



Tsilhqot'in Stewardship Planning Portal

Nen Team Introduction and Discussion

October 14, 2021



What is the Stewardship Portal?

☐ Interactive web-based land-use information management and planning support system

- Simplifies processes of filing, tracking, and searching and storing data for more effective retrieval, review and communication.

☐ Interactive display of map data

- Makes power of GIS accessible to assist in planning and decision making. Upload/download, view, query, and store spatial content from any internet-connected computer.



☐ Permanent Record

- The Portal acts as a permanent record of anything uploaded including any type of digital file - documents (pdf, doc, and spreadsheets etc.), as well as custom built spatial data;
- outliving changes in staff, email accounts, and varying personal filing systems.

☐ Cumulative database of land use

- Over time the data and information has built up to show a progression of activity and responses, which can help us assess new activities. Portal has been in use since 2007 primarily for referral review.



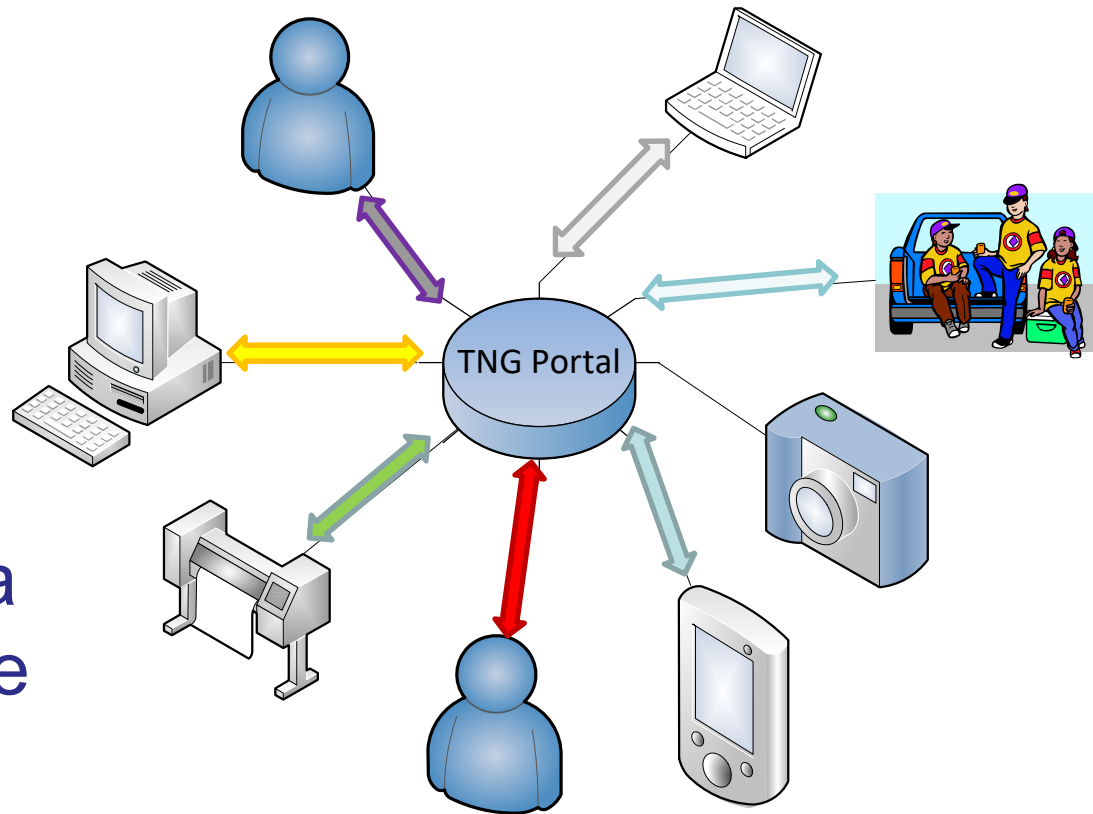
- ❑ **Robust, secure and flexible permissions model;**
 - Multi-level (group and user) allows for flexible management of access to information. Server is located at TNG and has scheduled backup.
- ❑ **Email notification;**
 - Flexible to notify whomever you need to that you have made a submission.
- ❑ **Can provide versioning.**
 - Build reports by submitting draft documents, having other review and submit comments and then submit Final Report.



- ❑ **Is flexible/customizable to meet a variety of needs and uses**
 - This is “our Portal”, it is designed for TNG and the community’s use.
- ❑ **Data Sovereignty**
 - All uploaded data lives on a server located at TNG office.
- ❑ **Based on open source technology....**
 - Framework and structured coding is available free of cost to anyone who wants it. We do however rely on the developer for improvements and support on a consultant model.



Every submission
and all its content,
attachments,
shapefiles,
permissions and
email notification
settings represent a
record in a database



View of DATABASE

Submission ID	Parent ID	Title	Name	Submittor	Submission Date / Time	Assigned To	Status	Attached Files (Delimited by ' ')
13271	-1	ID: 13271 - TFA Engagement Request 2011-Sept-15 - MurraySpeed	EL2_A20019_CP55W	Murray Speed	08/09/2016 02:50 PM	Sally Sellars	Under Monitor	cp55w_app.pdf AOA_A20019 CP 5
13272	-1	ID: 13272 - TFA Engagement Request 2011-Sept-15 - RogerRitsema	EL3 Eberding Timber Narcosli A78603 CP5	Roger Ritsema	08/17/2016 04:26 PM	Gene Cooper	Under Monitor	TNG_A78603_CP5_Referral_Letter.p
13273	-1	ID: 13273 - TFA Level 1 Notification 2011-Sept-15 - RogerRitsema	EL1 West Fraser Mills Alexandria Road Per	Roger Ritsema	08/10/2016 02:21 PM	Gene Cooper	Under Monitor	No files attached
13274	-1	ID: 13274 - General Communication Form 2011-Sept-15 - JaniceSapp	Forest Enhancement Program	Janice Sapp	08/10/2016 04:43 PM	Sarah Gash	New	Toosev.pdf Alexis Creek.pdf Esd
13275	-1	ID: 13275 - TFA Engagement Request 2011-Sept-15 - BevWassenaar						df MPlanMaps.pdf
13277	-1	ID: 13277 - TFA Engagement Request 2011-Sept-15 - BevWassenaar						df SignedTNGTSAer
13278	-1	ID: 13278 - TFA Engagement Request 2011-Sept-15 - MurraySpeed						81W_AssociatedRoac
13279	-1	ID: 13279 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						1414-WLP-A-5-7-8-;
13281	-1	ID: 13281 - TFA Level 1 Notification 2011-Sept-15 - RogerRitsema						ed
13282	-1	ID: 13282 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						llgold_Placer_TNG.p
13298	-1	ID: 13298 - TFA Engagement Request 2011-Sept-15 - JaniceSapp						ent_Request (2).pdf
13300	-1	ID: 13300 - TFA Level 1 Notification 2011-Sept-15 - JaniceSapp						ed
13308	-1	ID: 13308 - Forestry Referral 2011-Sept-15 - ShammaCawston						TNG NOI.pdf A2001
13309	-1	ID: 13309 - Forestry Referral 2011-Sept-15 - ShammaCawston						TNG NOI.pdf A2001
13312	-1	ID: 13312 - TFA Engagement Request 2011-Sept-15 - MurraySpeed						i49_TNG_Eng_Reque
13313	-1	ID: 13313 - TFA Engagement Request 2011-Sept-15 - MurraySpeed						i60_TNG_Eng_Reque
13317	-1	ID: 13317 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						SSS.docx A94488_A
13336	-1	ID: 13336 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						aise Map.pdf CP013
13337	-1	ID: 13337 - Forestry Referral 2011-Sept-15 - ShammaCawston						on Initiation Letter.p
13350	-1	ID: 13350 - TFA Engagement Request 2011-Sept-15 - RogerRitsema						U_R17008_Amd_27.p
13351	-1	ID: 13351 - TFA Level 1 Notification 2011-Sept-15 - RogerRitsema						ed
13353	-1	ID: 13353 - Forestry Referrals 2011-Sept-15 - ShammaCawston	A20010 U11 New Road - should be a child to Shamma Cawston		08/30/2016 05:10 PM	Sally Sellars	Under Monitor	A20010CPU11RoadReferralAnaham.
13358	-1	ID: 13358 - TFA Engagement Request 2011-Sept-15 - JonathanPatterson	5002670 Engagement Request	Janice Sapp	09/28/2016 03:48 PM	Gene Cooper	Under Monitor	ZnB_EL2_5002670_TNG_Eng_Reque
13359	-1	ID: 13359 - TFA Engagement Request 2011-Sept-15 - EmilyWatson	Gibraltar Notice of Work 090004201601 - 6 c Emily Watson		09/01/2016 02:24 PM	JP Laplante	New	090004201601_NOW & Maps.pdf
13360	-1	ID: 13360 - TFA Engagement Request 2011-Sept-15 - IanHannah	EL3_FTA_ER_BCTS_Tibbles_A61585	Ian Hannah	09/01/2016 03:41 PM	Lennon Solomon	Under Monitor	A61585 Location Map.pdf A61585 I
13363	-1	ID: 13363 - General Communication Form 2011-Sept-15 - NonitaJohnny		Nonita Johnny	09/02/2016 09:25 AM		New	No files attached
13367	-1	ID: 13367 - TFA Engagement Request 2011-Sept-15 - JonathanPatterson	Water File 5002678_Change Approval	Janice Sapp	09/27/2016 02:56 PM	Gene Cooper	Under Monitor	ZnB_EL2_5002678_TNG_Eng_Reque
13368	-1	ID: 13368 - TFA Engagement Request 2011-Sept-15 - EmilyWatson	EL2 Twilight Fence 46X on road right of way Emily Watson		09/07/2016 09:37 AM	Lennon Solomon	Under Monitor	Puhallo_Tolko 46W.pdf RAAD AO/
13371	-1	ID: 13371 - TFA Engagement Request 2011-Sept-15 - RogerRitsema	EL2 MFLNRO Narcosli Creek Grazing Licence Roger Ritsema		09/07/2016 01:48 PM	Gene Cooper	Under Monitor	EL2_RAN077759_Narcosli_TNG_fina
13372	-1	ID: 13372 - Forestry Referrals 2011-Sept-15 - ShammaCawston	NOI A20019 CP 013 Blocks C0509, C4002-C4C Amy Harrison		02/01/2017 02:26 PM	Gene Cooper	In Progress	ConnectivityReplacementMap.pdf
13382	-1	ID: 13382 - TFA Level 1 Notification 2011-Sept-15 - RogerRitsema	EL1 West Fraser Mills Twan Lake Road Tran: Roger Ritsema		09/14/2016 05:50 PM	Gene Cooper	Under Monitor	No files attached
13385	-1	ID: 13385 - Forestry Referrals 2011-Sept-15 - NicoleLarson	A76729-CP14T-Aneko-RPP	Nicole Larson	09/20/2016 10:10 AM	Sally Sellars	Under Monitor	14T_InformationSharingProcess.do
13386	-1	ID: 13386 - Forestry Referrals 2011-Sept-15 - MichaelTomlinson	ECF -FLTC - Unit R3 Eagle Lake	Michael Tomlinson	09/19/2016 11:16 AM	Lennon Solomon	Under Monitor	ECF Unit R3 FBIW.doc ECF Unit R3
13390	-1	ID: 13390 - Forestry Referrals 2011-Sept-15 - NicoleLarson	A76729_CP15U_Aneko_RPP	Nicole Larson	09/20/2016 10:09 AM	Sally Sellars	Under Monitor	15U_FNReferral.pdf 15U_Referral
13391	-1	ID: 13391 - Forestry Referrals 2011-Sept-15 - NicoleLarson	A76729_CP16U_Aneko_RPP	Nicole Larson	09/20/2016 10:47 AM	Sally Sellars	Under Monitor	16U_1_MooseMap.pdf 16U_2_Mo
13400	-1	ID: 13400 - TFA Engagement Request 2011-Sept-15 - JasonKerlev	Moose Management Plan-Non-Status Road Jason Kerlev		09/21/2016 07:55 PM	Luke Dostator	New	moose_management_plan.pdf

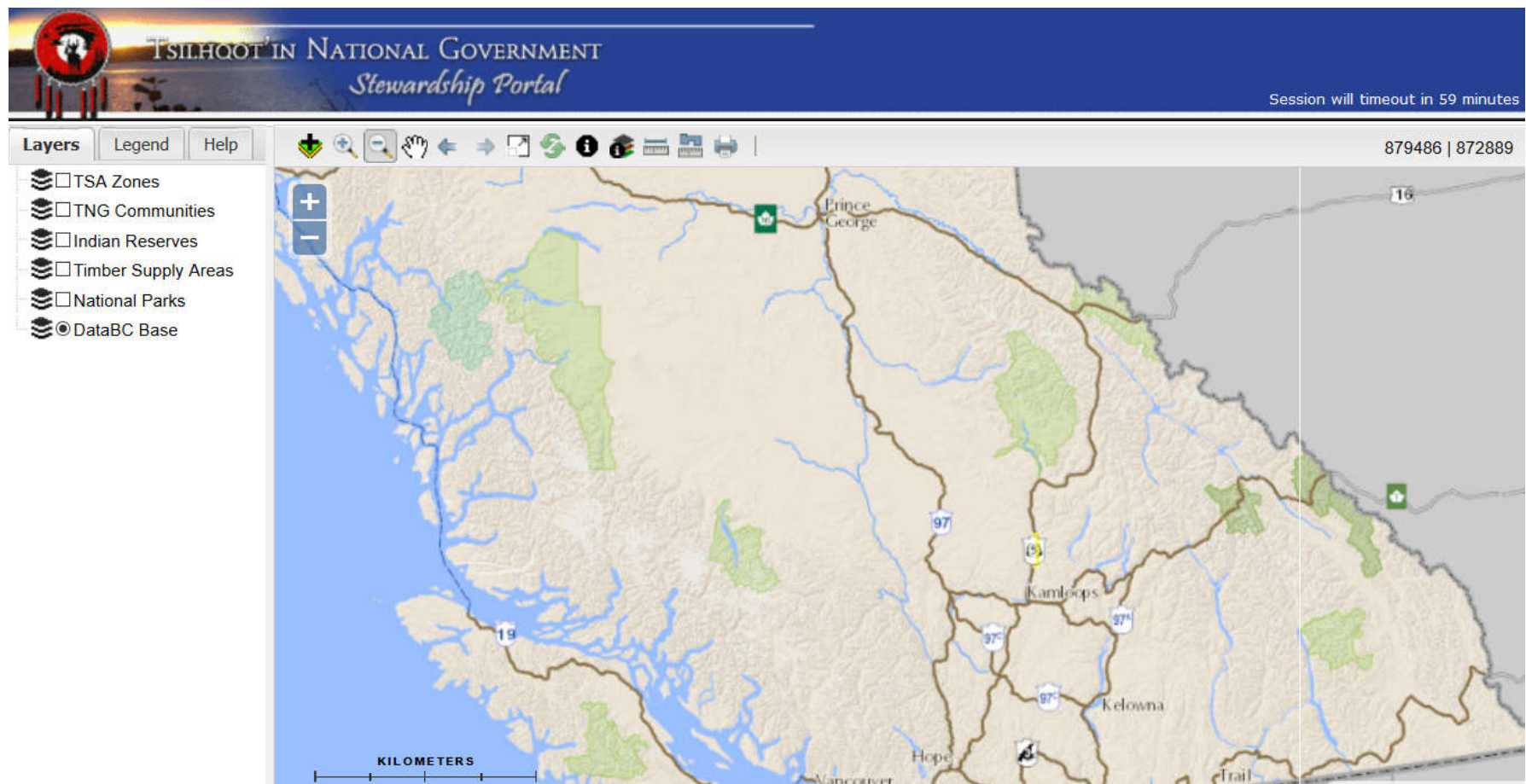


❑ Custom Maplayers

- Portal has option to upload shapefiles as part of a submission. These shapefiles are protected by same permission model as the submitted form.
- Available through TNG WMS (web map services), we have custom Tsilhqot'in spatial layers added and;
- Portal is set up to access via BC WMS, all current versions of BC government spatial data

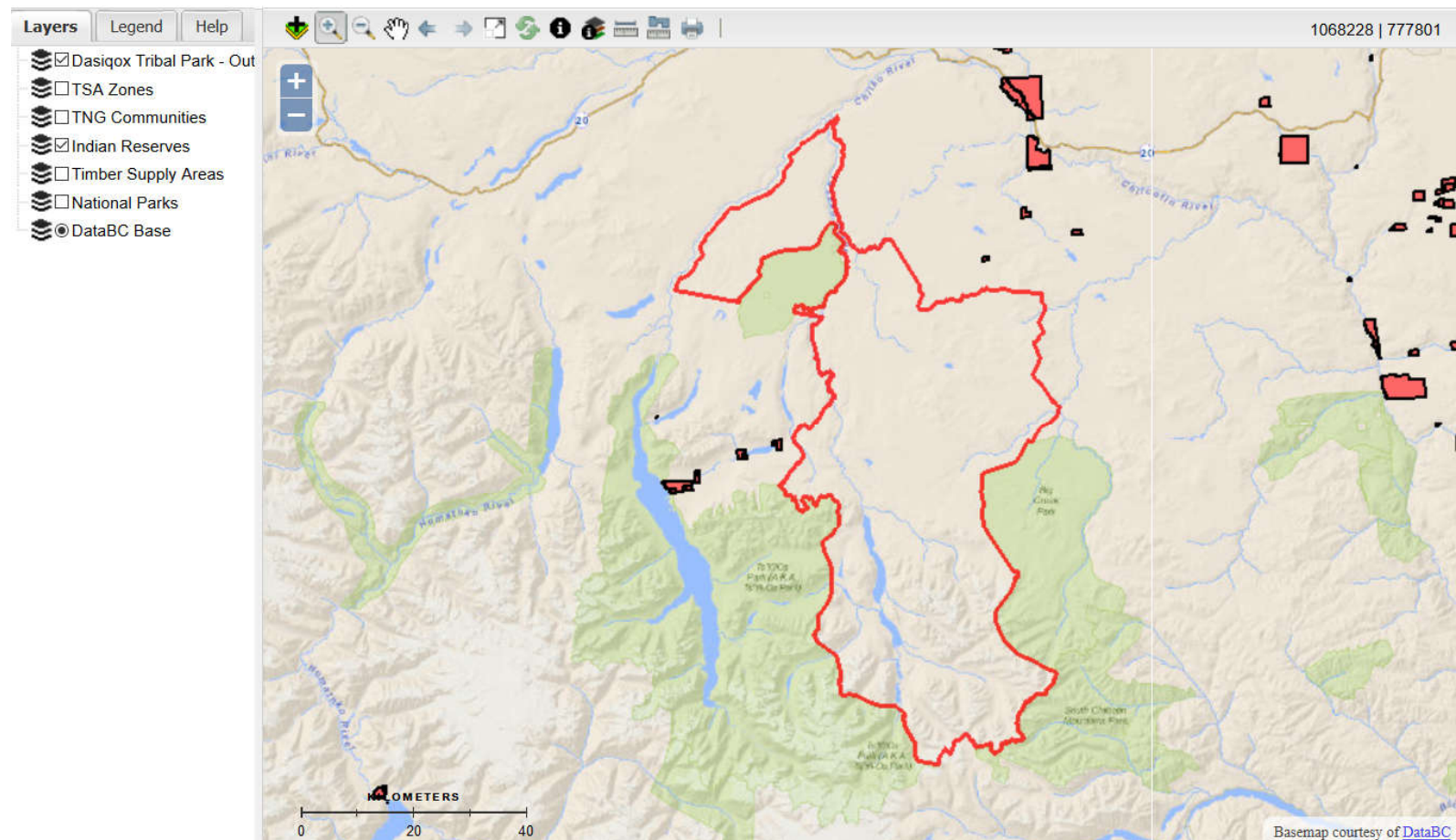


Maplayers:





Maplayers:

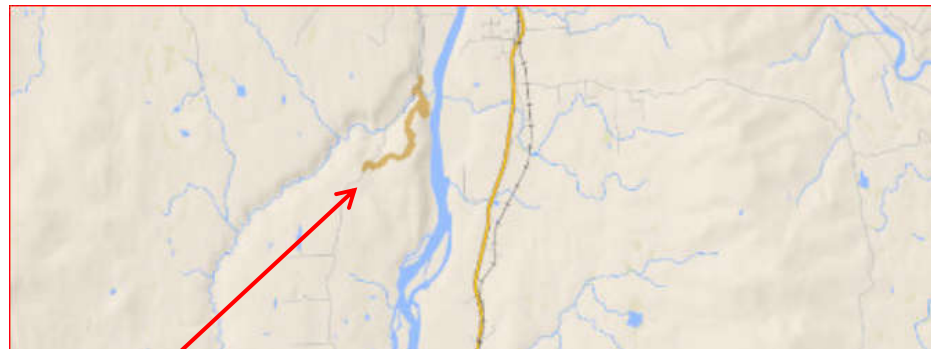




Maplayers:

West Fraser Road

Re-alignment

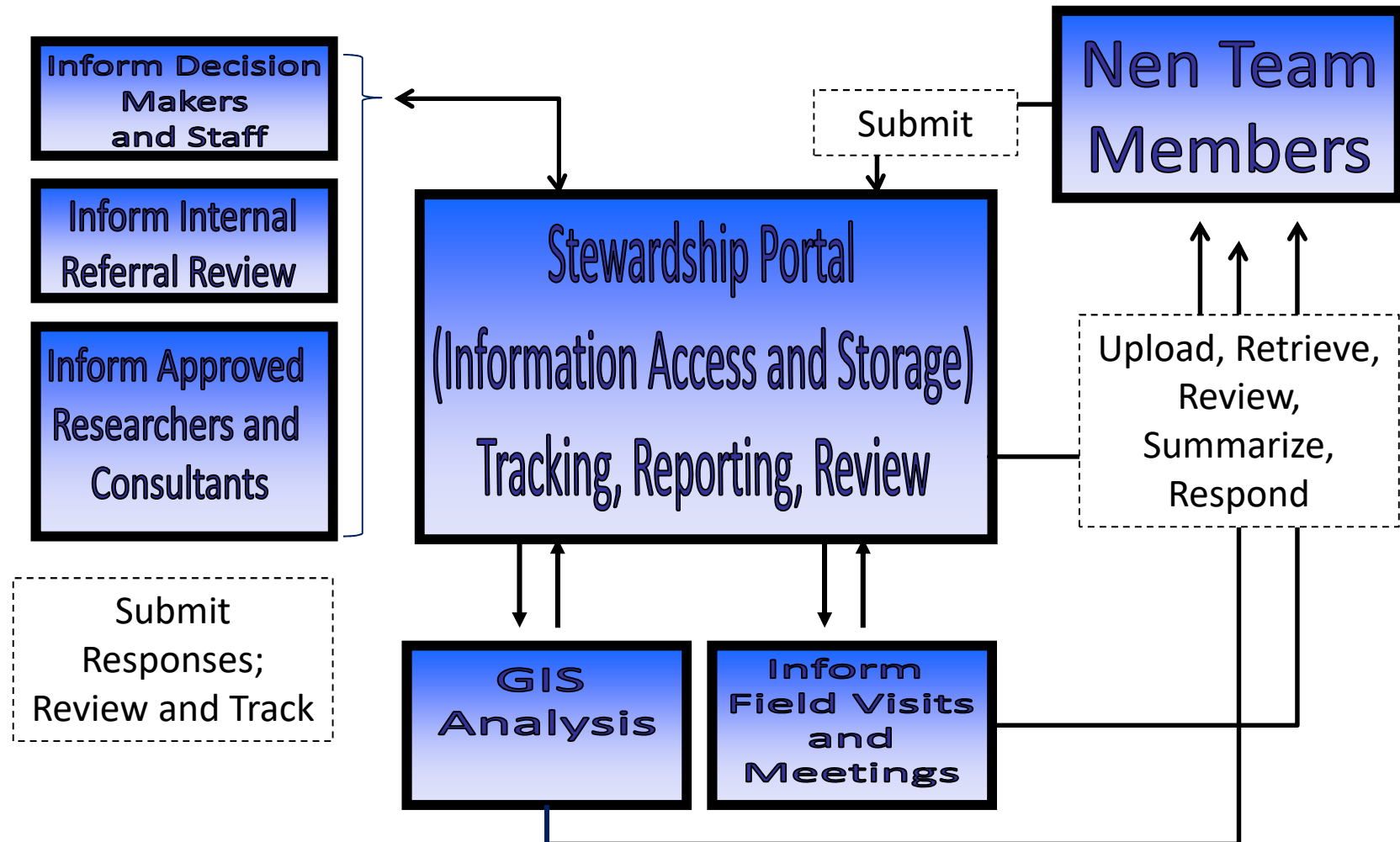


Results									
SID:18010 [May 12 2020] WFR_Disturbance_Area_PORTAL [1 feature]									
_id	layer_id	submission_id	agency	proponent	file_num	activ_desc	feature	id_name	dbid
	5330	18010	ROW	MOTI	1	ROW	ROW	1	18010





Portal Workflow:





Permissions:

Every Portal User has a

Username and Password

Every Portal User is a

Member of a User Group

Stewardship Portal Login

Username:

Password:

LOGIN



User Group

- ✓ a group of users that have a united purpose.
- ✓ Belonging to a particular user group has some influence on your ability to access submissions and forms.
- ✓ We have 6 TNG Referral Groups.
- ✓ Permissions are either On and cannot be turned off, granted by default but can be turned off, or off by default but can be turned on:



Permissions

Example:

- We can create a user group for each Community with only Nen members from individual communities.
- users in group could be designated by chief and council to make submissions that they can share only with their team (others included in their group) – Community TUS
- or share more widely with other communities, other custom groups etc.



Permissions

Example:

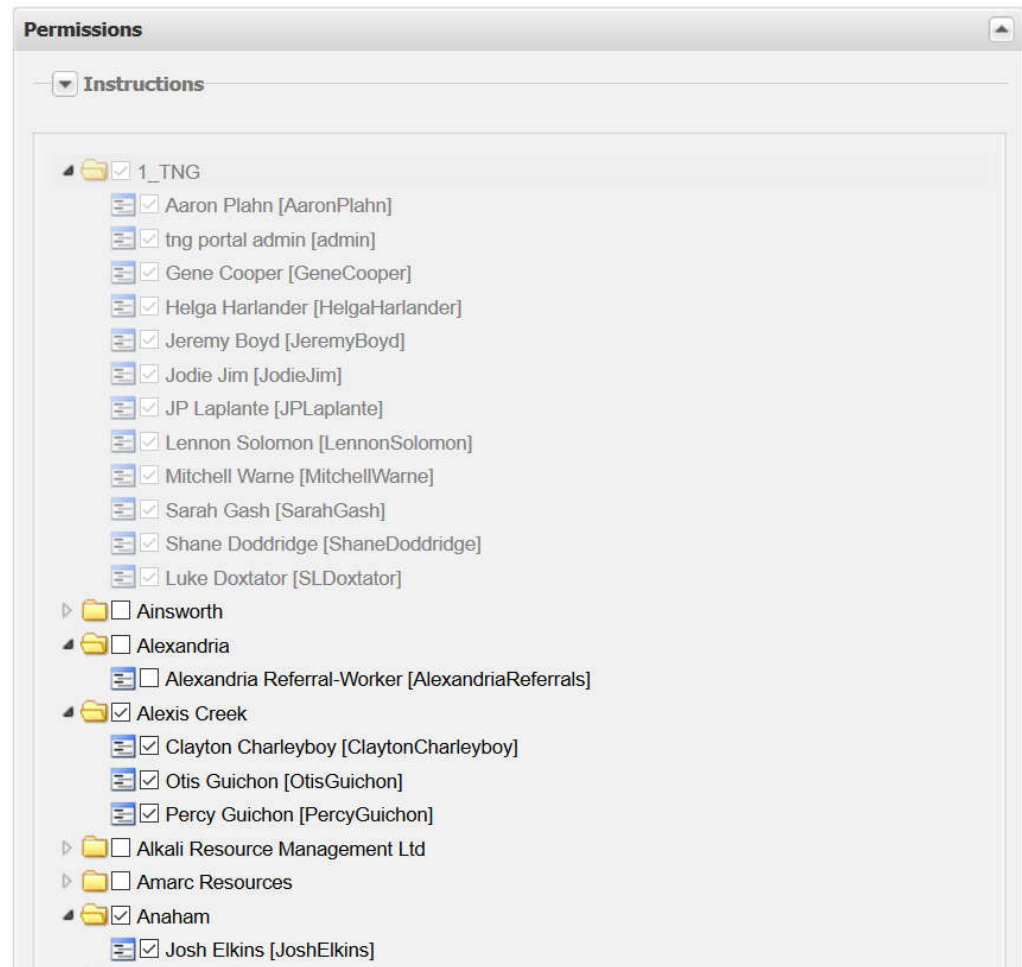
- Users in another group might be given permission to view less sensitive information like Land Use Plan Reports.
- Just have to be clear with your guidelines and plans for what you want to share and with who.



Permissions:

Every user group can be turned on or off to allow or deny access to a submission and it's content. *

Users can be turned on or off individually within a user group.





Next Steps:

- Design guidelines and process for deciding who is to do submitting, and who can see what;
- With community input, design and implement custom form and schema (spatial data format);
- Training; troubleshooting and administration provided by TNG;
- Documentation for how to, specific for Nen Team and community.



Appendix A

Portal Training Terminology

Glossary of Key Terms



Proponent

- ✓ Company, government or individual who puts forward information. Examples are forestry licensee, BC government, or mining companies, and now the Housing Authority.
- ✓ Typically, there is a link between the Proponent and the Form they use on the Portal.

Housing Authority uses the Housing Communication Form



Forms

- ✓ Forms are the point of entry for loading data into the Portal.
- ✓ Custom forms can be built for other Portal uses.
 - ✓ Housing Communication Form 2019-May-16 was built for the Housing Authority to load documents and communication to the Portal.
 - ✓ Housing Status Form will be built to accommodate Housing Status information.
- ✓ Each Form consist of a series of **NODES**.



Nodes

- ✓ Nodes perform separate, independent functions. Each node is an independent block of code. It takes a combination of Nodes to make a Form.
 - Parent Submission ID node
 - Content node
- ✓ Nodes have expandable instructions, and the nodes themselves are collapsible.
- ✓ If you need help, look for a triangle near the top left of a node for instructions.



Parent Submission

- ✓ the first submission on a particular referral/engagement.

Child Submission

- ✓ Any subsequent submissions that are linked to a parent.
Also called an “amendment”
- ✓ You can not make a “**child submission**” or “**amendment**” to another child submission.



User Group

- ✓ a collection of users that usually work for the same company/group.
- ✓ Belonging to a particular user group has some influence on your ability to access submissions.
- ✓ Members of a user group have default access to co-group member's submissions (submitted and draft).



Examples of Portal User Groups:

- **1_TNG**
- **Community User Groups (Alexandria, Anaham, Nemiah, Toosey, Stone, Alexis Creek)**
- **Housing Authority**
- **West Fraser**
- **BC Government - largest group**



Permissions

- ✓ Permissions give a user access to view, download, and respond to Portal submissions.
- ✓ Permissions allow us to determine who can see what, and protect confidential data

Email Notifications

- ✓ Automated emails sent to all those listed so those who need to know when a submission has been uploaded.



User Help and Training materials?:

In the form Instruction dropdown topics

Parent Submission ID

Instructions

If you wish to "make a child" and link this submission with a previously made submission, follow these steps:

1. Enter the ID of the "parent" 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**.

[Making an Amendment or Child Submission](#)

Click on link above to download a pdf document with detailed explanation of how to link a submission to a Parent Submission.

Alternatively, if you are starting a new submission and therefore DO NOT wish to link this submission to a previously made submission, leave the Parent Submission ID field blank.

Parent Submission ID: **NOT LINKED to another Submission**



User Help and Training materials?:

Document Download Page

Comprehensive Training Materials,
Task Specific User Help Documents,
Links to templates and much much
more.

Stewardship Home
Find Submissions
Fill A Form
Map Layers
View Available Schemas
View Form Fields
Document Downloads
Logout



Portal Administration Contacts:

Jodie Jim, Tsilhqot'in National Government
Jodie@tsilhqotin.ca

Sarah Gash, Tsilhqot'in National Government
sarah@tsilhqotin.ca

TNG front desk: 250-392-3918

TNG's Referral Workers : Gene/Lennon/Linda/Josh/Tamara/Liz