

**TFA Engagement Level Change-2011-Sept-15**

**Replaces original "TFA Engagement Level Change" from Feb 2010.**

***This form is needed when a Government Referral is submitted, and then the Engagement Level changes. Responsible Officials need to be involved in EL Changes, and the EL must be changed within 1 day of the submission's effective start date (by Tuesday at 4:30). This form is ALWAYS used as a CHILD SUBMISSION.***

Effective Sept 2011, new NODES were built on the TNG Portal. Below lists the nodes present on this form and the page where they exist.

<b>Available Nodes</b>	<b>Page it will appear on the Notification Form, and Rank on that Page</b>
Parent Submission ID Node	1-1
Content Node	1-2
Due Date Calculator Node	1-3
Load Shape Files Node	1-4
File Attachments Node	1-5
Next Page Node	Not Present
Set Permissions on Submission Node	1-6
Send Notification Emails Node	1-7
Submission Control Settings Node	1-8

Columns B & C within the table below represents what will be displayed on the TNG Portal website when you display the "TFA Engagement Level Change 2011-Sept-15" form. Column A is used to build the form because it identifies the type of field for each piece of text... this info is not relevant to the average portal user.

Form Name "TFA Engagement Requests 2011-Sept-15"

A	B	C
<b>Field Type</b>	<b>Question:</b>	<b>Space on the form for the answer</b>
Heading	New Engagement Level	
Checkbox	Level 1	Yes/No
Checkbox	Level 2	Yes/No
Checkbox	Level 3	Yes/No
Checkbox	Level 4	Yes/No
Checkbox	Level 5	Yes/No
Heading	Original Engagement Level	
Checkbox	Originally Level 1	Yes/No
Checkbox	Originally Level 2	Yes/No
Checkbox	Originally Level 3	Yes/No
Checkbox	Originally Level 4	Yes/No
Checkbox	Originally Level 5	Yes/No
HTML Editor	Reasons for Engagement Level Change	
Textbox	Responsible Official	

Screen shot of the Content Node within the Engagement Level Change Form 2011-Sept-15, from the TNG Portal Website.

The screenshot shows a web form titled "Content" with a "Instructions" dropdown menu. The form is divided into two main sections: "New Engagement Level" and "Original Engagement Level".

**New Engagement Level**

- Level 1:
- Level 2:
- Level 3:
- Level 4:
- Level 5:

**Original Engagement Level**

- Originally Level 1:
- Originally Level 2:
- Originally Level 3:
- Originally Level 4:
- Originally Level 5:

Reasons for Engagement Level Change:  **B** *I* U A<sup>^</sup> A<sub>˘</sub>

Responsible Official:

**TFA Schema's can be attached to this submission, although it is doubtful that shapefiles would be necessary as they would likely already be attached with the original submission.**

**TFA Engagement Level Change Schema** – There can be Points, Lines or Polygons submitted for these referrals, representing either “X-marks the spot” or actual location(s) of activity(ies) proposed.

**Schema Name: TFA\_pointFeb15**

**Point Shapefile** – See table example on page 4

Field Name	Field Type	Length	Notes	
<b>Agency</b>	String	250	Which agency is responsible for the decision related to this point / line / polygon	<i>Ex: MOTCA. Please use the full name on the form, and the standard government abbreviation in the shapefile table.</i>
<b>Proponent</b>	String	250	Proponent’s name and/or company name.	<i>Ex: John and Jill Smith of Tatla Touring Enterprises</i>
<b>File_Numb</b>	String	250	Government’s file # (could be inconsistent across ministries or the same.)	<i>Ex: 5403822 Ex:11641-05/Canim Lake</i>
<b>Activ_Desc</b>	String	250	BRIEF overview of project, similar contents as the form, not the Word document that gets attached.	<i>Hiking Tour Operation</i>
<b>Feature</b>	String	250	What is this point / line / polygon representing?	<i>Campsite Well</i>
<b>ID_Name</b>	String	250	If it has an id # or name, fill it in here so that the attribute is not lost. Especially useful if there are more than one of the same feature being submitted.	<i>C1 C2 W50l</i>
<b>DBid</b>	Long Integer		Parent Submission #, generated after the main form is sent in.	<i>1250</i>

**Schema Name: TFA\_lineFeb15**

**Line Shapefile** – same structure as point

Field Name	Field Type	Length	Notes	
<b>Agency</b>	String	250	Which agency is responsible for the decision related to this point / line / polygon	
<b>Proponent</b>	String	250	Proponent’s name and/or company name.	
<b>File_Numb</b>	String	250	Government’s file # (could be inconsistent across ministries or the same.)	
<b>Activ_Desc</b>	String	250	BRIEF overview of project, similar contents as the form, not the Word document that gets attached.	
<b>Feature</b>	String	250	What is this point / line / polygon representing?	
<b>ID_Name</b>	String	250	If it has an id # or name, fill it in here so that the attribute is not lost. Especially useful if there are more than one of the same feature being submitted.	
<b>DBid</b>	Long Integer		Parent Submission #, generated after the main form is sent in.	

**Schema Name: TFA\_polyFeb15****Polygon Shapefile- same structure as point**

Field Name	Field Type	Length	Notes	
<b>Agency</b>	String	250	Which agency is responsible for the decision related to this point / line / polygon	MOFR
<b>Proponent</b>	String	250	Proponent's name and/or company name.	Joe's Logging Company
<b>File_Numb</b>	String	250	Government's file # (could be inconsistent across ministries or the same.)	272934
<b>Activ_Desc</b>	String	250	BRIEF overview of project, similar contents as the form, not the Word document that gets attached.	Timber Harvesting
<b>Feature</b>	String	250	What is this point / line / polygon representing?	Cutblock Wildlife Tree Patch
<b>ID_Name</b>	String	250	If it has an id # or name, fill it in here so that the attribute is not lost. Especially useful if there are more than one of the same feature being submitted.	WDI005, WDI006, WDI007, WTP1
<b>DBid</b>	Long Integer		Parent Submission #, generated after the main form is sent in.	5072

**Examples of values found within a shapefile’s attribute table using the TFA schemas (Please note these are not real values from any legitimate referral and are only for demonstration purposes).**

*The first example shapefile contains 3 points – 2 camp locations and 1 well. The camps are MOTCA’s responsibility; the well is MOE’s responsibility. The attribute table would look like this:*

<b>Agency</b>	<b>Proponent</b>	<b>File_Numb</b>	<b>Activ_Desc</b>	<b>Feature</b>	<b>ID_Name</b>	<b>DBid</b>
MOTCA	John and Jill Smith Tatla Touring Adventures	5403157	Hiking Tour Operation	Campsite	Picnic Camp	1250
MOTCA	John and Jill Smith Tatla Touring Adventures	5403157	Hiking Tour Operation	Campsite	Overnight Camp	1250
MOE	John and Jill Smith Tatla Touring Adventures	X7-00051	Hiking Tour Operation	Well	W50	1250

The second example attribute table contains 4 polygons for a forestry cutblock referral.

<b>Agency</b>	<b>Proponent</b>	<b>File_Numb</b>	<b>Activ_Desc</b>	<b>Feature</b>	<b>ID_Name</b>	<b>DBid</b>
MOFR	Joe’s Logging Company	272934	Timber harvesting	Cutblock	WDI005	5072
MOFR	Joe’s Logging Company	272934	Timber harvesting	Cutblock	WDI006	5072
MOFR	Joe’s Logging Company	272934	Timber harvesting	Cutblock	WDI007	5072
MOFR	Joe’s Logging Company	272934	Timber harvesting Reserve	Wildlife Tree Patch	WTP1	5072

- Note that the **Feature** column describes what each point represents, and values can be duplicated. The **ID\_Name** column shows the unique name of each particular feature.
- Two agencies can combine their GIS data and submit it together in one shapefile, maintaining each agency’s File Number in the **File\_Numb** column in the portal data to maintain data quality and ease cross-referencing in cases where the proposal does not have the same file number within all agencies.