Instructions for Archaeology Consultants Drafting Submissions on behalf of BC Government Archaeology Branch

Submitting an Engagement Request to the TNG Stewardship Planning Portal

Notice of Fieldwork (NoWs), and Heritage Conservation Act (HCA) Blanket Permits should each be submitted as separate **Parent Submissions** in order to trigger an Engagement Request. If possible please make note of the HCA Permit Number of the Blanket Permit in the Content Node of the NoW Engagement. DO NOT SUBMIT a NoW as a child submission.

BEFORE initiating a Portal Submission identify what **TSA Zone** your activity falls within. Please refer to the TSA Zone Map (Appendix A).

If activity falls in **Zone B or C,** all work must be referred as Level 2 Engagements. Follow the detailed instructions included in this document. This includes HCA blanket permits and Notice of Fieldwork.

If activity falls in **Zone A**: No Engagement is required for Applications in Zone A unless the activity meets criteria for Engagement Level 4 or 5. In the case of archaeology work, these criteria are not met, so **no Engagement in Zone A is required of Arch Branch.**

Archaeology Branch is not issuing permits that fall in **Zone D.** If an Application overlaps with more than one Engagement Zone, the majority of the Application area will determine which Engagement Zone applies, and the Engagement level will be determined accordingly.

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* to ensure that you are following the latest version, it is recommended that you **do not print** these instructions

For questions and inquiries:

Please contact TNG Portal Administration at portaladmin@tsilhqotin.ca or 250-392-3918 (Sarah Gash or Jodie Jim); or BC Government Portal Contact, Resource Coordination Officer, Ministry of Indigenous Relations and Reconciliation, Cariboo Region, Lynn Rankin, Lynn.Rankin@gov.bc.ca or (250) 302-3580.

[*Instructions for completing most of these steps are now available in the Portal itself – just click the arrow button to the left of "Instructions" in any of the form node*s.]   ➡️   ▾ Instructions

1. Log onto the TNG Stewardship Planning Portal:

Open Mozilla Firefox 🦊 (While <u>mostly</u> compatible with Internet Explorer 🌐 the Portal works best in Mozilla Firefox)

Click the link TNG Portal Site to the www.tngportal.ca

Click **Portal Login** and log in using your Portal username (*e.g.*, **FrankCraig**) and password (you chose a password over the phone. Please call TNG Portal Administration at 250-392-3918 if you require a reminder).

Stewardship Portal Login

Username: KimStatham
Password: ●●●●●●●●●●●●●●●

LOGIN   ⬅️   Click LOGIN

Usernames and passwords are case sensitive.

If you are NOT registered with the TNG Portal please download access form from here: http://www.tngportal.ca/themes/tng/documents/Templates/PortalUserLoginForm.doc

Email completed form to portaladmin@tsilhqotin.ca .

2. Initiate a Submission:

Click **Fill A Form** .

From the Drop-Down list, choose **TFA Engagement Request Form 2011-Sept-15** and click **Fill Form.**

Fill A Form

In this section, you can select a Form to be filled for submitting various types of data. For example, to initiate a Forestry Referral, please select the Referral form from the list below. Upon completing the form, please click the Submit button.

Please select a form to fill in from the drop-down list below and click 'Display Form'.

TFA Engagement Request 2011-Sept-15 ▾

Fill Form

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Following is an example of a Notice of Fieldwork (Archaeology Branch NoW). Currently HCA Blanket Permits are submitted using the same TFA Engagement 2011-Sept-15 form, however, this process is under review.

Since this is your first submission for this file, *ignore* the **Parent Submission ID** field at the top of the page :

3. Submission Name Node:

Rename your submission with Engagement Level, Arch Branch, and Name of Project.
You will notice the text at the top of your Submission Form Changes to reflect your new name.
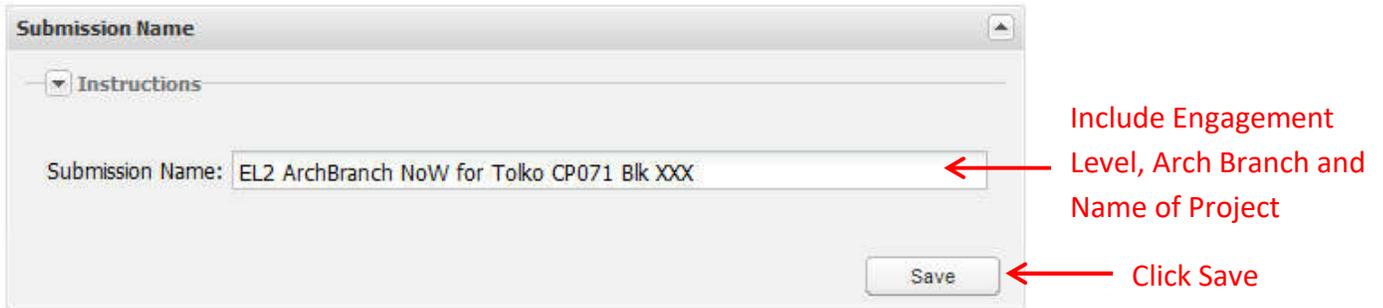
Include Engagement Level, Arch Branch and Name of Project

Click Save

You must click the **SAVE** button before moving on. When you SAVE, you will be notified of a successful Name change:
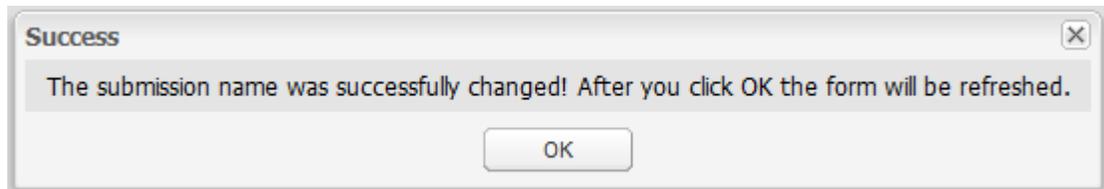
When you click OK, the page will refresh and your new name will be in the title bar of your submission:

Make a note of the Submission ID (for example 11981). This is the number you will communicate to Archaeology Branch after holding your Submission in Draft.

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4. Engagement Form Content node:

Complete the form fields and Click **SAVE**.

Content

▼ Instructions

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"

Brief Overview of Project:
Notice of Archaeological Fieldwork proposed for assessment of forestry operations proposed by Tolko Industries CP 071 blk XXX.

Copy and Paste from APTS (Arch Branch). Provide details about what land-use proponent archaeology work is being done for. For Example: Tolko; West Fraser; BC Hydro etc.

Location: Approximate Geographic location (ie Anah Lake or 4500 Road)

Proponent: Archaeology Consultant (Company and your name)

Archaeology Consultant Company Name, and your name as Archaeology consultant contact

Legal Description of Application Area: More detail about location, if available (ie District Lot #)

Size in Hectares: 75

Numeric Field

Engagement Contact: Applicant's Name (Arch Branch Contact name)

Project Officers Name: Archaeology Branch Contact responsible for this submission. No email address

Lead Agency: Archaeology Branch

Government File Number: 11200-30/11A0102

Other Comments: Tahoma
Any additional information that is not already covered in above content.

If available, please include Portal Parent ID of Proponent submitted referral. For example if Tolko has already referred CP 071 to TNG, include the ID of that submission here. Including this ID here makes it available to be searched in the database.

Save

Click the **SAVE** button.

(For Blanket HCA Permits, several of these fields can be left blank).

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5. Due Date Calculator:

Select the **Level & Zone from the dropdown menu**
For Arch Branch NoW you should select "**Level 2 – Zone B and/or C**"

The due date (for TNG comments) will be calculated automatically. Make sure that this matches your Evaluate Comments job due date in APTS. Click **SAVE**.
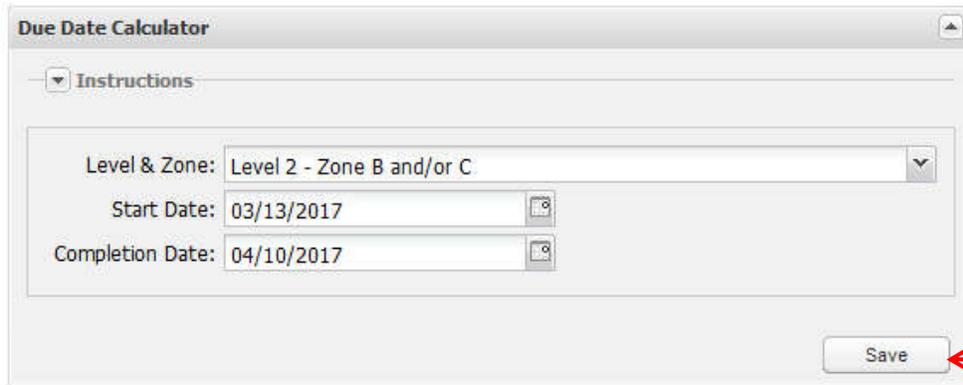
Due Date Calculator

▼ Instructions

Level & Zone: Level 2 - Zone B and/or C
Start Date: 03/13/2017
Completion Date: 04/10/2017

Save ← Click the **SAVE** button.

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6. File Attachement Loader:

There are a minimum of 2 files to upload here, you must upload them one at a time:
(The Portal accepts a number of different formats (*.pdf, *.doc, *.xlsx, *.txt , *.jpeg and so on)

a. The **Application**: You must rename this file so that it is **less than 32 characters and contains no spaces**. It is suggested that you use: Arch_Permit[YY]A[ArchPermitNumber] (*e.g.*, Arch_Permit17A0119.pdf).

b. An Engagement Letter Template filled out. Download template here:
http://www.tngportal.ca/themes/tng/documents/Templates/ER_Template_2011_Sept%2026.docx

Consultants will be required to fill out the template, and post the completed *.doc file to the Portal draft submission.
The Arch Branch Project Officer will then download the document from the draft submission, review, edit, sign and scan. They will then repost a pdf of this Engagement letter to the attachment loader. They can then delete the draft Word document version.

Save this file with a name that is **less than 32 characters and contains no spaces**. It is suggested that you use: Arch_EngReq [YY]A[ArchPermitNumber] (*e.g.*, Arch_EngReq17A0119).

c. You may enter a description of the file under **File Meta Data**, if you wish.
d. Click **Upload** and the file should appear in the **Files Attached to this Submission** window.
e. To delete an uploaded file from your draft submission highlight the file in the list, and click **Delete Selected.**

7. Shapefile Loader:

Once shapefile has successfully loaded it will show up in list.

Shapefile DBF, SHP, SHX filenames must match.

Click Upload Shapefile once all 3 files are selected.

Shapefiles must validate against a specific list of attributes. Please use Sample shapefiles found on the document download page here:
http://www.tngportal.ca/themes/tng/documents/Shapefiles/Sample_TFA_Engagement_Request_Shapefiles.zip

Shapefiles must have:

- singlepart geometry;
- must be in BC Albers NAD83 projection; and
- filenames must not contain spaces, or exceed 32 characters, or contain non-alpha-numeric characters (%$#+ etc.).

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8. Permissions:

Accept the default permissions:

- 1_TNG user group is checked, and cannot be removed
- A number of community user groups will be checked
- **BCGovernment,** box should be checked
- All ARCH consultant user groups will be checked
- **Your** ARCH consultant user group should NOT have an asterisk, other ARCH consultant groups should have an asterisk next to the name thereby excluding the other consultants from viewing your submissions.
- If you make any changes, click **Save.**

Each Archaeology Consultant company has their own user group which is prefixed with "ARCH". Each employee of the company, who requires access to the TNG Portal, is registered as a user within the company group with a unique user name and password.

Archaeology Branch employees are registered to BCGovernment user group, **_and_** ALL registered Archaeology Consultant groups. This allows the BC Government Arch Branch representative to review submissions **DRAFTED** by the archaeology consultants.

An asterisk next to a user group name indicates that not all users in a group have access. All other Archaeology Groups will only have partial access, as all Arch Branch users are in each of those groups as well.
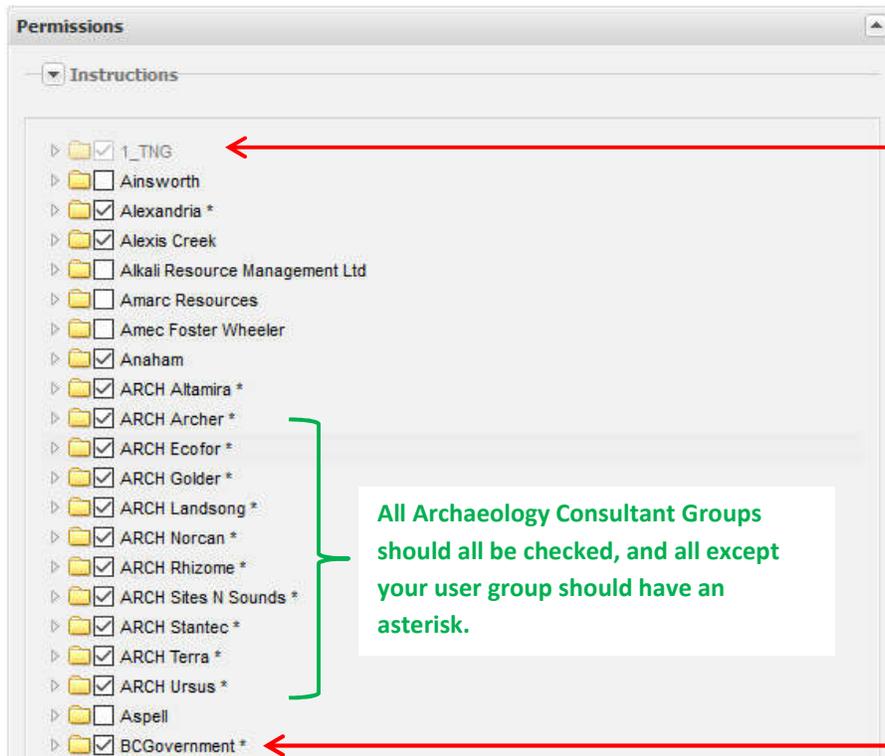
1_TNG user group is checked on and cannot be removed.

All Archaeology Consultant Groups should all be checked, and all except your user group should have an asterisk.

BCGovernment user group should be checked

9. Send Email Notification:

In the **Send Notification Emails** window, ensure that the list includes: (a) the Project Officer (Arch Branch Representative);
(b) HCAPermitRef@gov.bc.ca ; and
(c) Yourself (you should be added automatically if you initiated the submission).
 If you need to add any emails, type address into the field provided. Field will autofill if the email belongs to a registered Portal user. An email address does not have to exist in the system in order for it to be included in the email notification. Click **Add Recipient**.
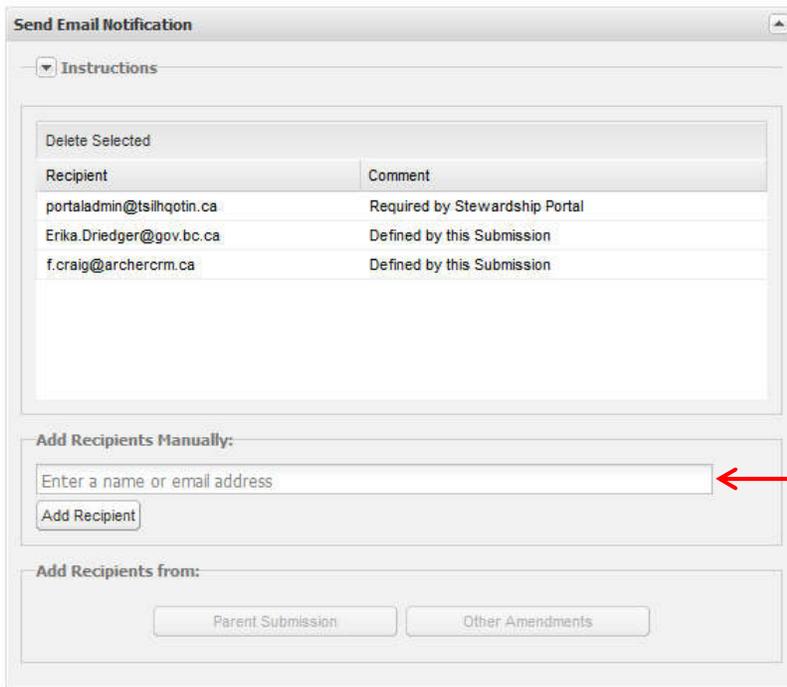
Enter extra email to include in email notification sent once Referral is submitted.

10. Submission Control:

Scroll down to the bottom of the screen and click **Hold as Draft.**

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Once Draft submission is complete please **EMAIL the Archaeology Branch Representative** to notify them that the submission has been drafted. Indicate the Portal Submission ID (11981 is example used here) in the subject so they can quickly retrieve the draft submission from the list of draft submissions in the **Resume Work on a DRAFT Submission** section of the Fill a Form page. You can also retrieve your draft in this way. It is the responsibility of the **Archaeology Branch Representative**, to log into the Portal as themselves to review the DRAFT submission you created, and if all requirements are meet, then they SUBMIT the TSA Engagement. It will be submitted with their username.

ONCE A SUBMISSION HAS BEEN SUBMITTED YOU CAN NO LONGER EDIT IT.

11. Record Submission

Once Submitter had Submitted to the Portal, Record the **Parent ID** in an **APTS File Note** and/or **APTS Cross Reference**.
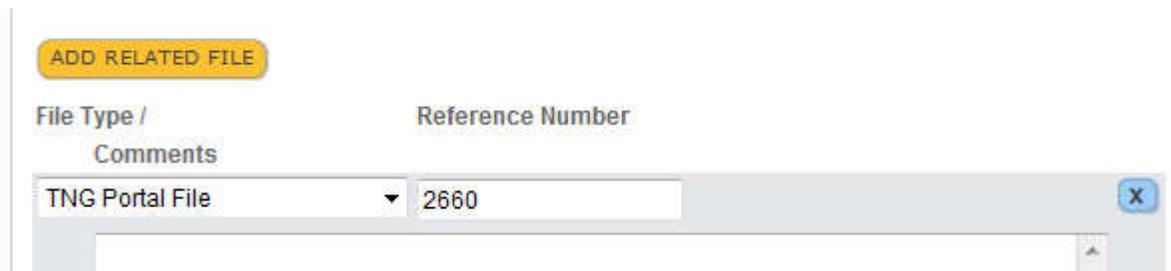
THANK YOU for using the TNG Stewardship Planning Portal. You are ready for your next submission.

Additional Notes:

As of March 9, 2017 All Archaeology Branch NoW referrals falling in TSA Zone B/C and Zone D; and HCA Blanket Permits overlapping Tsilhqoti'n territory (see attached map) must be submitted using the **TSA Engagement Request 2011-Sept-15 form** with all required shapefiles, documents, and content provided. NoWs, and HCA Permits should each be submitted as Parent Submissions in order to trigger an Engagement Request. If possible please make note of the HCA Permit Number of the Blanket Permit in the Content Node of the NoW Engagment.

Appendix A: TSA Boundary Map current to March 31, 2020.