



TSILHQOT'IN NATIONAL GOVERNMENT
Stewardship Portal

TNG Stewardship Planning Portal 2.0

Introductory Training
for New Users
July 2011



TSILHQOT'IN NATIONAL GOVERNMENT
Stewardship Portal

TNG Stewardship Planning Portal

**Originally developed with funding from CGDI & BCCI
(Started in 2006)**

**Maintained with funding from BCCI (BC Capacity Initiative),
The TFA (Tsilhqot'in Framework Agreement) and
Ongoing flat-fee arrangements and Fee-for-Service
arrangements with licensees/proponents/industry.**



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Stewardship Portal

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[TNG Website Home](#)

[Portal Login](#)

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Stewardship Portal

The Stewardship Department of Tsilhqot'in National Government is developing an interactive land and resource "Stewardship Planning Portal." The Stewardship Portal is a web-based, land-use information management and planning support system.

One of the Stewardship Portal's primary functions is to improve the efficiency and quality of the referral process. Many of the tedious steps of the referral process like filing, tracking, and the dependence on the TNG office are simplified through the automated functions of our spatial database, which is accessible online and therefore accessible in any community with internet access. This database stores any type of land and resource information from reports to photos to proposed cut block locations in relation to the area of land for which they are relevant.

The Portal makes the power of Geographic Information Systems (GIS) accessible by being cost-effective and user-friendly for remote communities, and therefore minimizes paper handling time. The Portal is a significant step toward empowering First Nations communities to be directly involved in land and resource stewardship.

Portal Access

A user account is needed to log into the Stewardship Portal. Click on the link below, download and complete the word document then email it to the portal administrator to receive access to the portal.

1. Download [Access Form](#)
2. Email Completed Access Form as attachment to [Portal Administrator](#)

Tsilhqot'in Photos



Portal Assistance

If you have questions or comments regarding the Stewardship Portal please email the [Portal Administrator](#).

What is the Stewardship Portal?

- ❑ Interactive web-based land-use information management and planning support system**
 - simplifies processes of filing, tracking, and storing data for more effective retrieval, review and communication of referral data
- ❑ Interactive display of map data**
 - Makes power of GIS accessible to assist in planning and decision making
- ❑ Web interface enables the ability to:**
 - Upload/download, view, query, store, and print spatial and non-spatial content from any internet-connected computer

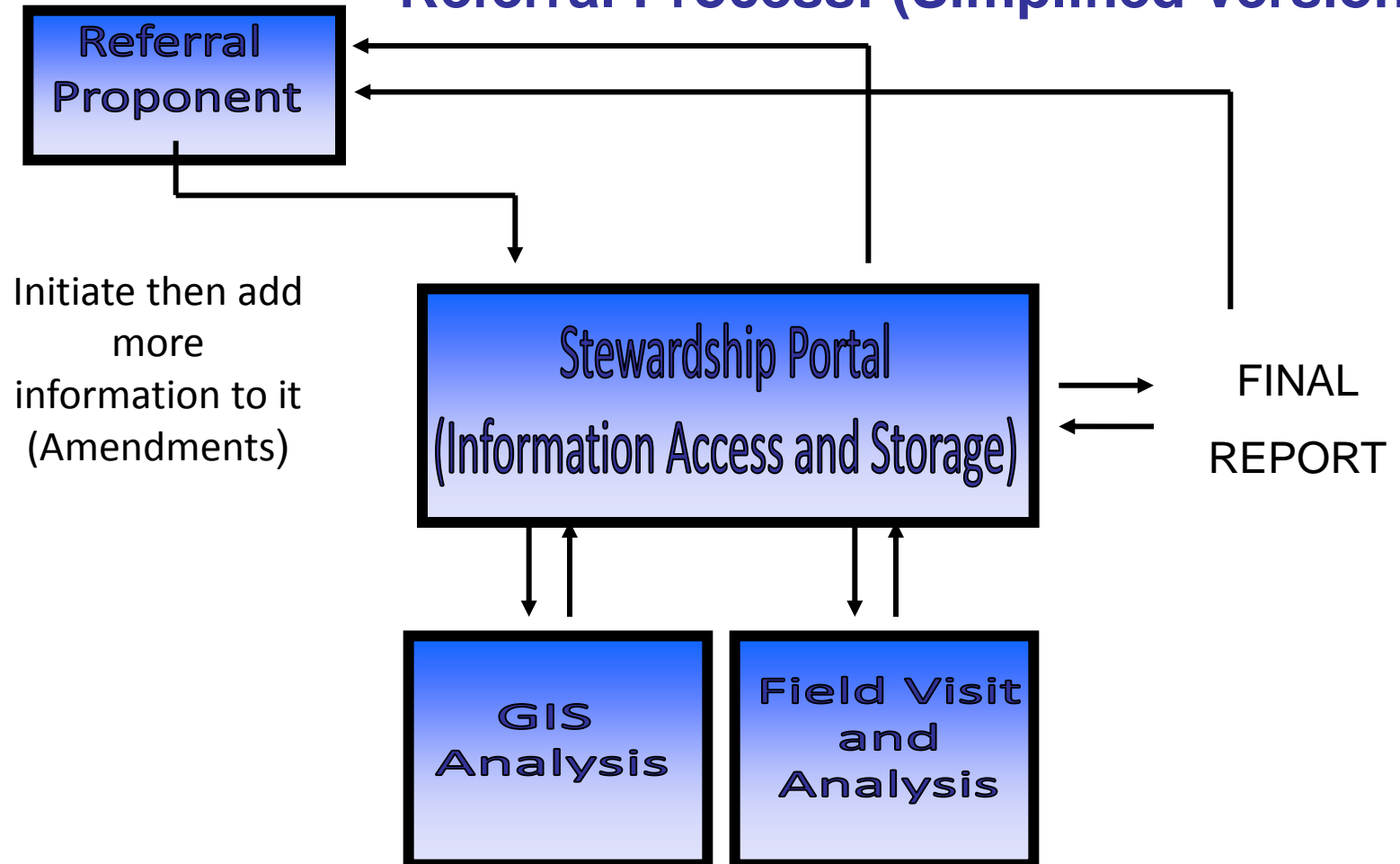
What is unique about the Portal?

- ❑ **Proponent is responsible for data entry**
 - Removes the administrative responsibility of data entry from the First Nations staff
 - Reduced costs to FN of data management
 - Significantly decreases the potential for data entry error.
- ❑ **Is accessible over the internet**
 - Makes reviewing spatial and non-spatial data possible from remote locations (where internet is available).
- ❑ **Based on open source technology.... so it's FREE!**
- ❑ **Is flexible/customizable to meet the need of a variety of First Nation users**
 - Technology can be implemented more broadly to other neighboring nations



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Referral Process: (Simplified Version)



The Need:

❑ More effective procedure for filing & tracking referrals

- TNG receives hundreds of referrals annually from land-use proponents:
 - timber/harvesting proposals, tourism, mining, crown land sales, pesticide spraying, wildlife management, archaeological impact assessments, range issues etc.

❑ Traditional Ecological Knowledge is an increasingly important tool for responsibly managing resource extraction

- We need a place to store this TEK and the ability to access the spatial and contextual data when making land use decisions.

The Need (cont.)

- To increase First Nation participation in land and resource management
- Obtain reliable, complete information from proponents in a consistent format, so we're always using the most accurate information available.
- Increase efficiency in existing referral management
- To ensure compatibility of current land uses with First Nation traditional uses and values
- Encourage community members, councilors, and others to participate in Land Use decisions.

Future Capabilities:

- Aid in planning for Economic Development
- Provide facilities for collection of traditional use knowledge and traditional ecological knowledge
- Enable instant access to a Land Use Plan, and the ability to adjust a LUP as needed.
- Use as a resource in the high-schools for TEK

The Benefits

- The ability to engage in land and resource management processes in a manner that suits a First Nations approach
- Secure access to sensitive data by First Nation natural resource managers
- Designed for use in a desktop environment or a multi-user web-based interface
- Encourage interest and involvement by FN youth by “going high-tech”
- Reduced travel costs

Upgrades since inception

- The portal now handles a variety of types of referrals from a number of different sources, including forestry licensee users, and Government staff, Mining companies, etc.
- Revised code base allows for more flexible functioning
- Improved notifications and confirmation of your submission via email.
- Improved security and an enhanced permission model to handle use by Community members.
- Improved troubleshooting and error messages with helpful hints right on the page you're viewing, not tucked away in the manual.

Upgrades since inception (cont.)

- Now Internet Explorer compliant (mostly!)
- More attractive formatting with blue banner and sidebars
- Improved user help features: Drop down help topics for each node
- Now able to pause and resume a submission, saving the content and then adding more at a later date, enabling review by a supervisor / coworker before the complete package is sent in.
- Page review toggle buttons
- Improved document and shapefile upload wizards



- www.tngportal.ca
- Approximately 90% of our referrals are coming in via the portal.
- First referral received October 17, 2007
- Approximate number of referrals in the Portal Database to date is +/- 900 (January 2011). There have been over 160 since January, totaling 1060 not including Test Submissions or Child Submissions
- We have recently phased out our parallel digital tracking system to make way for continued use of the Portal.

Portal Training Introduction

✓ Glossary of Key Terms

Forms

- ✓ Forms are used to enter data into the portal.
- ✓ TFA Engagement Request Form is used by Government
- ✓ Forestry Referral Form is used by West Fraser, Tolko and BCTS (Licensees)
- ✓ Custom forms can be built for other portal uses.
 - ✓ The Mining Form for Industry has just been created – June 2011
- ✓ Each Form consist of a series of NODES.



Here's a partial screen shot of the main TFA Form.

- ✓ Users enter basic “who / what / where / when / why” questions

Content

— ▾ Instructions —

Brief overview of project:

Location:

Proponent:

Legal Description of application area:

Size in hectares:

Engagement Contact - no email here please:

Lead Agency:

Government File Number:

Other Comments:

Glossary Continued - Nodes

- ✓ Nodes perform separate, independent functions. Each node is an independent block of code.

Parent Submission ID node

Content node

- ✓ Nodes have collapsible instructions, and the nodes themselves are collapsible.
- ✓ If you need help, look for a triangle near the top of a node for instructions.



There are drop-down instructions for each node. This keeps the manual at your fingertips at all times, and always on the right page!

DRAFT SUBMISSION [Page 1 of 2] ~ ID: 3879 - TFA Engagement Request Form - admin

Parent Submission ID

Instructions

If you wish to link this submission with a previously made submission:

1. Enter the ID of the submission you wish to link this submission to.
2. Click on the validate button. A result will appear to the right of the validate button.
3. When you have found the correct parent submission to link to, click Set Parent Submission ID.
4. (Optional) Click the Copy Parent Submission Permissions to this Submission button to mirror the permissions of the parent.

If you DO NOT wish to link this submission with a previously made submission, leave the Parent Submission ID blank'

Parent Submission ID:

This red arrow indicates how to collapse the Node's instructions.

This blue arrow indicates how to collapse the Node itself.

Glossary Continued – Submissions and the Submission ID.

- ✓ When several **Nodes** are linked together into a **Form**, and you display and start filling in that form, you're starting to make a **Submission**.
- ✓ As soon as you hit the "FILL A FORM" button, a **Submission ID** is generated. The Submission ID will display at the very top of the form page you're filling in.
- ✓ Submissions are linked together by the Submission ID, also called the DBID which stands for DataBase ID.

Glossary Continued – Submissions and the Submission ID.

- ✓ We call the first submission on a particular topic the “Parent Submission.”
- ✓ Any subsequent submissions that are linked to the parent are called “Child Submissions.”
- ✓ Even if you only start filling in a form but later decide NOT to submit it, you’ve still created a draft submission and a Submission ID has been generated. Periodically you should clean up (delete) any draft submissions. More on how to do that later.



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- ✓ Along with the **SUBMIT** button there is a **DELETE THIS DRAFT** or a **HOLD as Draft** button.
- ✓ Only Draft submissions can be deleted.
- ✓ While something is in draft format, it can only be seen by fellow members of the submitter's group.

Submission Control

Instructions

Delete this Draft Hold as Draft Submit to Stewardship Portal

Glossary Continued – Groups

- ✓ A User Group is a collection of users that usually work for the same company.
 - ✓ Tolko Group, West Fraser Group, BC Government Group
 - ✓ TNG Staff are in the TNG group
 - ✓ We now have 6 TNG Community Groups
- ✓ Belonging to a particular user Group has some influence on your ability to access submissions.

Glossary Continued – Permissions

- ✓ User Permissions are linked to the Groups, but are more complex than just the Group.
- ✓ There are 3 types of permissions that are set when a username is created:
 - ✓ Always Granted
 - ✓ Granted by Default but removable
 - ✓ None
- ✓ TNG Group is the “Super User” group:
 - ✓ People within this group have their permissions set to “Always Granted.”
 - ✓ Nothing entered into the portal can be “hidden from” these users.
 - ✓ Margaret, Gene, Chad, Trina, JP, Mary, Sarah, Sharmon, Sam.
- ✓ BCGovernment users are set to “Granted by Default but removable,” as they may review information exchanged between proponent and TNG during their referral process.
- ✓ Industry users are set to “None”. They only get access when they do the submitting, or when someone else within their same group does the submitting.

Glossary Continued – Permissions

- ✓ We now have 6 TNG Community Groups (January 2011)
- ✓ Belonging to a particular user Group has some influence on your ability to access submissions.
- ✓ Ex: When someone from Tolko makes a submission, by default all other members of the Tolko group start off with access to that submission. (“None” Permission)
- ✓ Any user from ANY group who has either “Always Granted” or “Granted by Default but Removable” also has permission to see Tolko’s submission.
- ✓ NO ONE can delete anything AFTER a submission has gone in, all that can be done is to contact a Portal Administrator at TNG and ask her to hide it if there’s been an error.

Glossary Continued – Permissions

- ✓ The submitter can remove someone's access (disable permissions) BEFORE a submission goes in.
 - ✓ Uncheck an entire group's checkbox or that of an individual user
 - ✓ Not possible to remove TNG group-members' permission.
 - ✓ This is available but not normally necessary.
 - ✓ When starting a submission keep the defaults.
 - ✓ When submitting a child, pull the permissions from the parent to ensure everyone necessary gets access. (done via the "Copy Permissions from Parent Submission" button.
- ✓ The submitter can add additional access (enable permissions) BEFORE a submission goes in.
 - ✓ Check a checkbox – all users within a group or expand the group and add individuals.



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- ▶ 1_TNG
- ▶ Ainsworth
- ▶ Alexandria
- ▶ Alexis Creek
- ▶ Anaham
- ▶ Archaeology
- ▶ Aspell
- ▶ BCGovernment
- ▶ BCTS
- ▶ BioMassFeasibility
- ▶ CC Wood
- ▶ Esdilahg FN Licensee
- ▶ ForestsTomorrow
- ▶ Nazko Band
- ▶ Nemiah
- ▶ Pioneer
- ▶ Porcupine
- ▶ Public
- ▶ RedBluff
- ▶ Sigurdson
- ▶ Stone
- ▶ Tolko
- ▶ Toosey
- ▶ West Fraser
- ▶ Woodlots

Copy Parent Submission Permissions to this Submission

Permissions continued

- ✓ Some of the community groups have users with default permission – those groups may have a * indicating some members have access and some do not.
- ✓ Click the “Copy Parent Submission Permissions to this Submission” button if submitting a child, so that whomever had access to the parent also has access to the child
- ✓ If you’re aware of new employees, expand that groups’ list and ensure everyone is on.
- ✓ If you’re from TNG or a community and are submitting something confidential, UNCHECK the BCGovernment group and the Proponent’s group(s).

What's in a Parent Submission?

Answers to the questions who / what / where / when and why.

✓ Forestry Referrals

- ✓ Forest License Number, CP, Block names, Geographic area, # of m³ to be removed, length of new roads to be constructed, etc. (Form content)
- ✓ Overview map (pdf)
- ✓ Shapefiles of proposed blocks and roads if applicable
 - ✓ (shp, shx, dbf in BC Albers projection using Forestry Schema)
- ✓ Block-specific worksheet
 - ✓ Timber Type, Age class, BEC Zone, Deactivation Plans, Access Instructions, etc.

What's in a Parent Submission (TFA)?

- ✓ Government Submissions
 - ✓ Project overview (what), Proponent (who), Geographic Description & Legal Description (where), size etc. (Form content)
 - ✓ Overview map (pdf)
 - ✓ Shapefiles of proposed blocks and roads if applicable
 - ✓ (shp, shx, dbf in BC Albers projection using TFA Schema)
 - ✓ TFA Engagement Request Document
 - ✓ More detailed explanation of project, including statutory decisions to be made, known First Nations issues for the area and /or the project, how those known FN issues are going to be dealt with, timeline and Engagement Level.

More About Parent Submissions...

- ✓ All Data entry is done by the Proponent and/or Government.
- ✓ Sometimes the Government IS the proponent
- ✓ This minimizes data entry errors as the person doing the data entry knows the most about the proposal.
- ✓ Onus is on government and industry to provide the best, most complete information.
- ✓ Doesn't waste TNG's or the Community's resources doing the proponent's data entry for them.
- ✓ Files can be downloaded and viewed by TNG / Community from any internet connection.
- ✓ Proponent also has ability to review what was submitted in case a project evolves and more information is needed down the line.

...More About Parent Submissions

ID	Type	Title	Name	Status	Submitted By	Assigned To	Date Submitted
2452	TFA Engagement Request Form	ID: 2452 - TFA Engagement Request Form - TomHughes	EL1 MOE Park Use Permits - Tsilos Homathko Tatlayoko Protected Area	Under Monitor	TomHughes	MargaretLulua	March 29, 2010 - 16:15
2652	TFA Engagement Request Form	ID: 2652 - TFA Engagement Request Form - DesiCheverie	EL1 MTCA Nazko Road Rec Site Lvl 1	Under Monitor	DesiCheverie	ChadStump	May 03, 2010 - 15:56
2661	TFA Engagement Request Form	ID: 2661 - TFA Engagement Request Form - JimSpafford	EL1_Arch Branch AIA for Crown Land in Cariboo District Permit #10A0139	Under Monitor	JimSpafford	MargaretLulua	May 04, 2010 - 14:14
2703	TFA Engagement Request Form	ID: 2703 - TFA Engagement Request Form - EwanAnderson	EL1_Arch Branch AIA for District Lot 11752 Alexis Creek (near Anaham IR#1)	Under Monitor	EwanAnderson	MargaretLulua	May 10, 2010 - 15:45
2745	TFA Engagement Request Form	ID: 2756 - TFA Engagement Request Form - EdnaBoston	EL4 MOE MTCA ILMB Cariboo Wildlife Hab/Access Mgmt/Rec Trails Mtn Cariboo Recovery - Itcha Mtns	Under Monitor	EdnaBoston	ChadStump	May 17, 2010 - 09:46

✓ Individual referrals get assigned every Tuesday morning in our weekly “Referral Group Meeting”

✓ The Date Submitted is also tracked.

Parents are “Named” with enough information to recognize the referral (Engagement Level, Area, and Project Description)

✓ Click on the purple Submission ID # to view a specific referral.

Reviewing a Referral

- ✓ Find a referral with the **Find Submission** button.
- ✓ Instructions are on the page.
- ✓ Click on the purple **Submission ID** number at the left of your screen.
- ✓ Files can be downloaded and viewed from any internet connection.
- ✓ View the Form's contents by clicking the "**View Form Data**" text under Submission Details.

View Submission Details

View Submission

This page displays the details of a particular Submission. To view the Form that was submitted, please click on the View Form Link

To download any of the files or layers that were a part of the Submission, please click on their respective links.

Submission Summary

ID:	2181	
Type:	General Communication Form	
Title:	ID: 2181 - General Communication Form - JasonKerley	
Name:	EL2 adn EL4-IP/drilling-AMARC Newton	<input type="button" value="Update Name"/>
Status:	In Progress	
Submitted By:	JasonKerley	
Assigned To:	KalinBrockhaus	
Date Submitted:	February 08, 2010 - 15:43	

Submission Details

[View Form Data](#)

Submission Files

1. [\[1353\]: Newton NOW- IP Lines](#)
2. [\[1354\]: Newton Now-Drill and Trails](#)

Submission Layers

Submission Permissions

[Change Submission Permissions](#)

Submission Notifications

[Change Notification List](#)

Amendments

ID	Type	Title	Name	Status	Submitted By	Assigned To	Date Submitted
2182	General Communication Form	ID: 2182 - Amendment to ID: 2181 - General Communication Form - JasonKerley	contains doc attachments	New	JasonKerley		February 09, 2010 12:05

Community Members Providing Comments

- ✓ Please direct your input to whomever has been assigned to the referral to the TNG.
- ✓ If your comments are written, you can submit your comments to them by making a child submission, giving only the TNG Group and your Community Group access to your comments.
- ✓ The assigned worker will then incorporate your comments into the final referral report, and the report will be made available for you to see once submitted.