# CTA GEOPORTAL
# CABINS MAP AND TRAPLINE REGISTRY

## MANUAL FOR CTA LOCAL ADMINISTRATION OFFICERS

**CREE TRAPPERS ASSOCIATION (CTA)**



*Prepared by:* Strata360

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# 1   INTRODUCTION

Part 3 of the manual for CTA local administration officers addresses the Cree Geoportal Cabins Map and Trapline Registry web application. The application is accessible through the CTA section of the Cree Geoportal (https://www.creegeoportal.ca/). This application allows both the entry of Cabins data and the review of GPS data collected in the field as well as modifications to trapline information and boundaries.
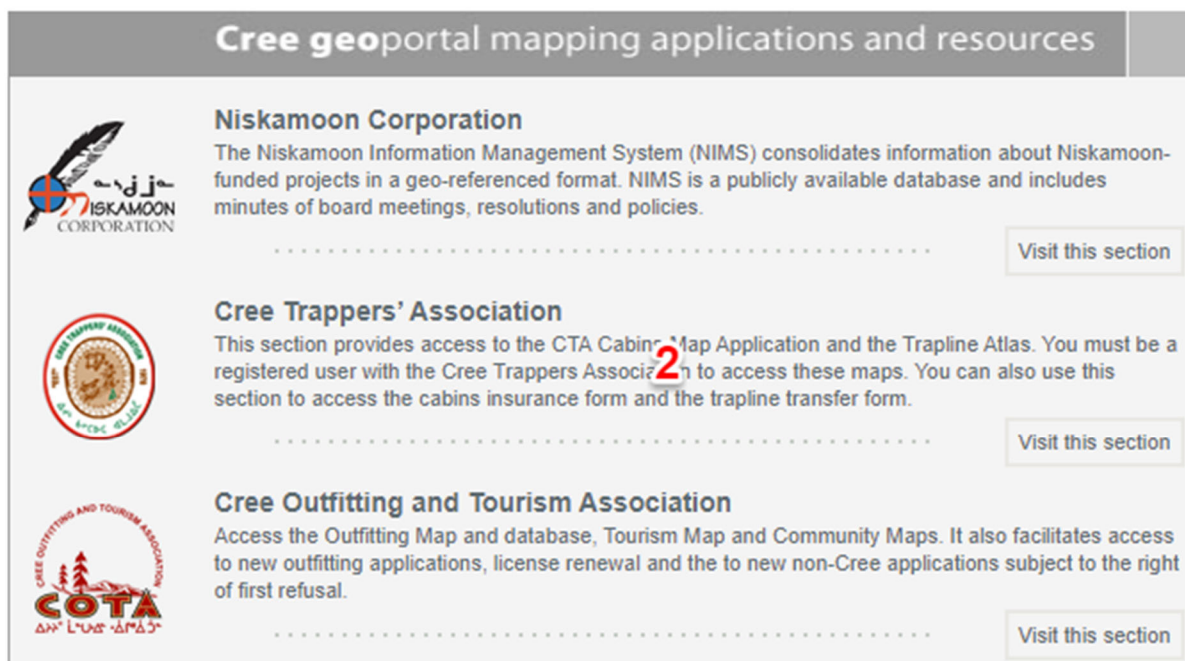
# 2   CREE GEOPORTAL

Only registered users have access to the Geoportal applications.

1.   Log-in with your assigned credentials at http://www.creegeoportal.ca. (**1**) If you do not have credentials contact the Cree Trapper's Association special projects coordinator for help or submit an online application by filling-in the web form available on the CTA section of the Geoportal.



2.   Click on the CTA section of the Geoportal (**2**).

3. In the CTA section of the Cree Geoportal launch the Cabins map and Trapline Registry application by clicking on the blue link (**3**). This will launch a new tab in the browser displaying the Cabins map and Trapline Registry Home screen.



## 2.1 APPLICATION HOME SCREEN

The home screen of the Cabins Map and Trapline Registry opens with a full-screen topographic map of Eeyou Istchee territory. The application home screen provides access to:

1. Three drop-down menus providing access to the following:

    a. Different base maps including topographic maps and satellite images

    b. CTA databases including cabins, GPS data and traplines

    c. View menu provides access to additional thematic layers, overview map and map tools

2. Cursor location coordinates

3. Map tools including navigation and distance measuring tool

4. Access to side panels displaying additional information
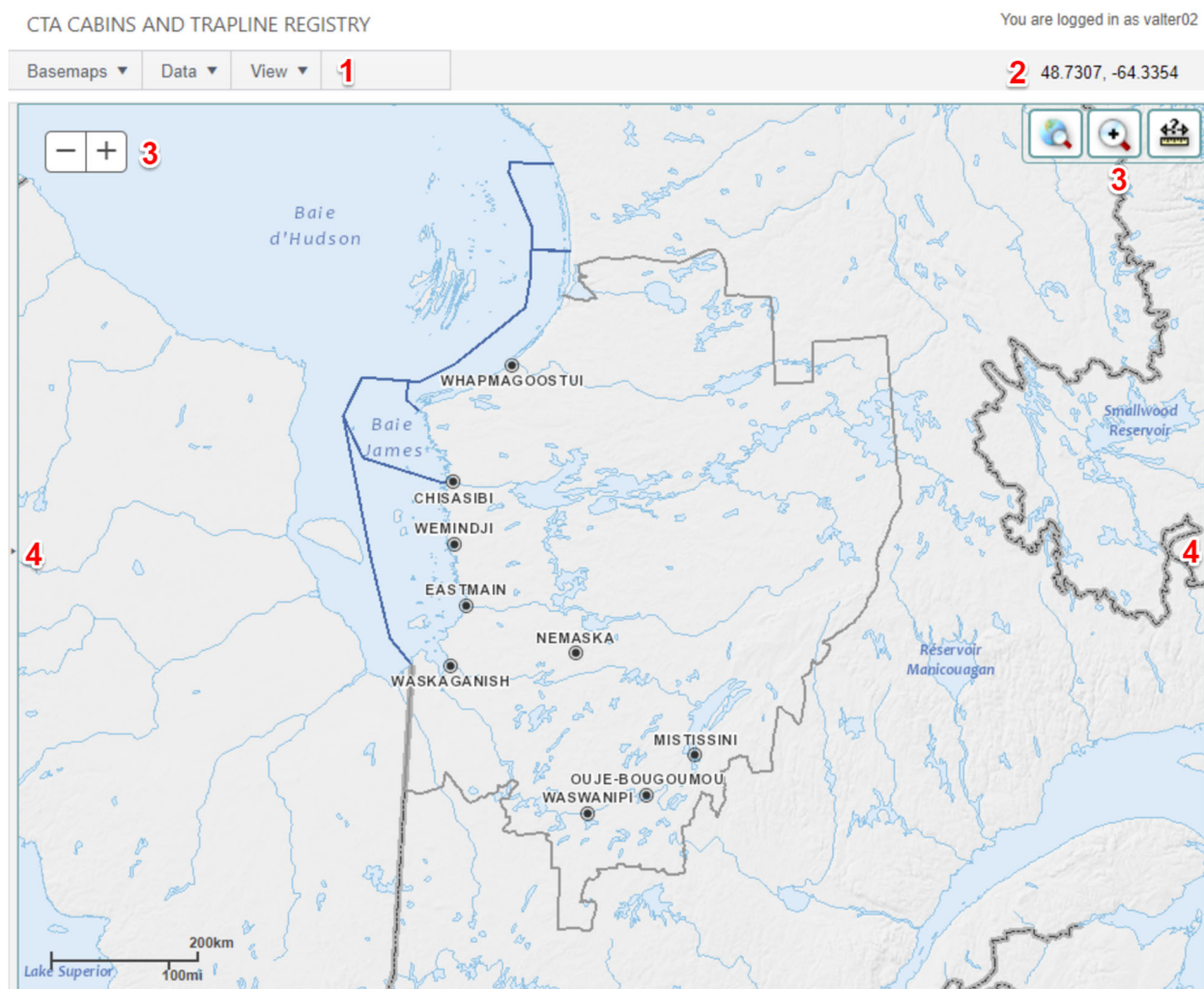


# 3   BASE MAPS MENU

The base maps menu provides access to different base maps:

1. Cree Geoportal

2. ArcGIS Online

## 3.1 CREE GEOPORTAL

By default, the Cree Geoportal topographic base map is enabled. The map is projected in the UTM-18 projection and provides access to various scale topographic maps from Natural Resources Canada. The largest available scale is 1:50,000.

The user can also choose to display information on other base maps from ArcGIS online.

## 3.2 ARCGIS ONLINE

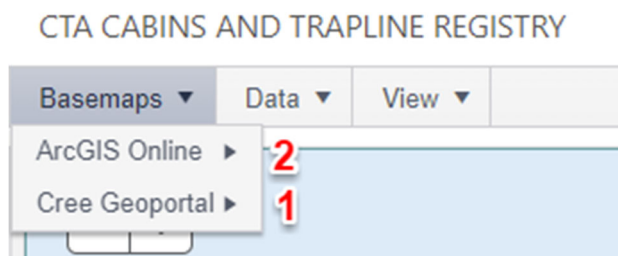Users can choose between three standard ArcGIS Online base maps by selecting them from the ArcGIS Online option of the Base maps menu. We will present and briefly describe each option below. All ArcGIS Online maps are unprojected.
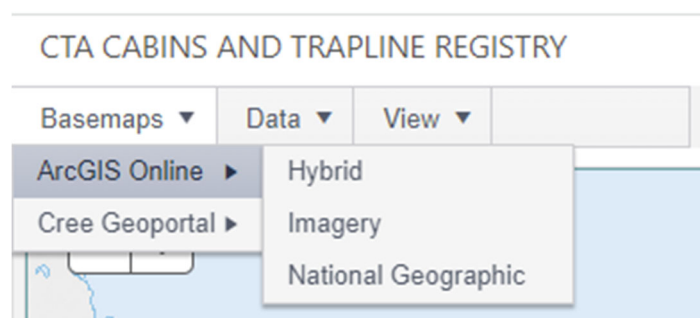


### 3.2.1 Hybrid Base map

This base map combines satellite imagery with some basic labeling. This choice can be useful when working with information from Google Earth or when needing to identify a location by natural feature not visible on topographic maps.
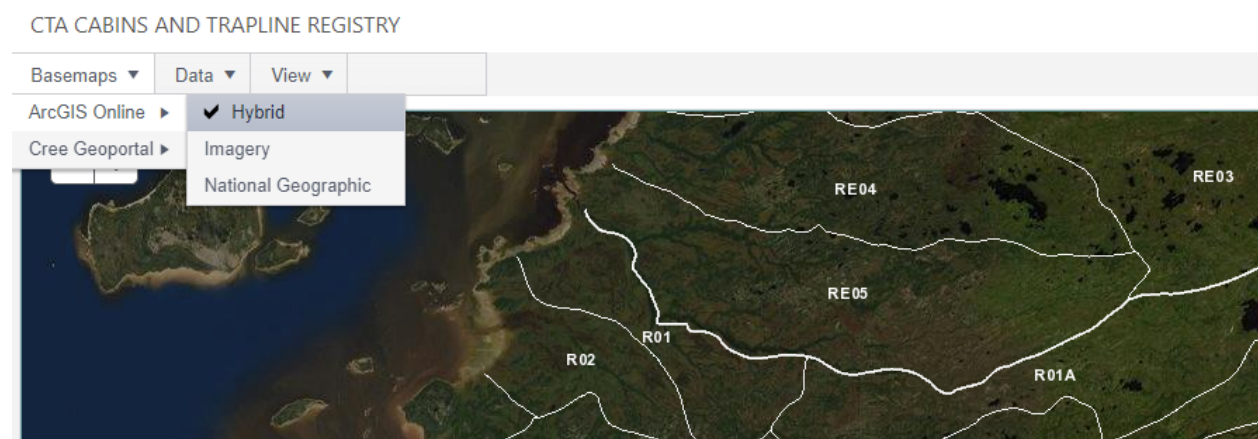


### 3.2.2 Imagery Base map

This option uses the same imagery as the Hybrid map above without the labeling. This option is useful in similar situations as the Hybrid map, but when the user does not want the labels visible either because they are blocking view of a feature or, in some cases, when they are out of date.

### 3.2.3 National Geographic Base map

This base map was developed by National Geographic and ESRI and reflects the distinctive National Geographic cartographic style. It has prominent shorelines.
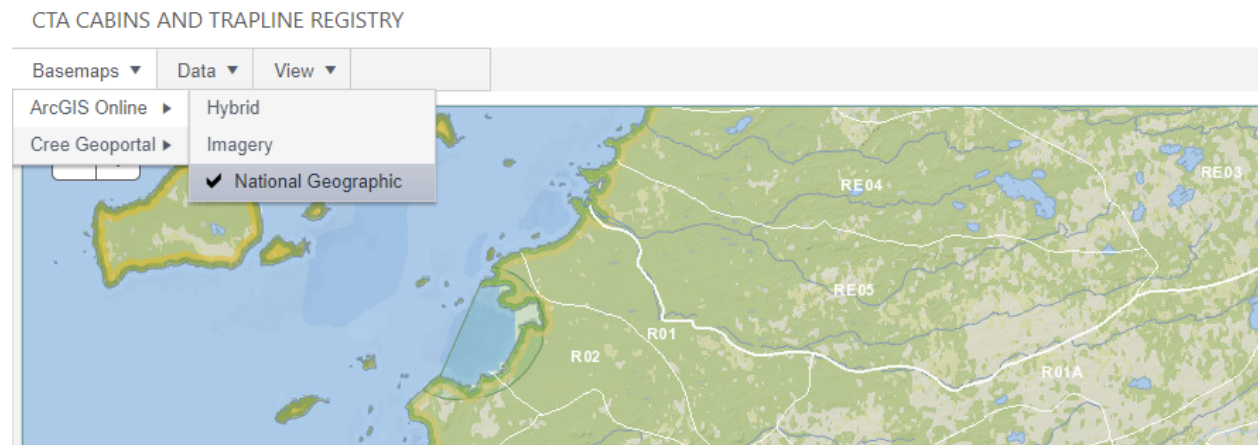


# 4 DATA MENU

The data menu provides access to three different CTA databases:

1. Cabins Data

2. GPS Data

3. Trapline Registry
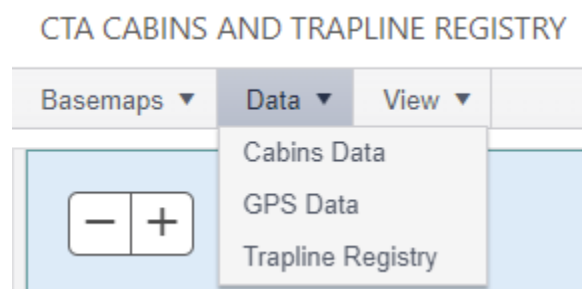


## 4.1 CABINS DATA

The Cabins database displays cabin locations in Eeyou Istchee and associated information, including beneficiary name, trapline and insurance information. The database has not been recently updated (2013) and some of the information, including cabin locations, may be outdated. The application provides the tools necessary for the community administration officers to keep the database up to date.

Selecting Cabins Data from the  drop-down menu causes a side panel to open from the left edge of the window. This panel allows the user to search for existing cabins using multiple parameters, edit cabins information or add new cabins using the "Add New Cabin" interface at the bottom right of the panel.

### 4.1.1    Searching the cabins database

The cabins panel interface allows the user to search for cabins using multiple parameters. For this exercise we will display Ouje-Bougoumou cabins impacted by forestry. The search results display on the map (the map zooms to search results), and in table form below the search interface. The search results are divided into two groups:

1. Pending cabins (on top)

2. All other cabins (at the bottom)



To view a cabin's record, click on the blue CTA ID for that cabin in the first column on the left (**3**). Cabin records can also be opened by clicking on the cabin icon on the map (**4**).

This causes a panel to expand from the right side of the application window, display the cabin's information in the "Info" tab (**5**), and the map to zoom to the cabin while circling it in red (**6**).
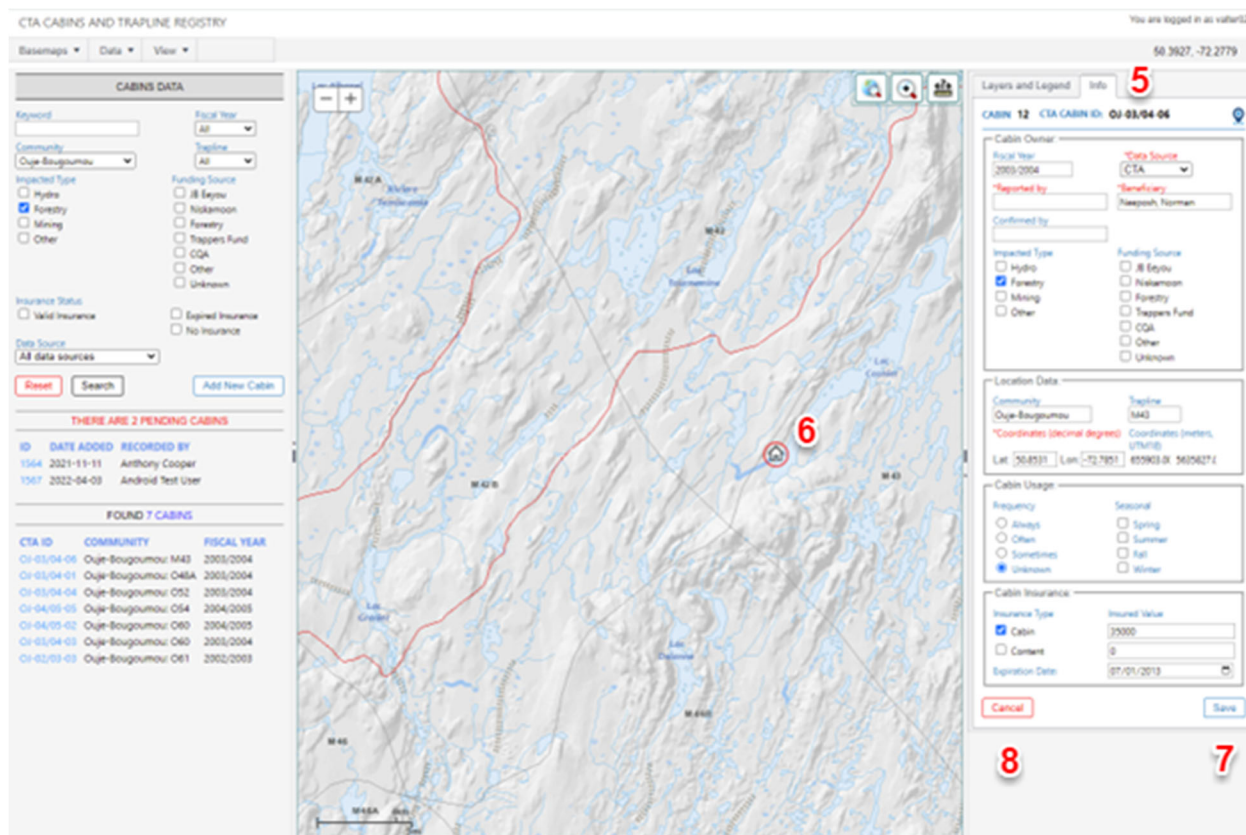
### 4.1.1.1  Pending cabins

Pending cabins are cabins surveyed in the field using the GPS unit and the field data  collector app and submitted to the database by land users. These cabins are subject to review and approval by the local administration officer before they are added to the cabins database. During the review, the local administration officer can also modify or add additional information to the cabin record.

### 4.1.2  Editing a cabin

To edit an existing cabin record, begin by searching for and clicking on the cabin as described above.

In the cabin information panel, which opens on the right of the screen, make a change to any field and press the **Save** button (**7**). In case you have made a mistake, press the **Cancel** button (**8**).

### 4.1.3  Adding a new cabin

The cabins panels interface allows the user to add new cabins by using the "Add New Cabin" button (**9**) at the bottom right of the left panel.

Clicking the "Add New Cabin" button opens the right-side panel with the "Info" tab (**5**) blank and ready for input.

The user is presented with different parameters that can be entered for the cabin. These parameters can then be used later to search for and find the cabin in the database.

Some of the parameters are mandatory fields meaning that new cabin cannot be added if any of these fields is left blank. Mandatory fields are marked with and asterisk and displayed in red in the cabin form (**10**). The field "Reported by" is automatically filled by the system based on the user login.

## 4.2   GPS Data

The GPS data section of the application contains all the features collected in the field by land users using the GPS unit and the field data collector app and submitted to the database.

Selecting the GPS Data option from the  drop-down menu causes a side panel to open from the left edge of the window. The "**Mobile App and GPS  Reported Data**" panel interface allows the user to search for features of interest based on parameters matching the icons in the GPS mobile app that are used to collect information. These parameters allow the user to narrow down the search. The parameters (**1**) are divided into two groups: location (point) data and routes.
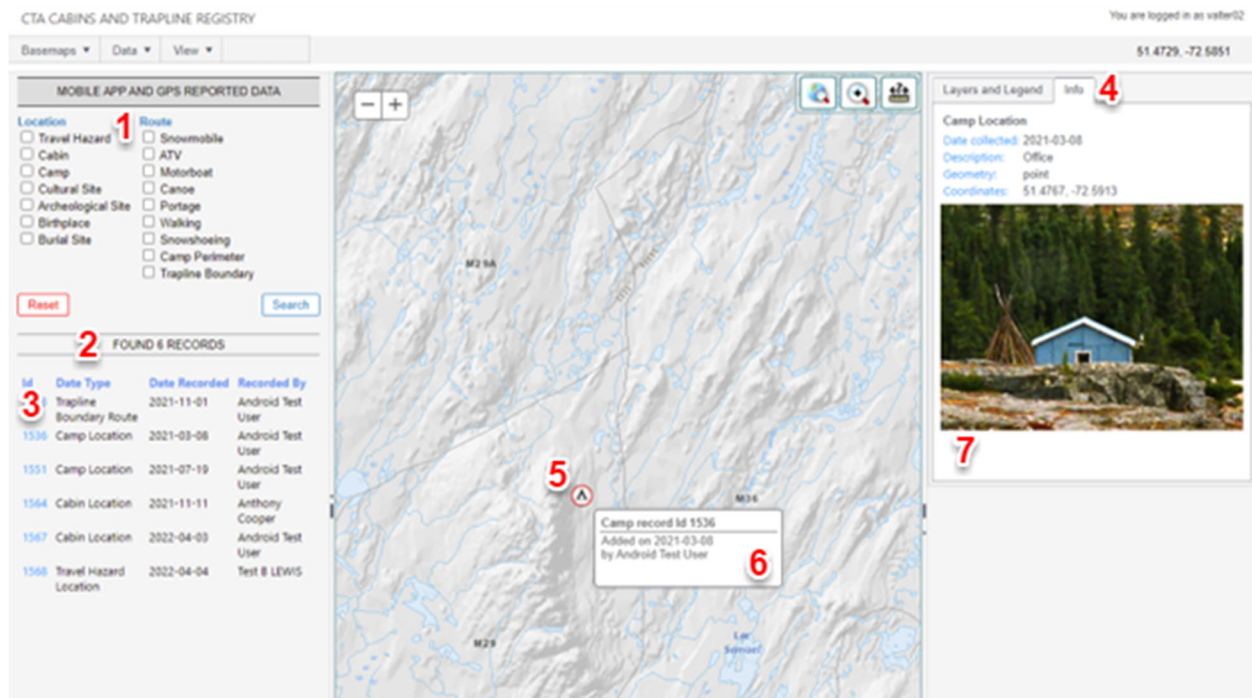


In case the user does not select any of these parameters, all features will be displayed as search result. Search results (**2**) are listed in table form below the search interface and displayed as locations on the map (the map will zoom zooms to search results).

To view a record, click on the blue ID (**3**) for that record in the first column on the left. This causes a panel to expand from the right side of the application window, display the record's information in the "Info" tab (**4**), and the map to zoom to the feature while circling it in red (**5**). Rolling over the feature on the map will display a "bubble" (**6**) with basic information about the location. Any pictures taken in the field and associated with the location will also display in the info panel (**7**).

Any cabins and/or trapline boundaries submitted with the GPS units, requiring a follow-up approval by community of regional officers will also be displayed under the Cabins Data and Trapline Registry sections respectively.

## 4.3    TRAPLINE REGISTRY

The Trapline Registry section provides access up to date trapline information and boundaries.

Selecting the Trapline Registry option from the  drop-down menu causes a side panel to open from the left edge of the window. This panel displays the pending traplines (**1**) on top (if any trapline boundaries were submitted with the GPS units) and allows the user to search for and load individual traplines.
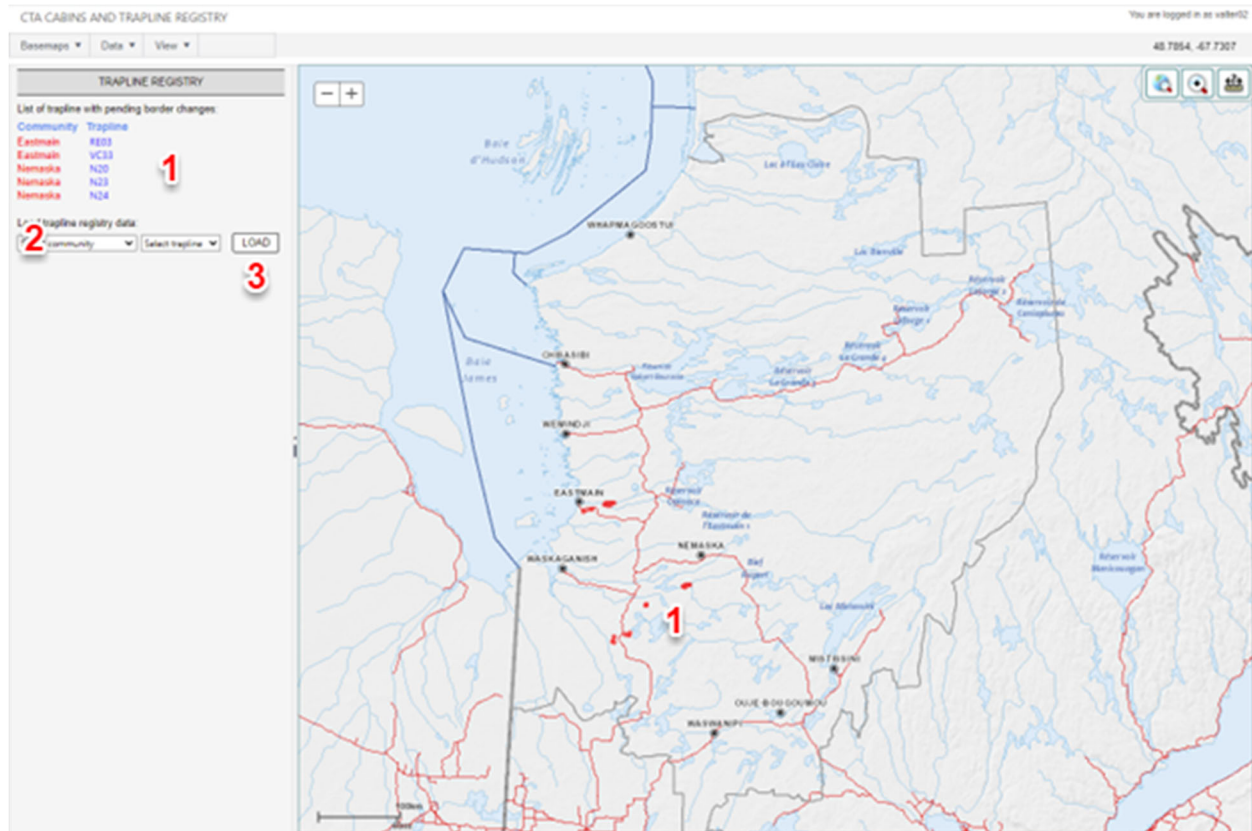


### 4.3.1    Loading a trapline in the Trapline Registry

Users can load an individual trapline by making a choice using two drop down menus (**2**):

1.   Select Community

2.   Select Trapline

The user must choose the community first. The trapline selection menu will then depend on the community chosen and will display the traplines only from that community. Pressing the LOAD button (**3**) will display the trapline information (**4**) in the left panel and zoom and center the highlighted trapline (**5**) on the map. For the purposes of this exercise, we have chosen Waskaganish R03 trapline.

Note that regional CTA officers and system administrators can access and modify/approve trapline modifications for all communities while the community administration officers will only have access to traplines for their own community based on their login credentials. Only one trapline can be loaded at a time.
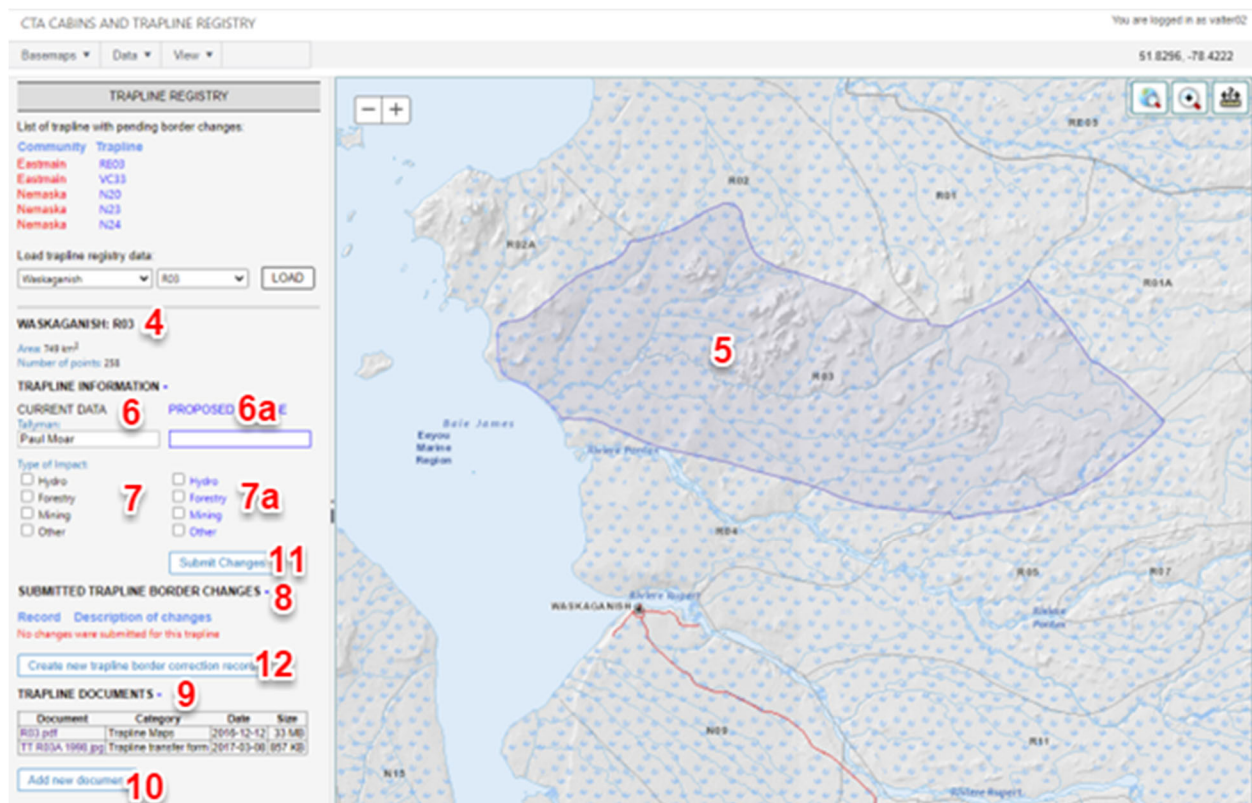
### 4.3.2 Trapline information

Once the trapline is loaded, information for that trapline (**4**) will be displayed at the bottom of the left panel. The following information is being displayed:

1. General information such as size in square kilometers and number of points

2. Tallyman name (**6**)

3. Any development-related impacts (**7**)

4. History of any changes to the trapline (**8**)

5. Any documents (**9**) associated with the trapline (including a trapline topographic map, trapline transfer form, Band resolution, etc.)

### 4.3.3 Editing trapline information

To edit an existing trapline record, begin by searching for and loading a trapline as described above.

Once the trapline information has loaded in the left panel, the user can modify / update the tallyman name (**6a**) and the types of impact (**7a**).

Every change to the trapline information must be supported by additional documentation (trapline transfer form, Band resolution, etc.). This documentation must be uploaded by pressing the "Add new document" button (**10**) at the bottom of the panel. Only once the supporting documentation has been uploaded will

the CTA  officer be able to submit changes to the trapline by clicking on the "Submit Changes" button (**11**).

The user can also modify the trapline boundary by clicking on the "Create new trapline border correction record" button (**12**).

### 4.3.3.1    Trapline boundary modifications

Clicking on the "**Create new trapline border correction record**" button (**12**) will display the following message: '*Do you want to create a new border change record for this trapline?*" Once confirmed, a panel (**13**) will open on the right side of the map.



The following procedure applies:

1.  Enter description of the change in the Description" field (**14**). This is mandatory in order to activate the drawing tool

2.  Click on "Draw geometry" (**15**)

3.  Begin drawing the new adjusted boundary by clicking on the map (**16**). Double-click to complete drawing (**17**). The map will zoom to the new line now in red (**18**).

4.  Clicking on "Edit geometry" button (**19**), the line can be further edited and adjusted as required. This is best done by zooming in close to geographical feature on the map and moving the points (including virtual points) on the map. Once completed the editing, click on "Save Corrections" (**21**).

5. Next, supporting documents must be uploaded (**22**). This includes scanned paper maps displaying the modified boundary along with signatures of both tallyman and witnesses (note that any boundary modification usually affects at least two traplines and sometimes more) and any other relevant documentation. In case of a dispute, a band Council resolution should be uploaded as well.

6. The user has an option to Apply of Discard (**23**) the changes to the trapline boundary.
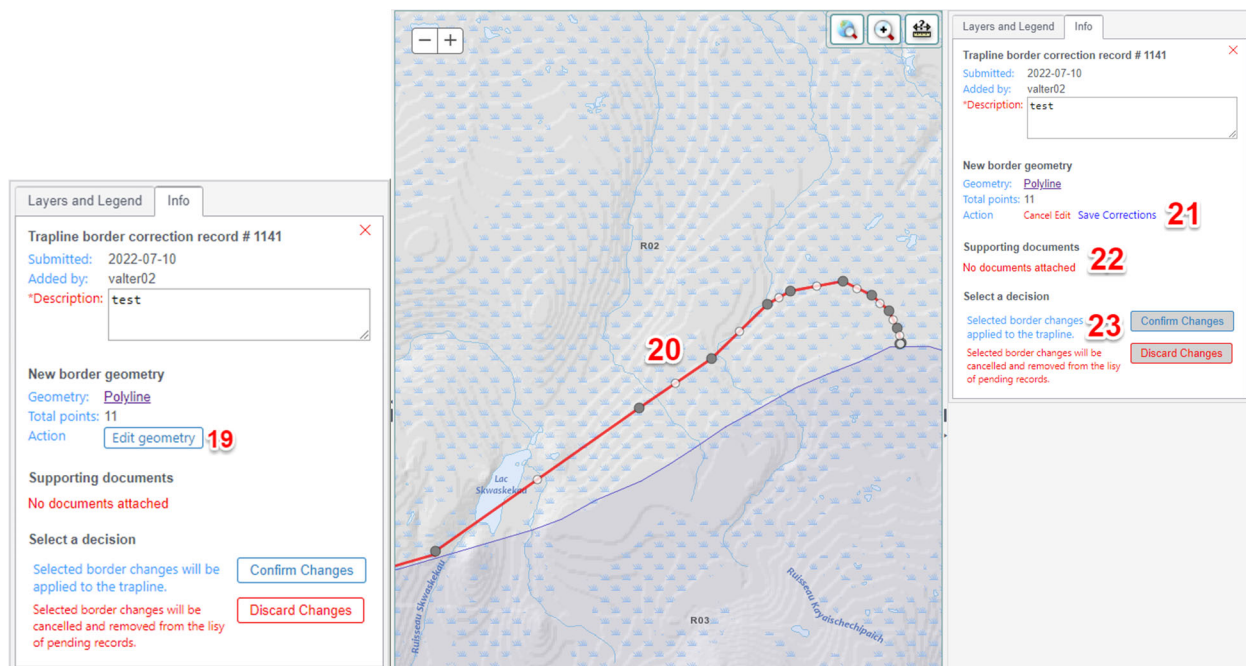


It is important to note that the process of trapline boundaries modifications is still being refined and should follow the Eeyou Hunting Law.

### 4.3.4 Pending Traplines

Pending traplines are traplines whose boundaries were surveyed in the field using the GPS unit and the field data collector app and submitted to the database by land users. These trapline boundaries are subject to review and approval by the local and regional administration officer before the modifications are added to the Trapline Registry. As any trapline boundary modifications usually affect more than one trapline, they must be supported by additional documentation including scanned maps containing the boundary modifications signed by the affected parties (tallyman) and witnesses, a Band resolution in case of a dispute and any other relevant documents required by the Eeyou Hunting Law.

Clicking on a pending trapline from the list will (**1**) zoom the map and highlight the trapline (**5**) on the screen. The CTA office will need to complete the review and approval process by verifying the information from the field and add additional supporting documents, including tallyman authorization and signature. This process is similar to the process of editing the trapline as described in section 4.3.3.1 above.
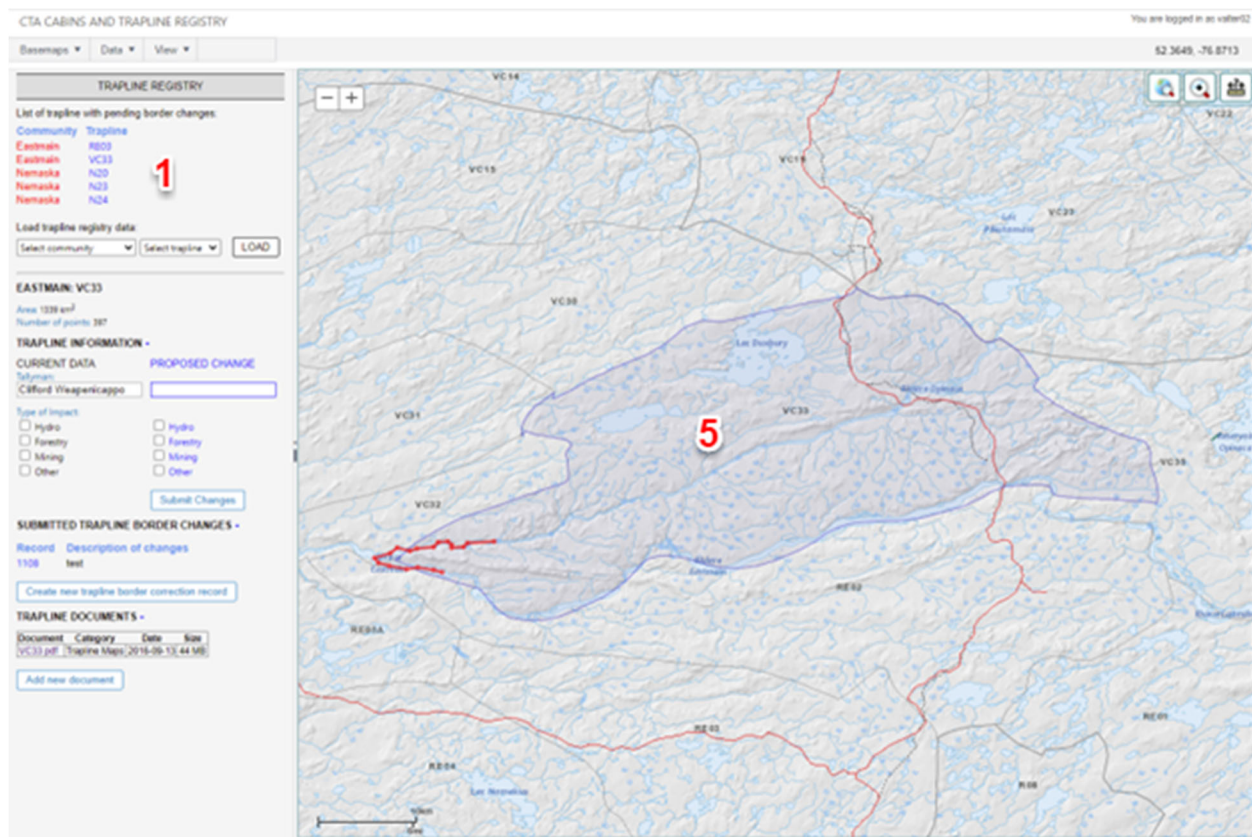
# 5 VIEW MENU

The View menu provides access to additional thematic layers relevant to the CTA as well as map tools.
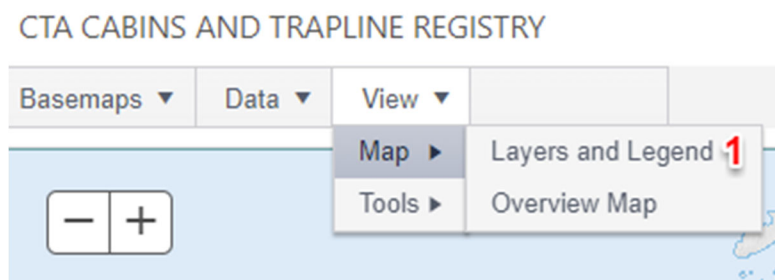


## 5.1 LAYERS AND LEGEND

In order not to overcrowd the map, various thematic layers can be displayed by the user when required. Choosing the Layers and Legend (**1**) option from the View / Map drop-down menu will open the panel (**2**) on the right side of the map. The panel currently contains four additional layers of information that can be displayed by the user in an interactive way. More information will be added as it becomes available.
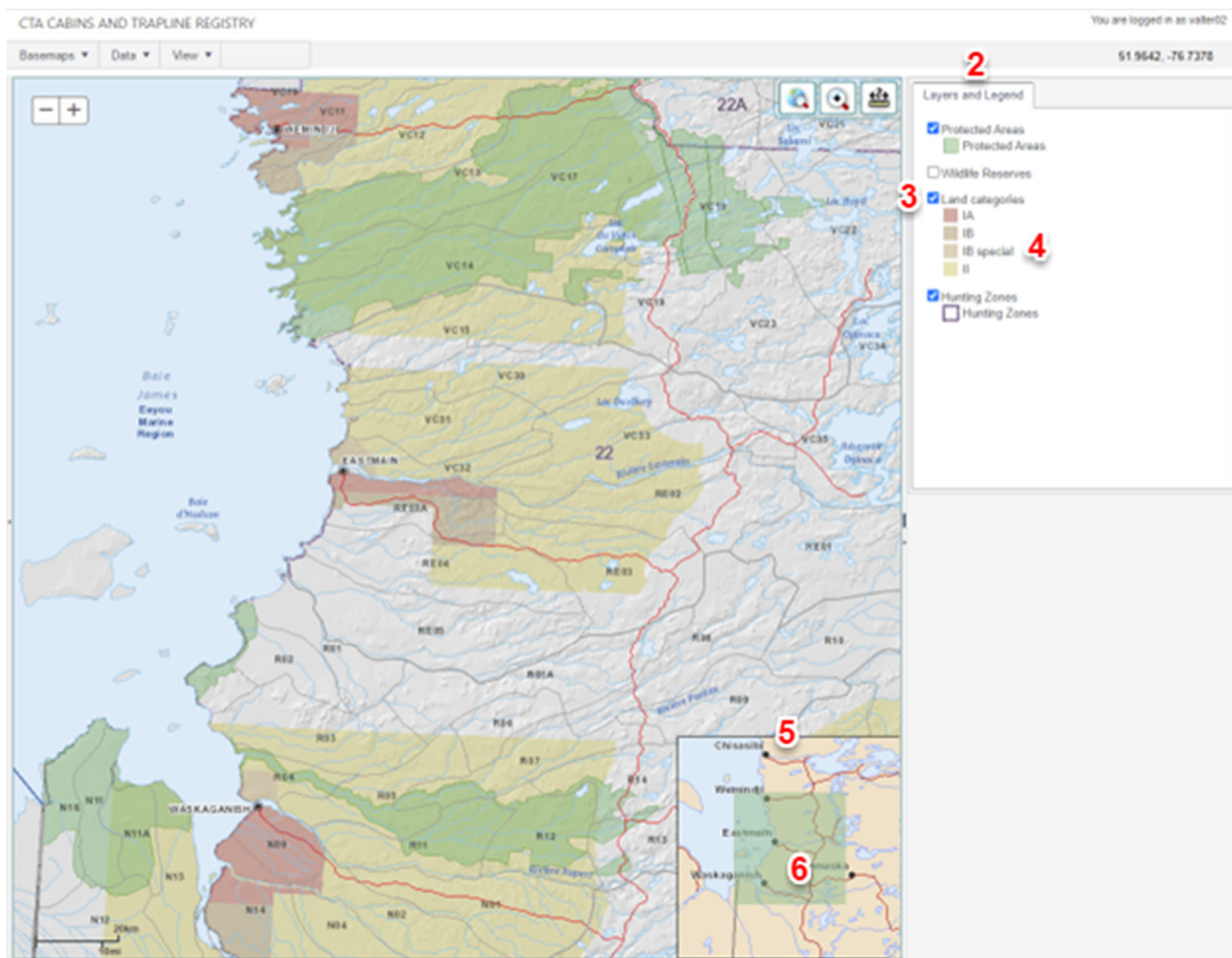
Clicking on a checkbox (**3**) next to the layer name will display the relevant information on the map and the legend (**4**) will appear once the layer is turned on (becomes visible) under the layer name.

## 5.2 OVERVIEW MAP

Choosing the Overview Map option from the View / Map drop-down menu will open a small map window (**5**) at the right bottom corner of the  main map.

The Overview map is used as a locator map that shows the area of the main map in a broader, more familiar geographical context. The map is at a smaller scale then the main map and highlights the area shown on the main map as a green square (**6**). The Overview map can also be used for navigating the main map by moving the square around the Overview map.

## 5.3 SHOW TOOLBAR

By choosing the Show Toolbar option from the View / Tools menu the user can hide or display the map tools in the upper right corner of the map.

## CTA CABINS AND TRAPLINE REGISTRY

| Basemaps ▼ | Data ▼ | View ▼ | |
|---|---|---|---|

| Map ▶ |
|---|
| Tools ▶ | ✔ Show Toolbar |

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