notification of change when one or more of the following conditions are met:
  - New request or interest record is added
  - Change in state of an existing request or interest record occurs (status is changed)
  - Change in geometry for an interest
    - Polygons: The total area has changed more than 5% or more than 1 hectare
    - Lines: The total area of the buffer shape polygon has changed more than 5% or more than 1 hectare
    - Points: The point has moved a distance greater than 1 metre in any direction

This is an automated message from the Integrated Land and Resource Registry (ILRR).

An event within ILRR has occurred that matches the parameters of a Query Notification requested by you.

Query Name: 18.101.16 - ILRR-33644 Yearly
Notification Frequency: YEARLY
ILRR interest ID: 33644
Date and Time Event Submitted to ILRR: 2005/07/18 04:20:25
Nature of Event: Status Updated

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For help or other contact information, access the ILRR Contact Us webpage.

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Diligent attempts have been made to provide a prompt and accurate notification service; however, the Government of British Columbia (or any successor operator of the registry) accepts no responsibility for any loss or damage arising from failure to notify, or from inaccurate or incomplete notification.
Appendix A - Symbology

Navigation and administration tools

- **Full extent** - map extends to the full view of British Columbia
- **Zoom In** - Zoom in on the map. Click and drag a box to zoom in around a specific area
- **Zoom Out** - click on the map to zoom the map out
- **Pan** - click and drag on the map in the direction you want to move
- **Zoom Previous** - zooms the map to the last extent

- **Overview Map** - shows where the current map window extent is located in BC
- **Print to PDF** - creates a PDF of the current map view
- **Save Session** - saves a session to "server" or "client" (your PC or network)
- **Open Session** - opens a saved session

Markup tools

- **Point Markup** - add a point on the map
- **Line Markup** - click 2 or more points on the map to draw a line on the map
- **Rectangle Markup** - click and drag to draw a rectangle on the map
- **Polygon Markup** - click 3 or more points on the map to draw a polygon. Line segments can not cross eachother
- **Text Markup** - add your own text or a coordinate label.
- **Label Markup** - select a layer and field to label features on the map
- **Grid Markup** - define how many horizontal and vertical lines to mark on the map window
- **Erase Markup** - erase individually by clicking on it, or erase a group by dragging a box around the area
Clear Selection

Upload a Shapefile - add your own shape file to the map. Must be BC in Albers projection (BCeID and government users can then use the shape to create an area of interest AOI)

Report notified interests

Viewing and analytical tools

Identify Visible - identify attributes of all layers turned on at one point

Identify - click on feature on the map on the active layer to view attribute

Identify by Radius - view all attributes on a layer within a specific distance around a point

Select - select features on the map

Buffer - select features within a specific distance around a selection set

Measure Distance - calculates distance of user defined line segment

Measure Area - calculates the area of a user defined polygon

XY Location - gets you the location coordinates

Select and accept an area of interest (AOI) and add to your map

Draw AOI - Click on 3 or more points to draw an AOI polygon for statusing

Pick an existing polygon for an AOI - You can also select the polygon created when you imported your shape file using the "Upload a Shapefile" tool

Erase area of interest

Known users can accept the AOI and create an instant attribute status report of Crown land rights and interests in their AOI

Click on ✅ Accept AOI
## Appendix B

### Query Validation Criteria Table

<table>
<thead>
<tr>
<th>USER SELECTS</th>
<th>VALIDATION RULES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location Type:</strong></td>
<td><strong>Area of Interest in Hectares:</strong></td>
</tr>
<tr>
<td>PIN, PID or Map Viewer</td>
<td>Between 1 &amp; 5 million</td>
</tr>
<tr>
<td>PIN, PID or Map Viewer</td>
<td>Between 100,000 &amp; 1 million</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Between 100,000 &amp; 1 million</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Term/Other Dates</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>PIN, PID or Map Viewer</td>
<td>Less than 100,000</td>
</tr>
<tr>
<td>ILRR Approved Area or BC Province</td>
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<tr>
<td><strong>OR</strong></td>
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</tr>
<tr>
<td><strong>OR</strong></td>
<td>N/A</td>
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<tr>
<td><strong>OR</strong></td>
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</tr>
<tr>
<td><strong>Term/Other Dates</strong></td>
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## Appendix C

### Legal Description Validation Rules

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<th>Land Title Subdivision</th>
<th>Right of Way</th>
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</tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Assigned Number</td>
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## Appendix D

### Query Validation Criteria Table (unknown)

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<th>Crown Subdivision</th>
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<tr>
<td>Land District</td>
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<tr>
<td>District Lot</td>
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</tr>
<tr>
<td>Township</td>
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<td>Land Title District</td>
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<tr>
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</tbody>
</table>
Getting To Know the ILRR

1. a) Use the **Map Viewer** to find an approximate location you are interested in, either for work or personal. You can choose an area you are currently investigating or you can choose anything from your home property to your favourite travel/camping/fishing destination.

   b) Once you have found the approximate location, use the 'Draw AOI' tool ( Zoom In ) to draw a specific Area of Interest (AOI). Before accepting the AOI, save the session to the desktop by using the ‘Save Session to Client’ tool. After you have saved the session, Accept the AOI ( Accept AOI ) and then proceed to create a report of all the legal interests on that particular parcel of land.

Log your findings here:

<table>
<thead>
<tr>
<th>ILRR Interest Identifier</th>
<th>Interest Type</th>
<th>Business Identifier</th>
<th>Interest Status</th>
<th>Interest Description</th>
</tr>
</thead>
</table>
2. Use **Query Interest Record** to find information on the following tenures:

   **NOTE:** Business Identifier is the same as Agency Record Identifier.

<table>
<thead>
<tr>
<th>Interest Identifier</th>
<th>Interest Description</th>
<th>Business Identifier</th>
<th>Interest Status</th>
<th>Interest Type</th>
</tr>
</thead>
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</tr>
<tr>
<td>824466</td>
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</table>

3. Use **Survey Parcel Search** to fill in the following table:

<table>
<thead>
<tr>
<th>Legal Description</th>
<th>PID</th>
<th>PIN</th>
<th># of Subdivisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 4, District Lot 1155, Peace River District</td>
<td>013576445</td>
<td>8008530</td>
<td></td>
</tr>
</tbody>
</table>

4. Use **Custom Status** to create a customized query of your choice. Your area of interest (AOI) must be less than 100,000 hectares. Look at the bottom of the map viewer to see what scale you are at. If you would like to use a larger AOI, please see Appendix B.

   After creating a report on your custom status query, save it to yourself and someone else by using the ‘Save Query’ option at the top right hand side of the Custom Status Page. Be sure to name it something you will recognize later.
5. **a) Upload a shapefile:**
   Use the ‘Upload Shapefile’ ( ) tool to upload the shapefile called ‘Vanderhoof’, which you will find on your desktop. You will need both the ‘dbf’ file and the ‘shp’ file. In the same information window that you chose the files in, name the new layer ‘Vanderhoof’.
   
   **b) Use the ‘Pick Existing Polygon’ ( ) tool to find all of the legal interests that intersect this shapefile. Record them in the following table.**

<table>
<thead>
<tr>
<th>ILRR Interest Identifier</th>
<th>Interest Description</th>
<th>Business Interest Identifier</th>
<th>Interest Status</th>
<th>Interest Type</th>
</tr>
</thead>
</table>

6. **Create a Notification:**
   Go to My Queries and Notifications. There you will find the query you saved in Exercise 4. Select your query, and click on ‘Create Notification’ on the right hand side of the page. Fill in your email address and click ‘Save’. If you see the red check mark in the notifications column, you successfully created a notification. You will be notified if there are any changes to the legal interests defined by your parameters.