Riparian Areas Regulation Notification System - User Guide

The Riparian Areas Regulation Notification System is an automated Web-based application that allows authorized users to submit, search and retrieve information stored in the RAR NS database. The database contains electronic information and documentation on development proposals in riparian areas.

This application:

- allows qualified environmental professionals (QEPs) to submit and store assessment reports on potential developments in riparian areas;
- provides a mechanism for sending electronic notification to local, provincial, and federal governments of the receipt of riparian areas assessment reports; and
- enables local government, the Department of Fisheries and Oceans (DFO) Canada and the Ministry of Water, Land and Air Protection (MWLAP) to query, view, and download assessment reports.

The reports in RAR NS provide information to assist in decisions regarding riparian area development proposals for local governments, DFO, and MWLAP.

This guide is for RAR NS version 1.

This guide covers

1. Getting started
2. Signing on
3. For qualified environmental professionals
    a. completing an assessment report
    b. screen by screen for submitting an assessment report
    c. screen by screen for searching and submitting an amended an assessment report
4. For authorized local government, DFO and MWLAP staff
    a. searching for an assessment report
    b. downloading an assessment report

1. Getting started

This section explains the system hardware and software requirements for the RAR NS.

1.1 Minimum system requirements

You will need a PC with Windows 98 (or higher) operating system.

1.2 Internet connection

Your PC must be connected to the internet. The minimum RAR NS connection is 56K modem dialup access. High-speed broadband is strongly recommended.

1.3 Internet browser

You will need to have Internet Explorer 5.5 (or higher) or Netscape Navigator 6.1 (or higher).

1.4 Programs for submitting and reading reports

The submitted assessment report must be in Portable Document Format (PDF). The assessment report templates are in MS Word so the complete report must be converted to PDF before submitting.

The assessment reports stored in the RAR NS can be viewed online or downloaded for printing. You will need Adobe Acrobat Reader 5.0 or higher to view reports. Adobe Acrobat Reader is available for free download at www.adobe.com.

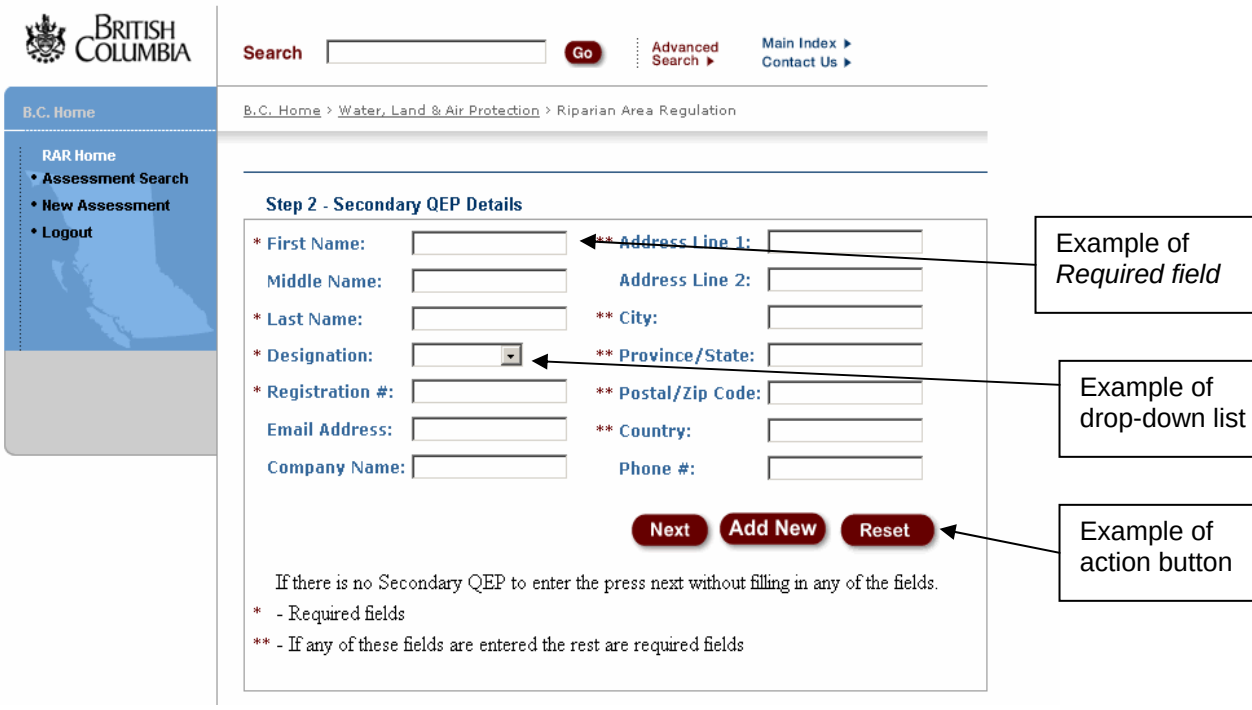
1.5 Entering information

1.5.1 Fields and Enter key

Avoid striking the 'enter' key after typing information into a field. Instead carry out actions by using the 'tab' key to move the curser to the next field.

1.5.2 Required fields, drop down lists and action buttons

Some RAR NS screens contain required fields, labelled with a (*), drop down lists and action buttons.



This screen has several required fields and a drop down list. If you do not enter the information into required fields, you will receive an error message prompting you to enter the information in the *required field*. Also on this example, the double asterisk (**) indicates that you may pass the by this page without entering any data, but if you enter any information then the rest of the required fields must be completed.

The action buttons used on all screens include *Next* and *Reset* buttons. When you click on the *Next* button you will move to view the next screen. When you click on the *Reset* button you will reset only the screen being viewed, not every screen in the series. On the screen displayed in this example, the *Add New* button allows another qualified environmental professional to be added to the submission.

1.5.4 Session time out

While there is no automatic shut down in this system, after 60 minutes of inactivity the system closes and data will be lost.

2. Signing on to RAR NS

This section explains how to gain access to RAR NS.

2.1 Usernames and passwords

Because RAR NS is a secure system, you must have a username and password to enter it. A username is your identity when you use RAR NS. For example, Paul Santi's RAR NS username might be "psanti". Your password allows the system to confirm your identity.

QEPs use the MyID account username and password. Local, provincial and federal government employees should contact their RAR administrator to request a username and password.

2.2 Access areas

RARNS has two access areas for users:

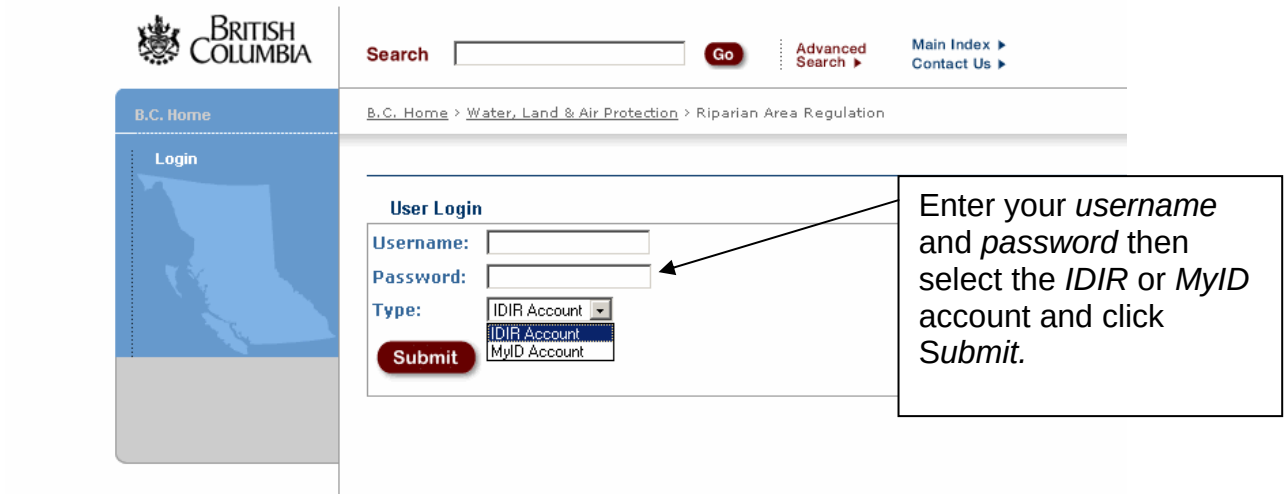
1. Authorized local, provincial and federal government employees have access to search and download reports on the RAR NS
2. Qualified environmental professionals have access to submit and search for their reports. If QEPs attempt to access reports they did not author, they will receive an error message.

2.3 Logon

Once you have your RAR NS username and password, you can enter the system. The RAR NS logon page is on the Internet at:

http://srmapps.gov.bc.ca/apps/rar

To reach this page, type the address into your browser's address bar (or simply click on the above address). The RAR NS logon page looks like this:



Once the RAR NS logon page opens follow these steps to enter the system:

a. Type your username into the *Username* field. Type in your password. For security, asterisks (***) replace the characters you type into the *Password* field.
b. Choose the account type: *MyID* for qualified environmental professionals or *IDIR* for government staff
c. Click the S*ubmit* button.

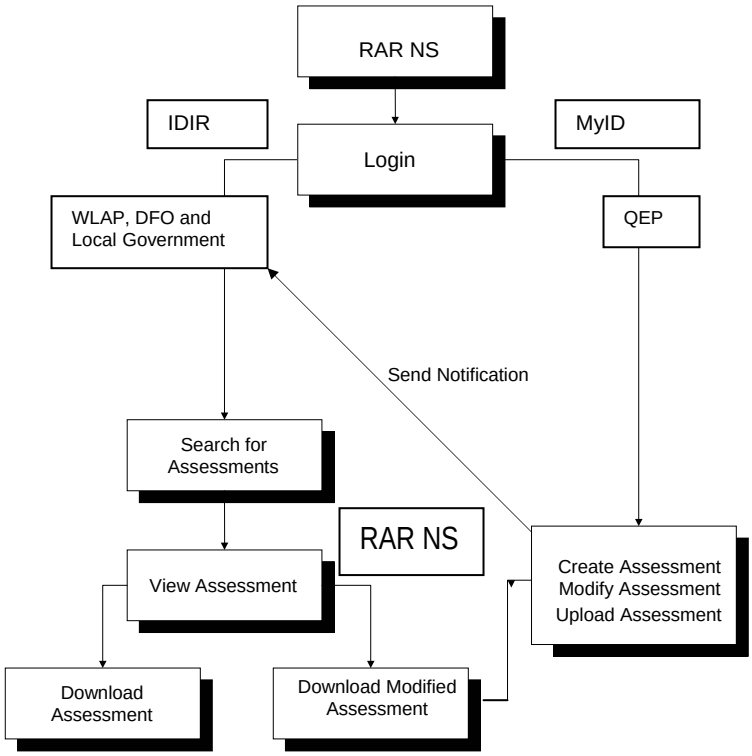
If your username or password is incorrect or not recognized by the system, you are returned to the login page which displays an error message.

If your username and password are valid, the RAR NS application opens.

2.4 Logout

To log out of the system, click *Log out* on the RAR NS menu (left column). A screen appears, confirming that you have logged off the system.

An overview of the Riparian Areas Regulation Notification System RAR NS



3. Qualified Environmental Professionals

3.1 Completing an assessment report.

The QEP creates an assessment report using MS Word templates. The report should be complete before accessing the notification system.

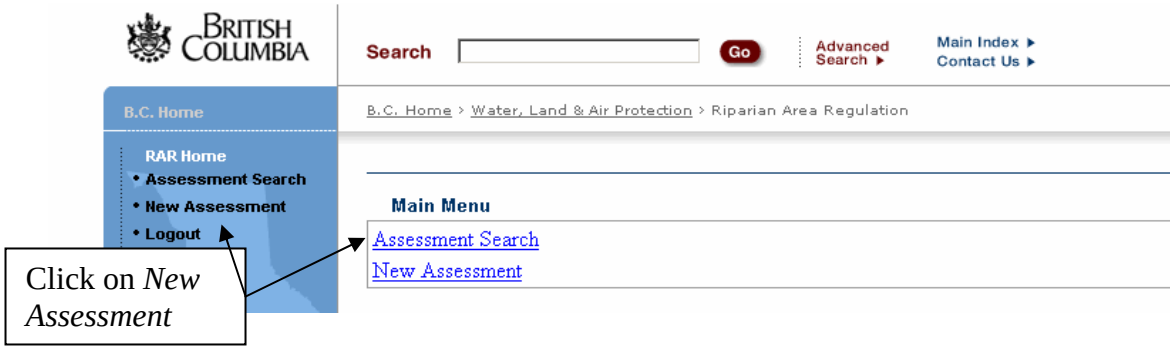
The assessment report is completed with Forms 1, 2, 3, 4 and 5.

Form 1	Form 2	Form 3	Form 4	Form 5
Database information and outline of report MS Word	Additional QEP information MS Word (size)	Detailed assessment MS Word (size)	Simple assessment MS Word (size)	Photos MS Word (size)

Once an assessment report is completed and converted to PDF then it ready for uploading.

3.2 Submitting an assessment report

The qualified environmental professional, once logged on, selects A*ssessment Search* or *New Assessment*. (See Section 3.3)



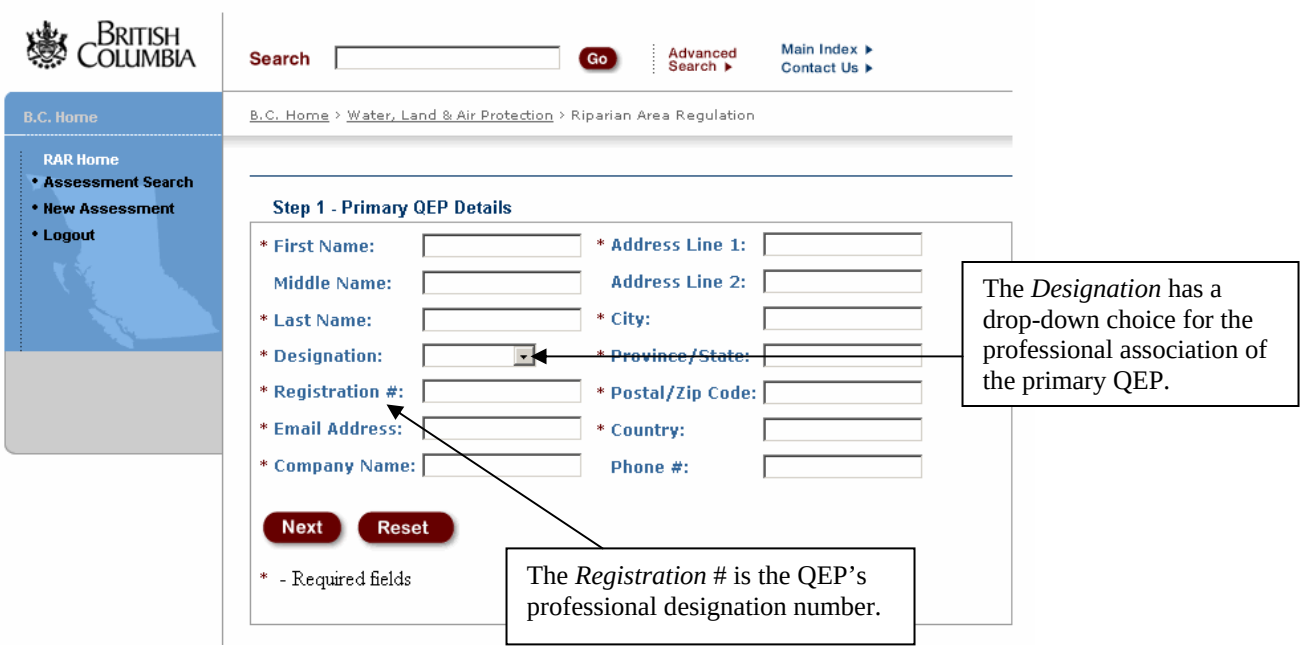
The qualified environmental professional submits an assessment report by completing the series of screens. The steps involve entering information regarding

1. primary qualified environmental professional
2. secondary qualified environmental professionals
3. developer
4. proposed development
5. its location
6. upload the assessment report and provide QEP certification and opinion provision verification
7. receiving an on-screen message that the report was successfully submitted and saved.

3.2.1 Create an assessment

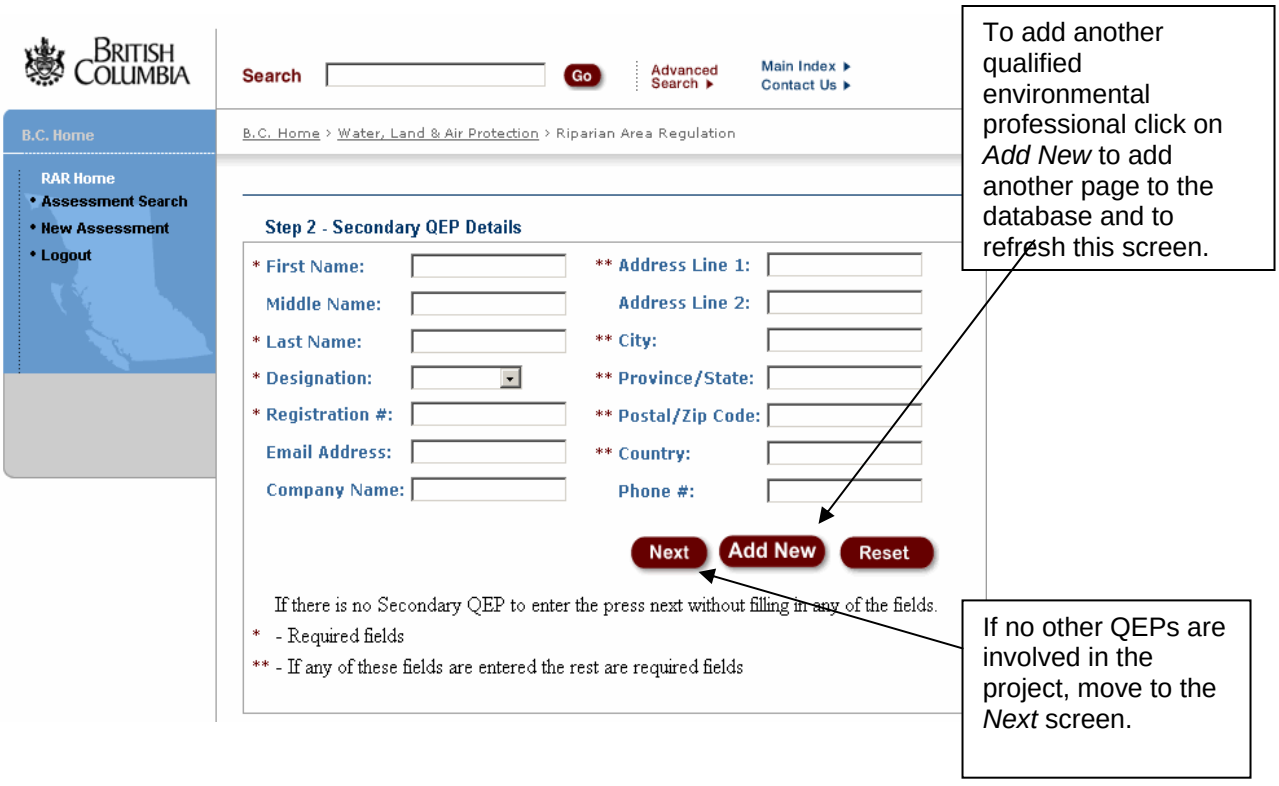
Step 1 *- Primary QEP Details*

The screen below shows fields to enter the first, middle and last names, email, phone number and address. The *designation* and *registration #* refer to professional status of the QEP.



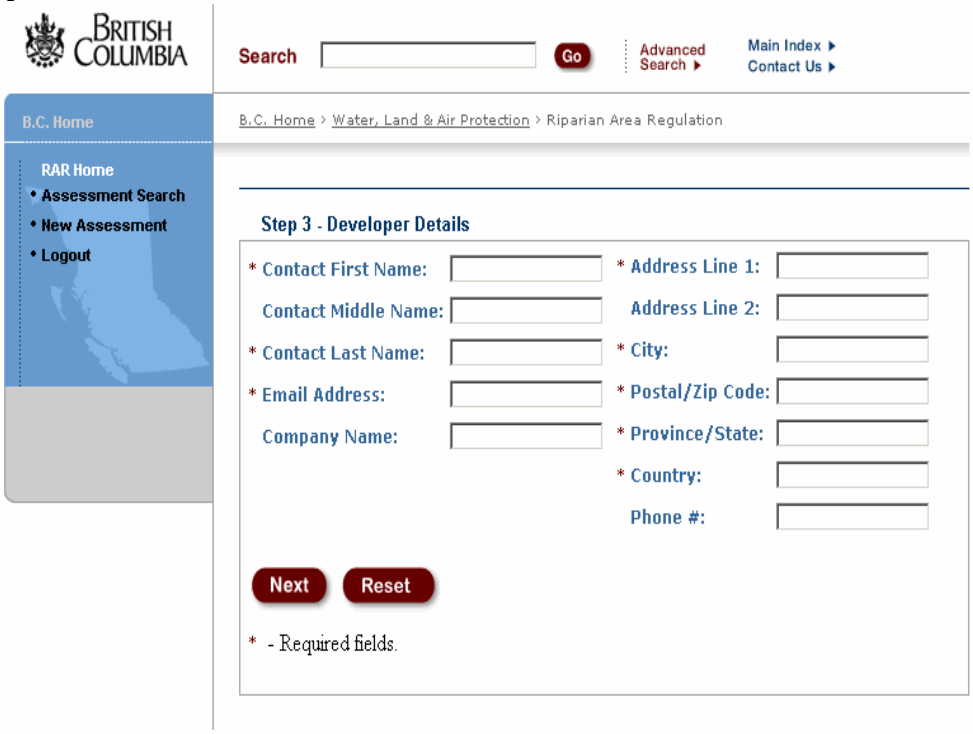
Step 2 *- Secondary QEP Details*

Enter the name, email, phone number and address of all secondary QEPs.



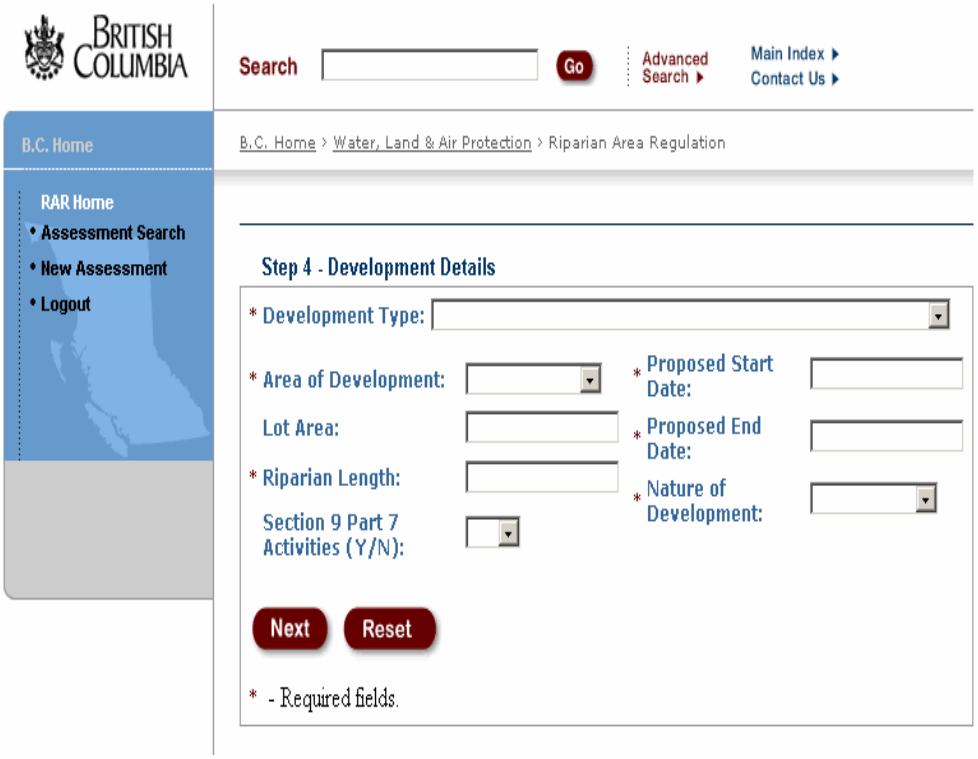
Step 3 *- Developer Details*

Enter the first and last name, email, and complete address for the development applicant.



Step 4 *- Development Details*

See the table that follows for specific information required for each field**.**

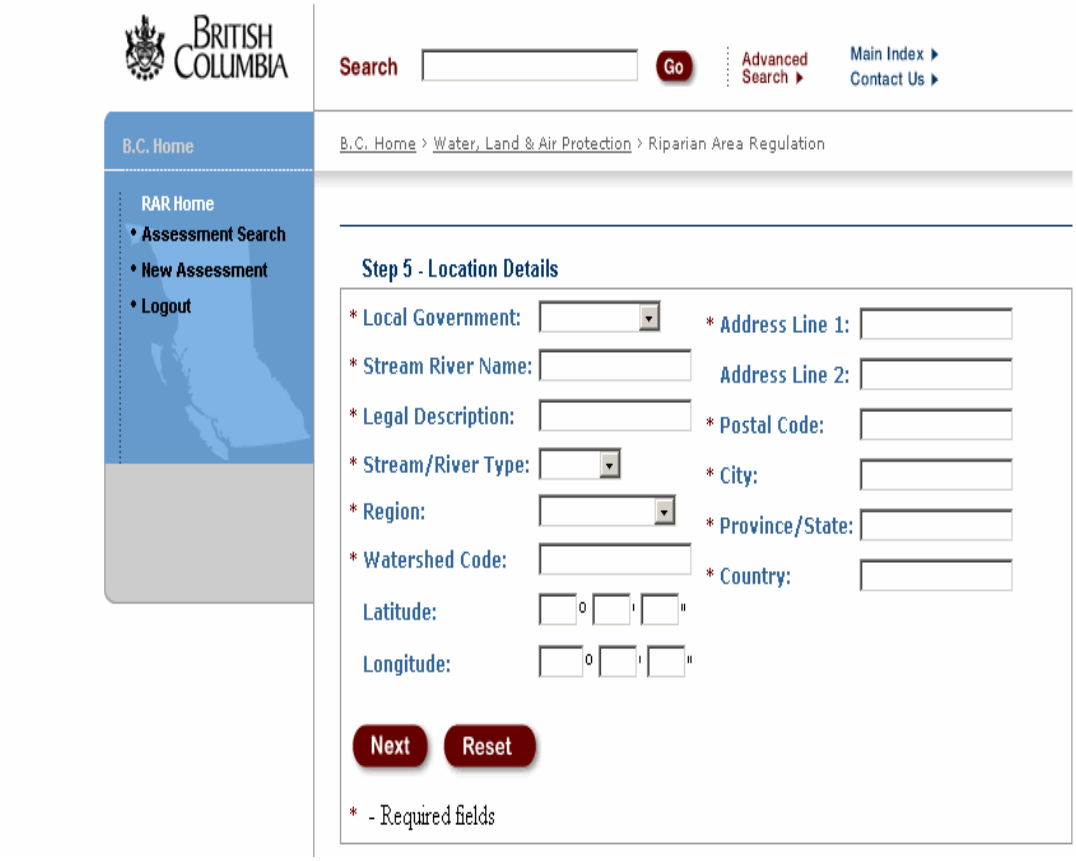


This table explains items for the screen on development details.

Item name	Item type	Required Field (Yes or No)	Description
Development type	Drop down list	Yes	Subdivision: 6 or less Single Family Lots Construction: Light Industrial Subdivision: > 6 lot Single Family Construction: Heavy Industrial Subdivision: 3 or less lots Multi family Utility/Service Corridor Subdivision: > 3 or less lots Multi family Accessory Buildings Subdivision: Commercial Decks Subdivision: Industrial Strata Development Construction: Single Family Residential Schedule 2 Contaminated Site Review Construction: Low density (< 15 units per ha) Multi family Family Residential Rural Residential: Outside of Municipality Construction: Med density (1635 units per ha) Multi family Family Residential Recreational Construction: High density (> 36 units per ha) Multi family Family Residential Landscaping, including fencing, retaining walls, and parking lots Construction: Commercial Construction: Residential/Commercial Subdivision: 6 or less Single Family Lots Construction: Light Industrial Subdivision: > 6 lot Single Family Construction: Heavy Industrial Subdivision: 3 or less lots Multi family Other
Area of Development	Drop down list	Yes	Choose from less than 7.5 acres or more than 7.5 acres.
Lot area	Numeric text	No	Enter the size of the lot that the development is proposed in acres.
Riparian length	Numeric text	Yes	Enter the length in meters of the riparian area.
Section 9 part 7 activities	Drop down list	Yes	Section 9 Part 7 refers to the *Water Act*. Select either “yes” or “no” response to indicate if any instream work is proposed.
Proposed start date	Text	Yes	Enter date as year-month-day (YYYY-MM-DD) that the proposed development project is projected to start.
Proposed end date	Text	Yes	Enter date as year-month-day (YYYY-MM-DD) that the proposed development project is predicted to end.
Nature of development	Drop down list	Yes	Select from new or re-development

Step 5 *- Location Details*

See the table that follows for specific information required for each field.



This table explains items for the screen on development details.

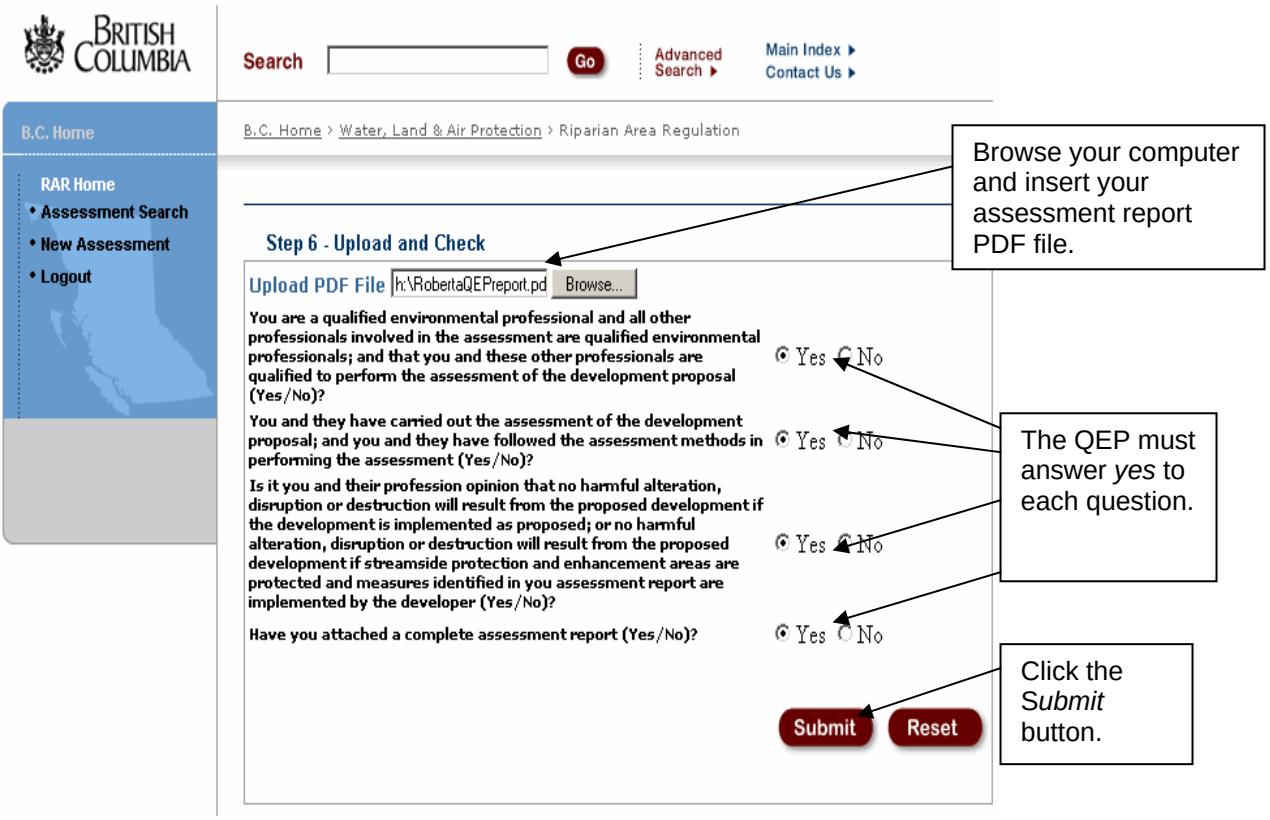
Item name	Item type	Required field Yes or No	Description
Local Government	Drop down list	Yes	Select the *local government* (from the drop-down list). A map is provided to help confirm the region for the subject development. (see table in step 4)
Stream/River Name	text	Yes	*Stream/River* name refers to the gazetteer name, if the stream is unnamed then provide the name of the parent stream formatted as ""parent" stream unnamed tributary."
Legal Description	text	Yes	Enter the parcel identification number (PID) which is a nine digits number unique to a property.
Stream/River Type	Drop down list	Yes	Choose either stream, lake, ditch or wetland, or combination if multiple water bodies are involved.
Region	Drop down list	Yes	Ministry of Water Land and Air Protection (WLAP) region

Item name	Item type	Required field Yes or No	Description
Watershed code	Text	*Yes*	*Watershed code* is a unique number sequence for each stream/river (e.g. 123-123456-54321-54321-1234-1234-123…) If the stream/river is does not have a watershed code select the parent stream/river followed by a *comma* and the UTM of the stream from the most downstream location within the lot. UTM is formatted as zone, easting, northing e.g. 10, 6 digits, 7 digits. The fisheries inventory data quires tool at http://srmapps.gov.bc.ca/apps/fidq/ is useful for finding a watershed code.
Latitude and Longitude	Text	No	Enter the *latitude and longitude* geographic coordinates as degrees, minutes and seconds, from the *center* of the proposed development.
Address	Text	Yes	Enter the address of the development site.
Postal code	Text	Yes	Enter the postal code of the development
City	Text	Yes	Enter the city of the development
Country	Drop down list	Yes	Enter the country of the development

Step 6 - *Upload and Check*

To submit the PDF file of the assessment report to the RAR NS:

1. Select the *Browse*… button to find the assessment report PDF file on your computer. The notification system accepts PDF files only.
2. Answer *Yes* to each question by clicking in the checkbox (but only answer yes if it is a correct answer, if you cannot answer yes you must seek authorization from DFO, do not submit a report)
3. Click *Submit* to complete the assessment report submission.



If the application is closed before clicking *Submit* the data from the previous screens will not be saved. The file may take some a while to upload. Wait for the next screen to appear to confirm that the notification system has saved the information and to receive the RAR NS assessment number.

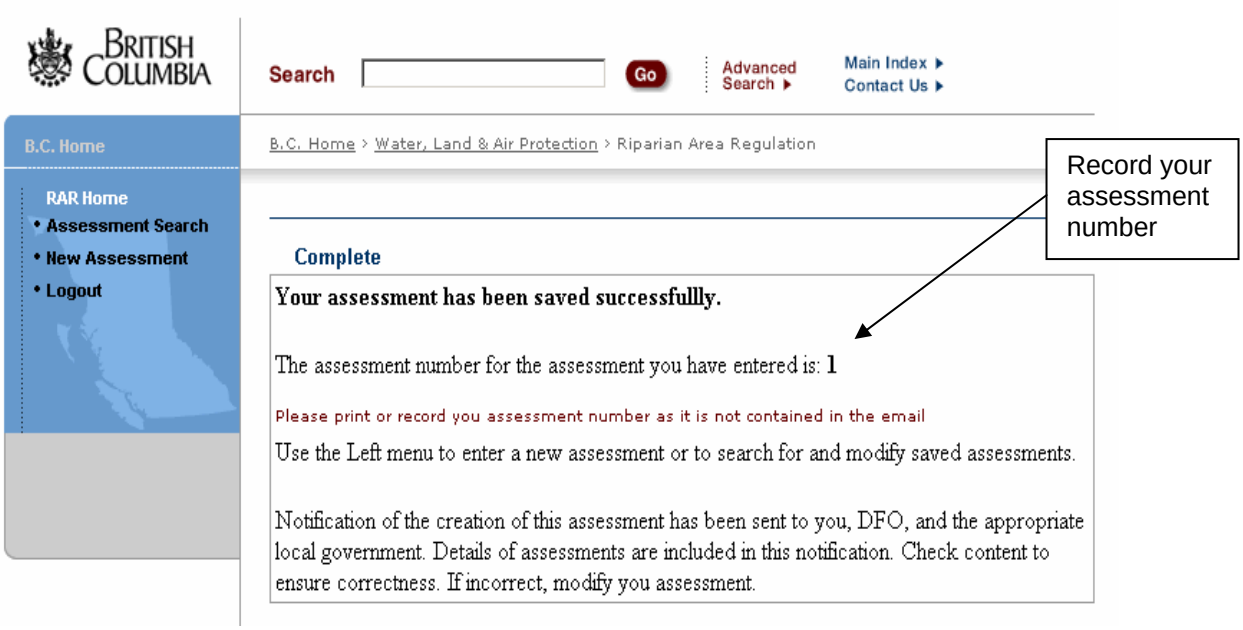
Step 7 – *Completion*

The message on this screen will indicate the notification has been saved, provide the notification number, and state that a notification message of the new assessment will be distributed to you (as the QEP), MWLAP, DFO, and local governments. The notification email message includes all the information you have entered in Steps 1 through 6.

Record the assessment number that is shown on the *Complete* screen after submitting the assessment report. Do not lose the assessment number, as you will need it if you want to amend or access the report on this system.

QEPs need to maintain a signed and sealed copy of their report on file.

By submitting this report and generating a notification to a local government QEPs need to recognize that their report will be relied upon by a local government, the Ministry of Environment and Fisheries and Oceans Canada.

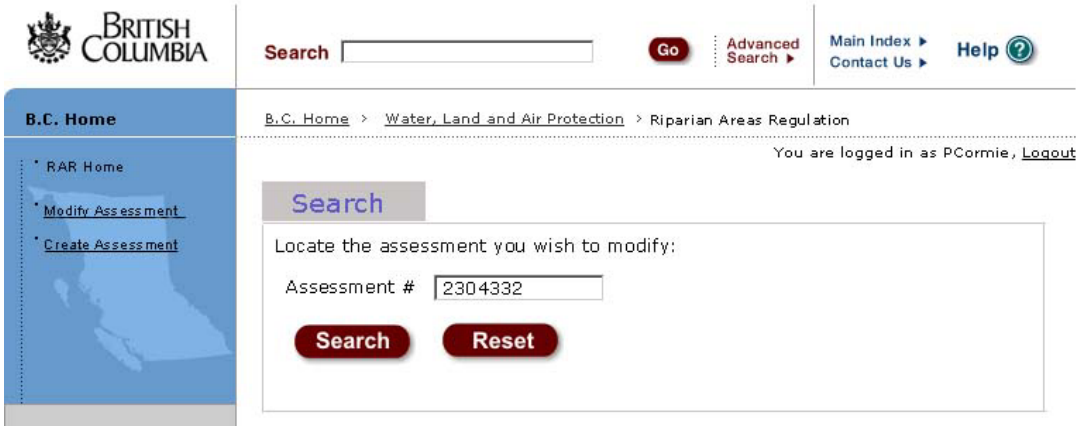


When a notification cannot be saved, this screen will state that the assessment submission is incomplete and that the QEP should try again later. The system will not save an assessment or send notifications if the mail server is down, if the Java Mail returns an error for some reason, or the email is unsuccessful.

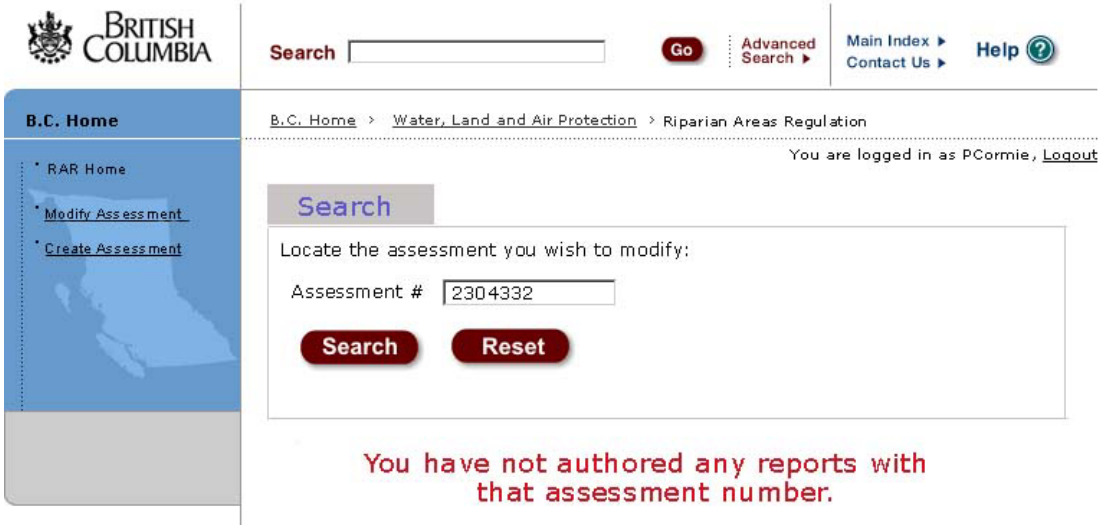
3.3 Search for assessment report

In order to find the database information and the assessment report once it is submitted to the RAR NS, use the assessment report number. Once the assessment is found the qualified environmental professional can submit an amended assessment report to the RAR NS.

The search screen for qualified environmental professionals to find reports:



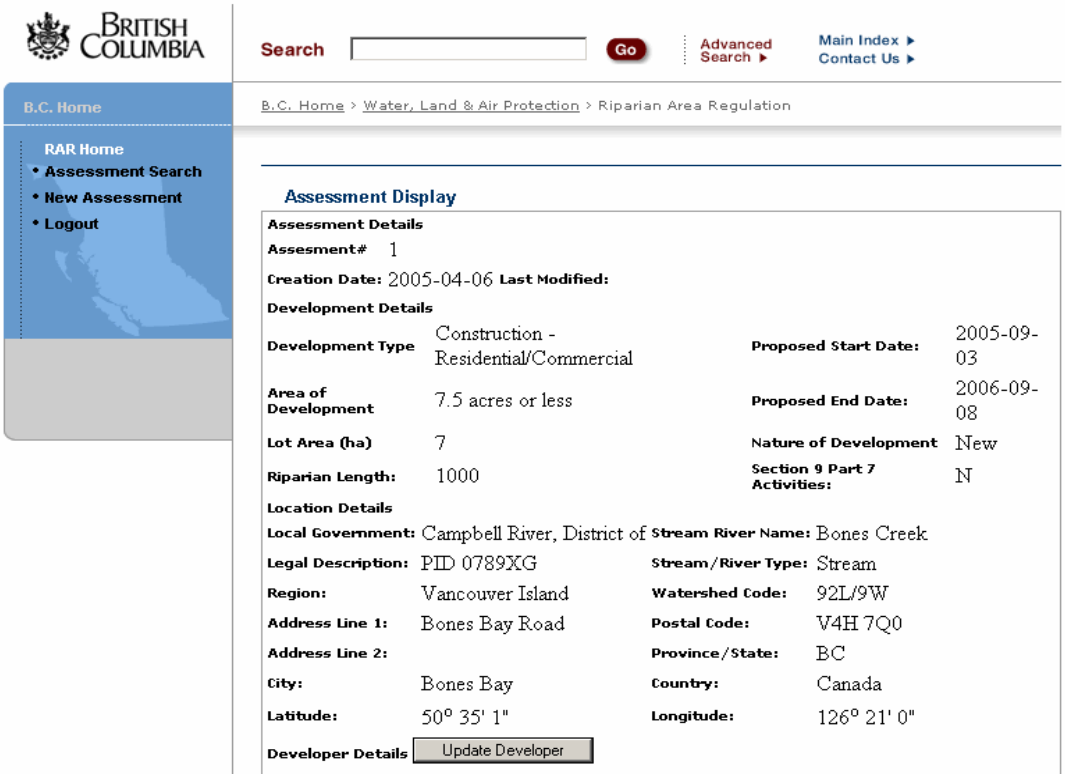
Results of a search: Only the assessment matching the number and authored by the QEP is returned.



The search will be successful if the assessment report searched for was by the qualified environmental professional. If not an error message is displayed.

The qualified environmental professional can request an assessment number or make quires about other technical problems by emailing RiparianAreas@Victoria1.gov.bc.ca.

An assessment search will display the database information of the assessment. This partial page display shows that the basic information, such as developer contact information, can be updated. If there are changes needed that cannot be updated, then a new assessment must be created.



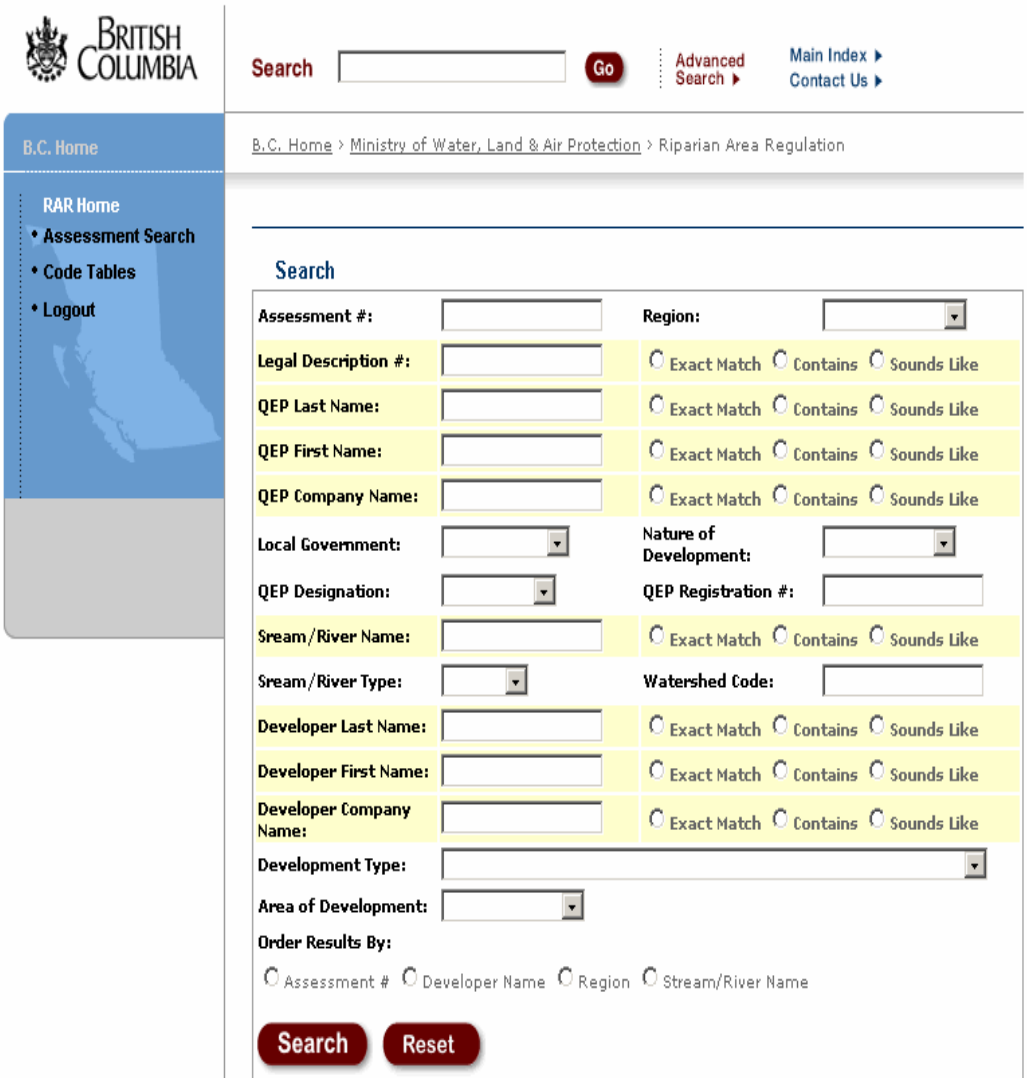
The contact information for the primary and secondary qualified environmental professionals can also be updated. If a secondary QEP was not included in the original assessment, they can be added when submitting an amended report.

This is also the place where an amended report can be uploaded. All versions of the report that are uploaded will be retained in the database.

4. Authorized local, provincial and federal government

The RAR NS can be searched by local, provincial and federal governments using an authorized username and password. This group has a comprehensive search screen to find assessments. The search screen allows a user to search for assessments based on combinations of the boxes.

The RAR NS search screen – see the table that follows for description of items.



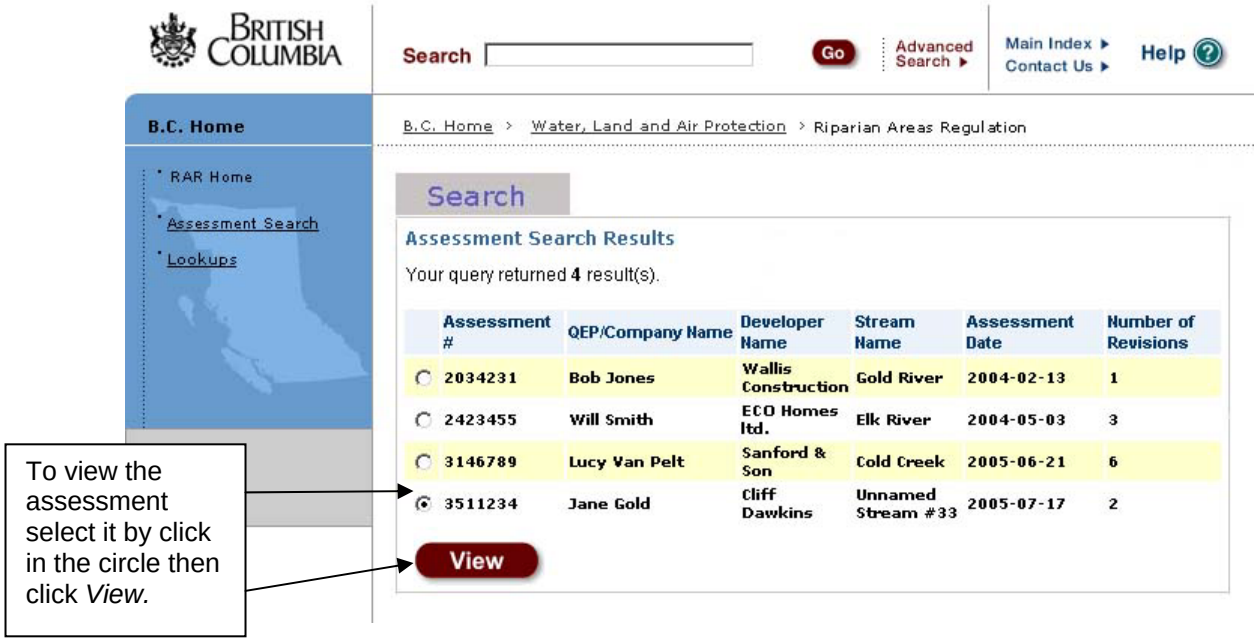
This table explains the items for the screen on searching for assessments using an IDIR account.

Item name	Item type	Description
Assessment #	number	The assessment number assigned by RAR NS.
MWLAP Region	drop-down box	Choose from Vancouver Island, Lower Mainland, Okanagan, Thompson and Kootenay.
Legal Description	number	A nine digit number (123-123-123) that is unique to a

Item name	Item type	Description
		property.
QEP first, last and company Name	text	The name of the qualified environmental professional and/or their company name
Local Government	drop-down box	Choose the local government from the list.
Nature of Development	drop-down box	Choose either new or redevelopment
QEP Designation	drop-down box	The designation of the qualified environmental professional.
QEP Registration #	text	The registration number of the qualified environmental professional.
Stream/River Name	text	The name of stream, river, lake or wetland
Stream/River Type	drop-down box	Choose the type of stream, lake, river, wetland or ditch.
Watershed Code	text	The unique numerical code for a stream or lake. (see table in step 4)
Development Type	drop-down box	Choose the type of development (see QEP section for details) (see table in step 4)
Area of Development	drop-down box	Drop down choice of the total area of development either greater or less than seven and half hectares.

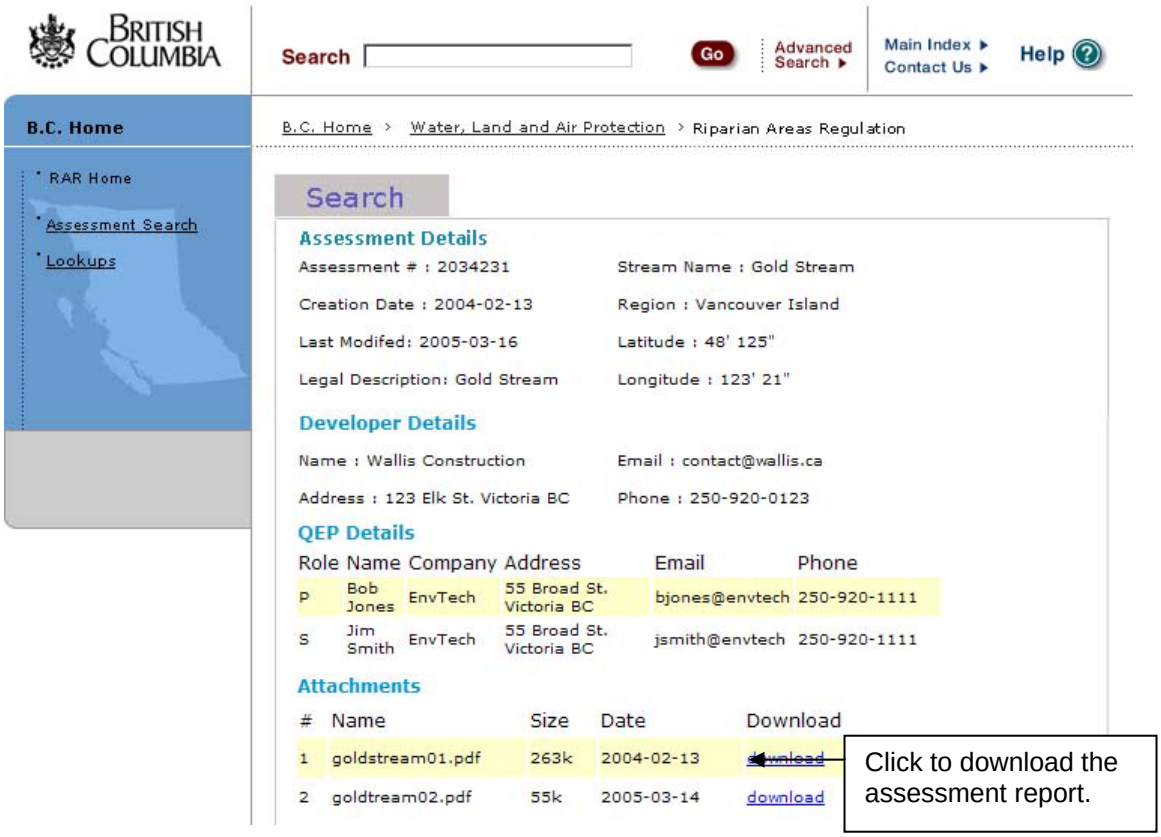
Additional search features for a few of the items are *exact match, contains, sounds like* help to refine the search. All or any of the fields can be used to search the database for assessment reports. This search screen also allows the results to be ordered by assessment, developer name, region, or stream name.

The search results are displayed as summary information about the assessments reports that meet your search criteria. Search results can produce more than one report. To view the assessment report of interest, click on the *circle* and then click on the *View* button.



Assessment Details

The assessment database details on this screen including the amendments to an assessment report. Users can download the Assessment Reports and view in the browser or save locally. This example indicates that there is an original report and one revision.



Your computer system will direct you to select a location for the report to be saved or to open the report. The *File Download* dialogue box opens.

If you have Adobe Acrobat Reader, you can left-click on the *download* link and the report will open within your Internet browser. You can then save the document to your computer using Adobe Acrobat Reader's save function.

Click *Save*. The *Save As* dialogue box opens. Navigate to the location where you want to save the file. Type in a file name and click *Save*. The file is saved to your computer in PDF. Use Adobe Acrobat Reader to open the document for viewing and printing.