

# Fort McKay Sustainability Department Community Information System

## Consultation Process - Proponent Guide -

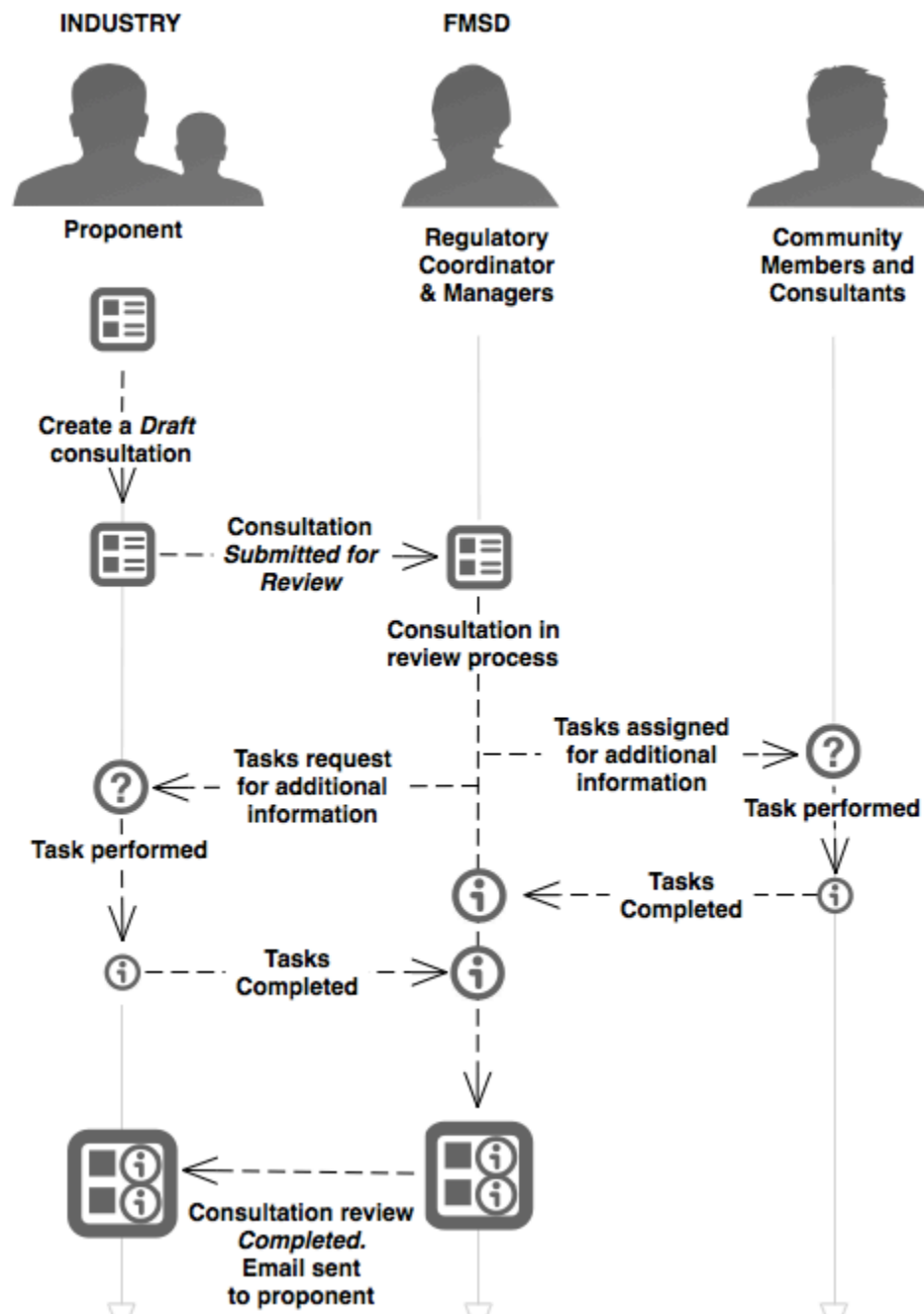
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## Overview - Community Information System

This year the Fort McKay Sustainability Department is integrating the consultation process into their larger Community Information System (CIS). This work will facilitate and streamline the contact between industry and the FMSD Staff. This integration will provide better transparency, accountability, and response time throughout the process.

### Consultation Submission Process



## Getting Started

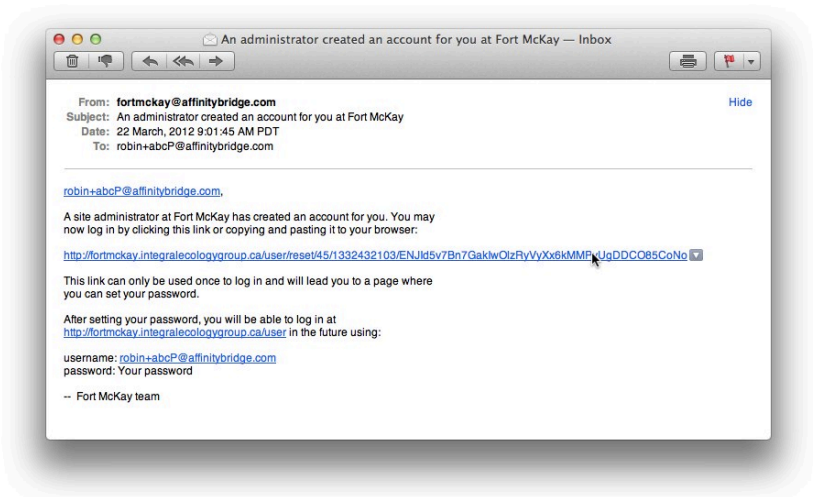
For industry and government stakeholders, the first steps will be to request an organization account from the Fort McKay Sustainability Department (FMSD). You will be asked to provide the following information in order to create your Proponent organization account:

1. Organization Name \*
2. Organization Type (Industry or Government) \*
3. Primary Contact Details
  - a. First Name \*
  - b. Last Name \*
  - c. Primary email address \*
  - d. Primary phone
  - e. Mobile phone
  - f. Fax number
4. Website address
5. Office address
6. Office phone
7. Industry
8. Office fax
9. Optional organization contact email used for system carbon copy emails (CC:)

\* Fields marked with an asterix are mandatory.

Your organization's account will be created from this information and your primary contact person will receive an email (see email at right) inviting them to log into their new account on the CIS system.

Once they log in they can review the organization contact information, add new secondary contact user accounts to their organization, and create new consultation submissions.



## Managing your Organization

Once you have logged into your account on the CIS system and set a permanent password for the account, click on the Dashboard link. You will see your organization dashboard screen. From your dashboard you will have the ability to: (1) manage your organization's details; (2) add new accounts for your organization's contacts; (3) manage/submit new Consultation Projects; and, (4) add an Event.

The screenshot displays the Fort McKay Sustainability Department Community Information System (CIS) dashboard for a user named ABC Resources. The header includes the Fort McKay First Nation logo, the Fort McKay Sustainability Department logo, and the text "Fort McKay Sustainability Department Community Information System". Navigation links include Home, My Contact Info, My Account Settings, and Log out. The main content area is titled "ABC Resources" and features a sidebar with links to Dashboard, Contacts, and Events. The main content area has three buttons: Add A Contact, Add A New Consultation, and Add An Event. Below these buttons are four sections: Draft Consultations (1), New Consultations (2), In Review Consultations (2), and Reviewed Consultations (0). A "Current Developments" section shows a map of Alberta with a yellow line indicating a project path. The right sidebar contains a "Profile" section for ABC Resources Ltd., including contact information (http://www.affinitybridge.com, 123 Happy Street, Vancouver, BC, Phone: 778 988 9879, Fax: 604 568 6865, Email: robin+abcOffice@affinitybridge.com, Organization Type: Industry) and a "Organization Channels" section. The footer includes a "Masquerade" section with a warning "You are masquerading as MTest." and a "Switch back" link, and a "Developed by" section with logos for Integral Ecology Group and affinitybridge.

Fort McKay First Nation

Fort McKay Sustainability Department  
Community Information System

Home My Contact Info My Account Settings Log out

Home > ABC Resources

ABC Resources

Dashboard Contacts Events

Add A Contact Add A New Consultation Add An Event

Draft Consultations (1)

New Consultations (2)

In Review Consultations (2)

Reviewed Consultations (0)

Current Developments

Map data ©2012 Google Imagery ©2012 TerraMetrics Google Imagery ©2012 TerraMetrics Terms of Use

Masquerade

You are masquerading as MTest.  
Quick switches:  
Switch back

Developed by

Integral Ecology Group affinitybridge

## Updating Organization Information


Updating your organization information is simple. Adding more information, including logos and contact photos, will give your team the best user experience and allow the FMDS Staff to get to know you better. Revision Log Messages allow your team to make comments on changes made to the organization profile.

## Adding New Contacts

Adding a new contact to your organization allows you to share the responsibility of managing the consultation submission process.

The screenshot shows a web browser window with the address bar displaying `fortmckay.integralecologygroup.ca/node/add/contact?og_group_ref=3484`. The page title is "Create Contact | Fort McKay". The form is titled "Create Contact" and includes a "Save" button and a "Preview" button at the top right.

The form is divided into several sections:

- Profile**
  - First Name \*: Jason
  - Last Name \*: Jacobson
  - User Account: ☐
  - Primary Email \*: robin+jj@affinitybridge.com
  - Other Emails:  (with a "Show row weights" link)
  - Add another item:
  - Photo:  RobinPuga\_EachForAllAICFUV\_20070907.JPG (1.33 MB)
- Contact Information**
  - Primary Phone: 604 568 6865
  - Mobile Phone: 778 988 9877
  - Fax Number:
  - Address: 710 - 207 West Hastings
- Notes & Media**
  - Notes:
  - File Attachment:  No file chosen   
Files must be less than 512 MB.  
Allowed file types: txt pdf doc docx xls xlsx ppt pptx rtf jpg png.
- Organization**
  - Organization \*: ABC Resources [nid:3484] ☐
  - Position / Title: Director of New Projects
- Revision information**
  - New revision
  - Comment settings: Closed
  - Authoring information: By robinabcP@affinitybridge.com
  - Publishing options: Published
- Revision log message**
  - Adding new contact account for Jason Smith.
  - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

## Adding an Event

The following is a description of how an Organization can use the CIS to insure FMSD Staff are appropriately notified in the case of planned or unplanned events.

**Planned events** include, but are not limited to such things as operation-maintenance activities that are known in advance to potentially result in increased odours, air quality guideline exceedences, visibility limitations, medium to high risks to human or ecological health, road construction or traffic delays, large scale tree clearing etc.

The following are examples:

- Scheduled plant maintenance
- Increased noise
- Increased odours
- Quarry blast
- Burning
- Field Scientific studies
- Change in traffic patterns
- Large scale land clearing / logging
- Archeological study and Artifact finds
- Burning slash
- Road closures / blocked access

**Unplanned events** include but are not limited to the same occurrences as planned events except that they are not known in advance and occur as the result of, for example, an Upset at the plant site or a natural occurrence such as a nearby forest fire. A list of unplanned activities includes:

- Increased Flaring
- Increased noise
- Large spills
- Prolonged emissions increase
- Immediate releases / impacts to air or water
- Spills occurring within 100m of a water body
- Operational/production equipment failure
- Loss of production
- Severe workplace injury
- Fatality involving Fort McKay member
- Pipeline leaks
- Electrical transmission station failure
- Pump station leaks
- Tailings pond seepages/bank brakeage

Create Event

Dashboard

Contacts

Events

Save

Preview

Event Details

Title \*

Priority \*

Low

Medium

High

Event type \*

- Select a value -

Event \*

- Select a value -

Resolution

Description

Date / Time

Duration

Select the start time and end time of this event.

☐ All Day

Date

Time

2012-07-10

20:15

E.g., 2012-07-10

E.g., 20:15

to: \*

Date

Time

2012-07-10

21:15

E.g., 2012-07-10

E.g., 20:15

Filling out the Events Form will provide immediate notification to FMSD Staff of your planned or unplanned event.

Prepared July, 2012

8 of 14



Creating a consultation is as easy as filling out the New Consultation form and submitting the consultation for review.

9 of 14

Consultations are saved in a *Draft* state by default. Creating the new consultation in a *Draft* state does not send any notifications to the FMSD staff.

Consentation Permanent Access Road has been updated.

### DRAFT - Permanent Access Road

Dashboard Contacts Events

Edit Consultation Submit This Consultation Add A Task Add A Communications Log

**Project Summary**

Project Name: Permanent Access Road  
Proponent Organization: ABC Resources  
Proponent Type: Industry  
Project Type: Access Road

**Workflow**

Consultation State: Draft  
Date Received: Friday, April 27, 2012  
Response Due Date: Monday, May 28, 2012 - 17:00

**Supporting Media**

**External Contacts**

**Project Details**

**Consultation Project Area**

The Consultation form contains several fields that require detailed information on your proposed project. This means you can start creating your consultation today, save your changes, and return to this task a few days later.

Some of the more complex fields to complete include: expected years of operation; the spatial file attachment; the project area (in Hectares); as well as any *Traditional Land User and Historical Resource Studies* that may have been identified by your organization. Please note, spatial files are required to have 200 features or less. You will be provided with a specification document outlining the format required for submitting the shape files.

**Land Impact**

Location Description  
Township 76, Range 11, W2M

Spatial File Upload  
Add a new file  
Choose File No file chosen Upload  
Files must be less than 512 MB.  
Allowed file types: zip kml.

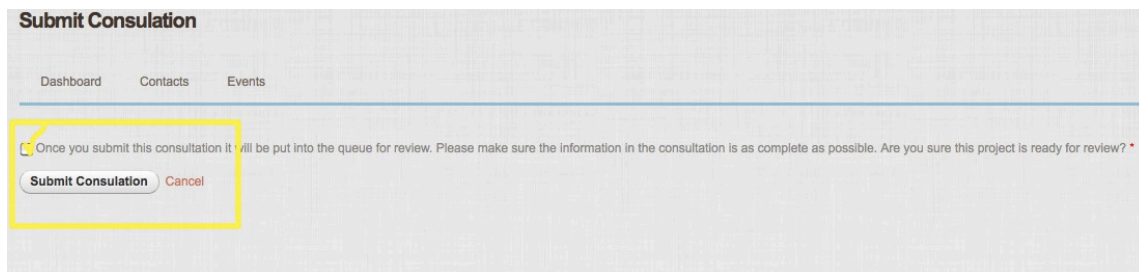
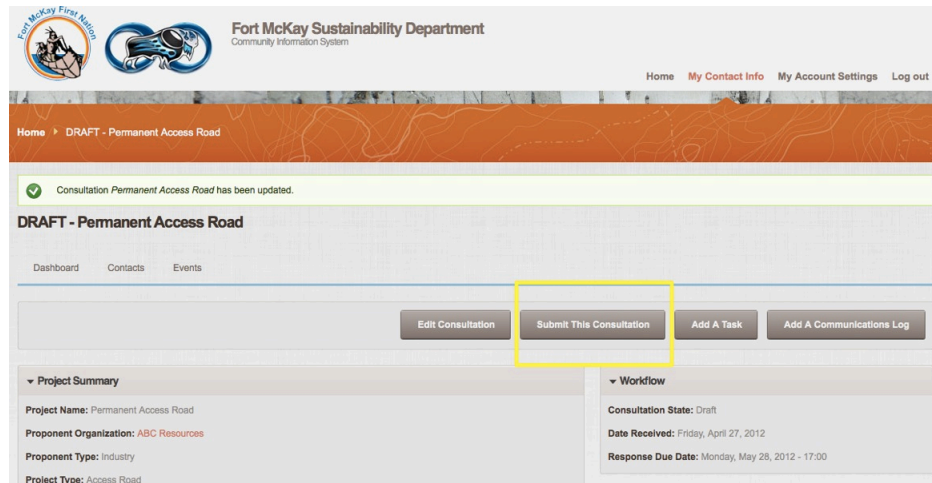
Project Area (in Hectares)  
Area of new cut (disturbance)

Traditional Land User and Historical Resource Studies

Environmental Studies



## Submit This Consultation

Consultations are brought to the attention of the FMSD Staff once the Consultation is submitted using the *Submit This Consultation* button.



When you submit a Consultation it is then considered submitted for review by the FMSD Staff. Several things happen when a consultation is submitted for review:


1. A PDF file is generated of the Consultation in its initially submitted state. You can download this PDF later for your records. This will be emailed to you, the primary contact for your organization, and the CC email that is associated with your organization.
2. An email is sent to the FMSD Staff member responsible for your organization informing them that your organization has submitted a consultation.
3. Consultation response due date reminders are calculated and set in the CIS. Once the FMSD Staff member responsible begins the Consultation Review process they will set the Consultation to "In Review". Throughout the review process you will still be able to view the Consultation, and you will see some additional information related to the consultation review as it is made available.

**Fort McKay Sustainability Department**  
 Community Information System

[Home](#)
[My Contact Info](#)
[My Account Settings](#)
[Log out](#)

[Home](#) > [Permanent Access Road](#)



- Since our response deadline has changed, the following proponent contact(s) have been sent an email notifying them of our updated deadline to respond to their submission: Mack Test.
- Your consultation has been submitted.

## Permanent Access Road

[Dashboard](#)
[Contacts](#)
[Events](#)


Add A Task
Add A Communications Log

▼ Project Summary

Project Name: Permanent Access Road  
Proponent Organization: **ABC Resources**  
Proponent Type: Industry  
Project Type: Access Road

► Project Details

▼ Consultation Project Area



▼ Workflow

Consultation State: New  
Date Received: Tuesday, July 10, 2012  
Response Due Date: Friday, August 24, 2012 - 17:00

► Supporting Media

► External Contacts



▼ Potential Effects / Impacts

This project is *within* Protected Areas

This project is *within* Caribou Range Data

31 more sites within 5k

Masquerade  
You are masquerading as **MTTest**.  
Quick switches:  
[Switch back](#)

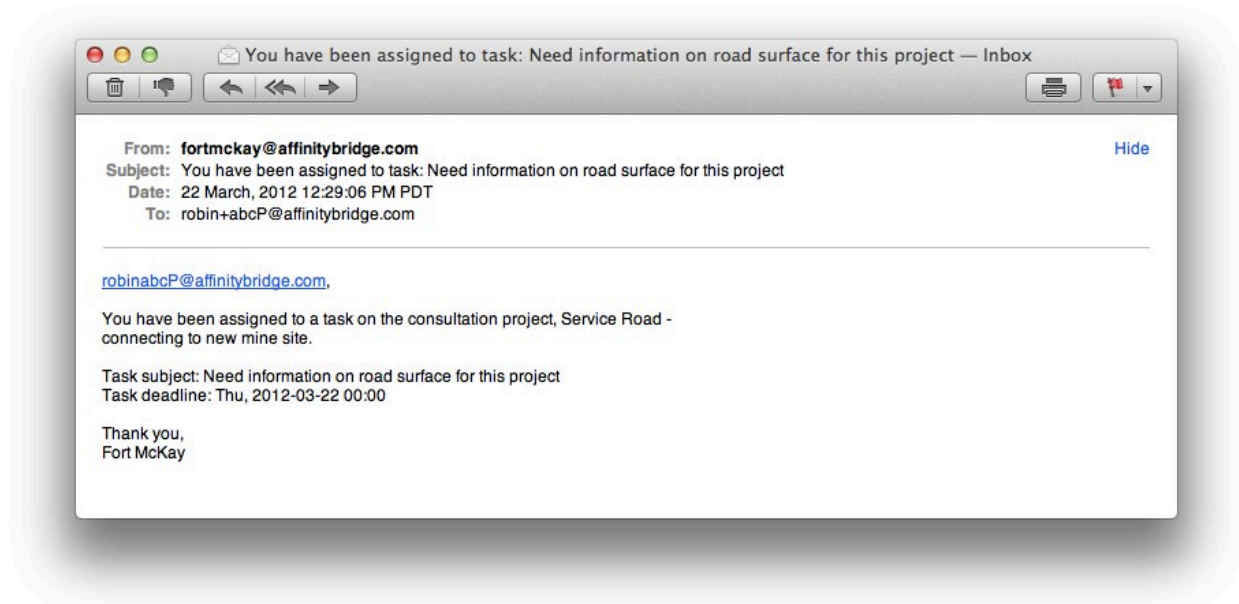
Developed by  

Integral Ecology Group

affinitybridge

NOTE: If you need to make changes to the Consultation after it has been submitted for review you can still set the consultation back to a "Draft" state. However, once you resubmit the Consultation using the *Submit This Consultation* button the PDF will be regenerated, emails to FMSD Staff and to yourself will be sent out again, and response due dates will be recalculated.

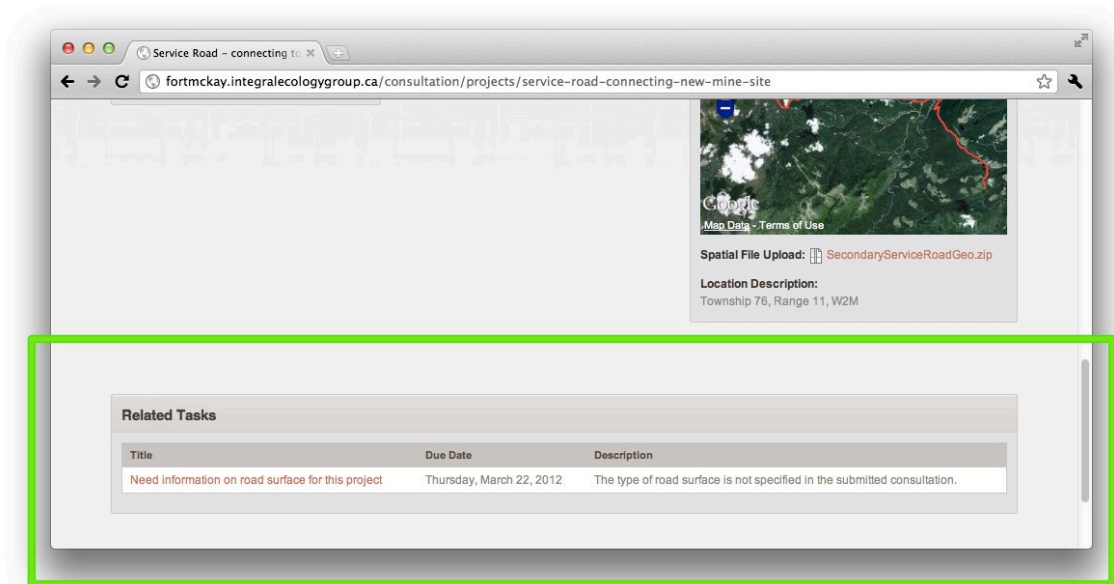
## Tasks - Requests for Additional Information

During the FMSD's review process there may be tasks assigned to you and you may use a Task to contact the FMSD regarding your Consultation. An example of a task assigned to you may be an "Information Request" asking for additional details on a specific project detail.

When you are assigned a task you will be informed by email.



When you login to the CIS again you will see a list of your assigned Tasks at the bottom of the consultation page.



For each task, you can add comments for FMSD Staff to see.

**Edit Task A Task**

[Dashboard](#) [Contacts](#) [Events](#)

**Task Summary**

**Subject \***

**Organization \***

**Related to Project \***  
Permanent Access Road

**Description**

**File Attachments**  
Add a new file

Files must be less than 512 MB.  
Allowed file types: txt doc docx pdf rtf xls xlsx jpg jpeg gif png.