

**TFA Engagement Requests-2011-Sept-15**

**Replaces original "TFA Engagement Request Form" from Feb 2010.**

**This form is used to initiate Engagement Requests from the BC Government, Levels 2 to 5. Don't forget to also complete the "TFA Engagement Request" document, and attach with maps, shape files etc when submitting this form.**

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.

<i>Available Nodes</i>	<i>Page it will appear on the Notification Form, and Rank on that Page</i>
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 "Engagement Request 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. Column D identifies whether or not the answer is required to be part of the shapefile, and Column E identifies which attribute column in the shapefile should hold the simplified answer that would fit into Column C.

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

A	B	C	D
<b>Field Type</b>	<b>Question:</b>	<b>Space on the form for the answer</b>	<b>Shapefile Field</b>
Heading	Please note: Effective Sept 15 2011, this form is only to be used for TFA Engagements, Levels 2-5. For Level 1 Notifications, use the form "TFA Notifications 2011-Sept-15"		n/a
HTML Editor	Brief Overview of Project		<i>Activ_Desc</i>
Textbox	Location		n/a
Textbox	Proponent		<i>Proponent</i>
Textbox	Legal Description of application area		n/a
Number	Size in hectares		n/a
Textbox	Engagement Contact		n/a
Textbox	Lead Agency		<i>Agency**</i>
Textbox	Government File Number		<i>File_Numb</i>
HTML Editor	Other Comments		n/a

Form replaced original TFA Engagement Request form from February 2010.

Form created Sept 16, 2011. Document last edited: September 21, 2011 by M. Thurow

\*\* Please put the **Lead Agency** in the form. For the shapefiles, please ensure that the agency responsible for the decision covered by each feature is specified (Ex – Ministry of Forests and Range for the polygon showing the license to cut area, Ministry of Energy Mines & Petroleum Resources for the mine footprint polygon, etc.)

**Screen shot of the TFA Engagement Requests 2011-Sept-15 form from the TNG Portal Website. Note the Due Date Calculator Node underneath the Content Node.**

The screenshot displays two web-based form windows. The top window, titled "Content", contains an "Instructions" dropdown and a text area with the following text: "Please note: Effective Sept 15 2011, this form is only to be used for TFA Engagements, Levels 2-5. For Level 1 Notifications, use the form 'TFA Notifications 2011-Sept-15'". Below this is a "Brief Overview of Project:" section with a dropdown menu set to "Tahoma" and a rich text editor toolbar. The main content area is empty. Below the text area are several input fields: "Location:", "Proponent:", "Legal Description of Application Area:", "Size in Hectares:", "Engagement Contact:", "Lead Agency:", and "Government File Number:". At the bottom of the content area is another "Other Comments:" section with a dropdown menu set to "Tahoma" and a rich text editor toolbar. The bottom window, titled "Due Date Calculator", also has an "Instructions" dropdown. It features a "Level & Zone:" dropdown menu with the text "Please select one...", a "Start Date:" input field with a calendar icon, and a "Completion Date:" input field with a calendar icon. A "Save" button is located at the bottom right of this window.

**Please note: as of June 10, 2010, the 3 schemas described in this document are the only schemas to be used for BCGovernment referrals submitted under the Tsilhqot'in Framework Agreement.**

**TFA Engagement Form 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. **Tables with sample values are shown at the end of this document.**

**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 W50I</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.