INUVIALUIT SITES OF CONCERN SURVEY OFFICIAL TRAINING MANUAL

AS PREPARED FOR THE INUVIALUIT REGIONAL CORPORATION (IRC) – DEC. 2021

CONTENTS

PRELIMINARIES

There is certain preparatory work that needs to be completed before any Survey Monitors can start using the new Inuvialuit Sites of Concern Survey itself:

- All Survey Monitors need to be issued a modern iPad or other tablet complete with a secure general login.
- Each Survey Monitor needs to be granted an individual license/ password in ArcGIS Online for the duration of the Survey.
- Each iPad or tablet needs to have a current version of ArcGIS Survey123 loaded onto it and configured to load the Inuvialuit Sites of Concern Survey and all relevant offline mapping areas of interest specific to each unit.
- Each iPad or tablet needs to have Wi-Fi or other data connection capabilities for downloading the data post-Survey collection.

- It is also suggested that this Official Training Manual be loaded onto each iPad/ tablet for quick reference by each Survey Monitor as required.

DOWNLOADING OFFLINE MAPS

Prior to beginning data collection on the Survey itself, each Survey Monitor will need to select the offline map(s) that is appropriate for their geographic area of concern that they are responsible for collecting data within.

To download a new or to update an existing offline map, while either connected to WI-FI or while using another data connection, first open up the ArcGIS Survey 123 app on your iPad or tablet and select the Inuvialuit Sites of Concern Survey:
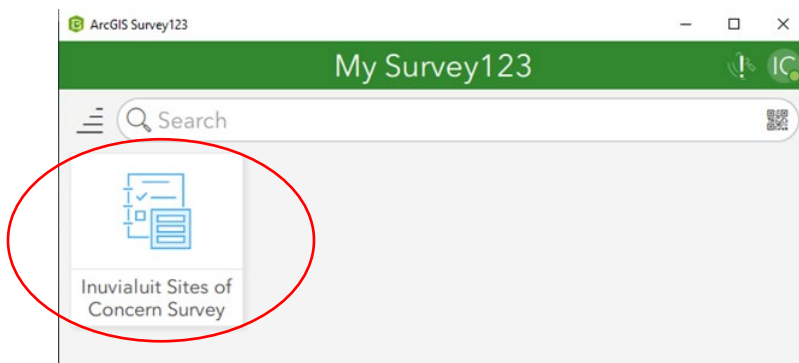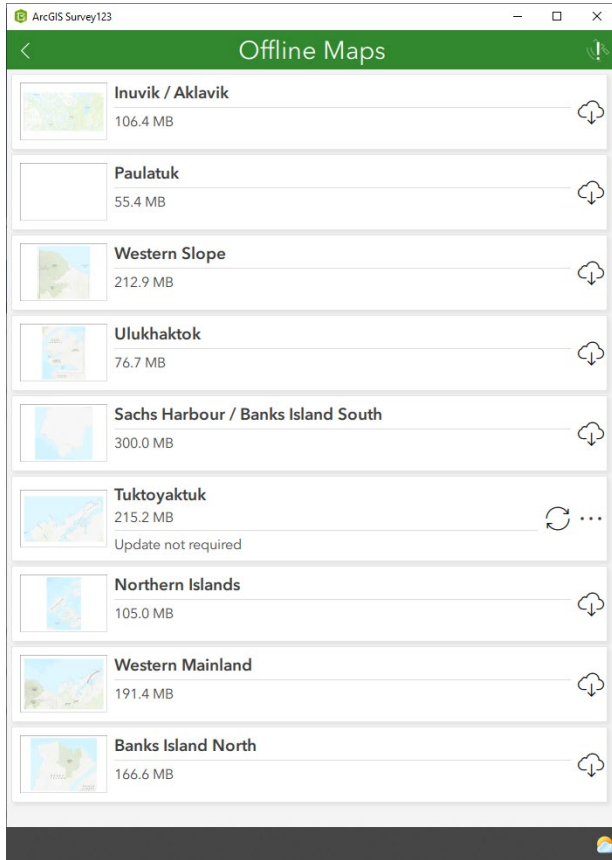

Next, within the new page that opened, click on the 3-line icon in the top right part of the screen:

From the new list that appears, select "Offline Maps":
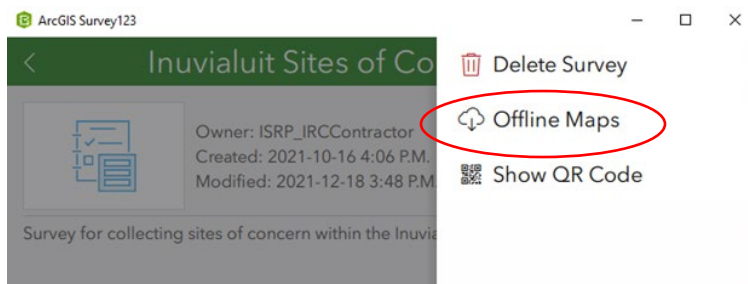
A new list of all available offline maps will now appear:

Next, click the download icon next to the offline map that is relevant to your own Survey area of interest. It should only take a few moments for an offline map to download once selected:

Once downloaded, if you need to download any other offline maps, you may select another offline map as needed and repeat the step above. Please note that any offline maps that have already been downloaded will be indicated via the circular arrow symbol as seen below:

You can download as many offline maps as desired, depending on the available storage space of your iPad/ tablet. If an update to an existing downloaded map has been made, you will see a message within the Offline Maps page indicating that an update is available for a new download.

SURVEY WALKTHROUGH

The following sections will guide each Survey Monitor through how to navigate/ use the new Inuvialuit Sites of Concern Survey, what options are available throughout, and what to do at each step along the way.

Please note that as different options are selected within the Survey itself as you progress that the length and number pages of the Survey will automatically adjust to capture all relevant information for each Survey participant. As such, not all of the pages below will appear on each Survey in turn depending on how different questions are answered by the Survey respondent.
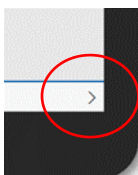
INTRODUCTION PAGE:

This introductory page is for the Survey Monitor to read aloud to a Survey participant. Please note that all *italicized* text throughout the Survey indicates the parts for the Survey Monitor to read aloud:

Once finished, click the arrow button on the bottom right corner of the screen to advance to the next page of the Survey:
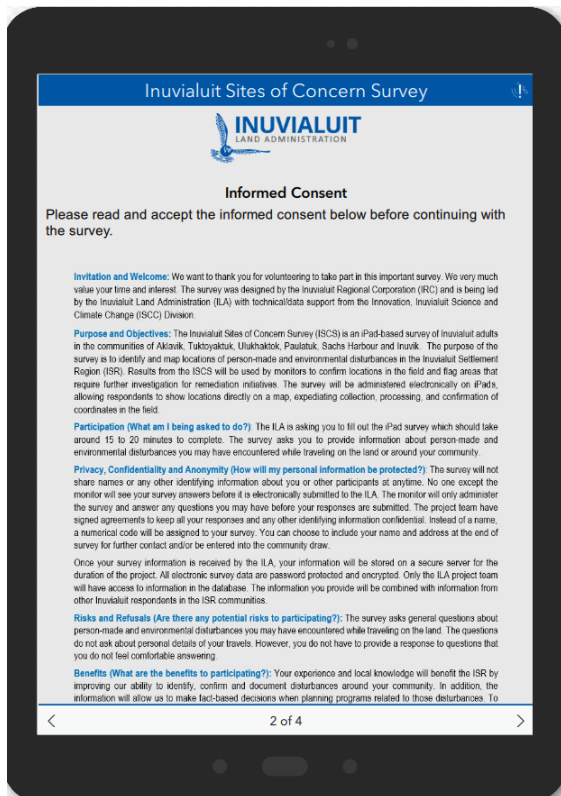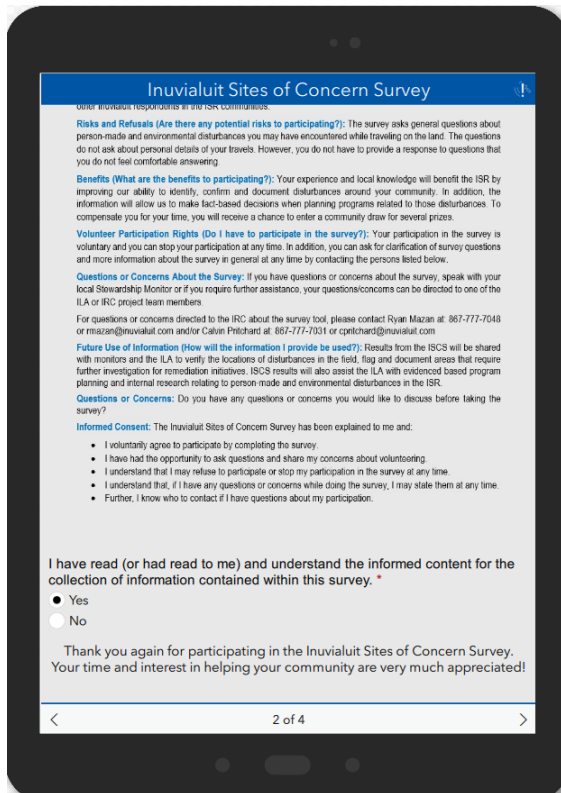
INFORMED CONSENT PAGE:

On the Informed Consent page, you have a choice to either read all of the details to the Survey participant, or else turn the screen towards them so they can read it for themselves.

This is a lengthy section so you will have to scroll down the page to be able to see/ read all of the available details:

When you scroll down, and you/ they have read the entire page there is a mandatory question near the bottom about whether they have read and understand the Informed Consent details. Choose Yes or No as per their response.

Inuvialuit Sites of Concern Survey

other Inuvialuit respondents in the ISR communities.

Risks and Refusals (Are there any potential risks to participating?): The survey asks general questions about person-made and environmental disturbances you may have encountered while traveling on the land. The questions do not ask about personal details of your travels. However, you do not have to provide a response to questions that you do not feel comfortable answering.

Benefits (What are the benefits to participating?): Your experience and local knowledge will benefit the ISR by improving our ability to identify, confirm and document disturbances around your community. In addition, the information will allow us to make fact-based decisions when planning programs related to those disturbances. To compensate you for your time, you will receive a chance to enter a community draw for several prizes.

Volunteer Participation Rights (Do I have to participate in the survey?): Your participation in the survey is voluntary and you can stop your participation at any time. In addition, you can ask for clarification of survey questions and more information about the survey in general at any time by contacting the persons listed below.

Questions or Concerns About the Survey: If you have questions or concerns about the survey, speak with your local Stewardship Monitor or if you require further assistance, your questions/concerns can be directed to one of the ILA or IRC project team members.

For questions or concerns directed to the IRC about the survey tool, please contact Ryan Mazan at: 867-777-7048 or rmazan@inuvialuit.com and/or Calvin Pritchard at: 867-777-7031 or cpritchard@inuvialuit.com

Future Use of Information (How will the information I provide be used?): Results from the ISCS will be shared with monitors and the ILA to verify the locations of disturbances in the field, flag and document areas that require further investigation for remediation initiatives. ISCS results will also assist the ILA with evidenced based program planning and internal research relating to person-made and environmental disturbances in the ISR.

Questions or Concerns: Do you have any questions or concerns you would like to discuss before taking the survey?

Informed Consent: The Inuvialuit Sites of Concern Survey has been explained to me and:

- I voluntarily agree to participate by completing the survey.
- I have had the opportunity to ask questions and share my concerns about volunteering.
- I understand that I may refuse to participate or stop my participation in the survey at any time.
- I understand that, if I have any questions or concerns while doing the survey, I may state them at any time.
- Further, I know who to contact if I have questions about my participation.

I have read (or had read to me) and understand the informed content for the collection of information contained within this survey. *

- ● Yes
- ○ No

Thank you again for participating in the Inuvialuit Sites of Concern Survey. Your time and interest in helping your community are very much appreciated!

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Please note that the Informed Consent page will automatically jump back to the top of the page again after answering this question, but the response itself has still been recorded.

- If they chose Yes to having read/ understood the mandatory Informed Consent question they will next be driven to the Screening Questions page.
- If they chose No to having read/ understood the mandatory Informed Consent question they will next be driven to the End of the Survey page.

Once finished, click the arrow button on the bottom right corner of the screen to advance to the next page of the Survey.
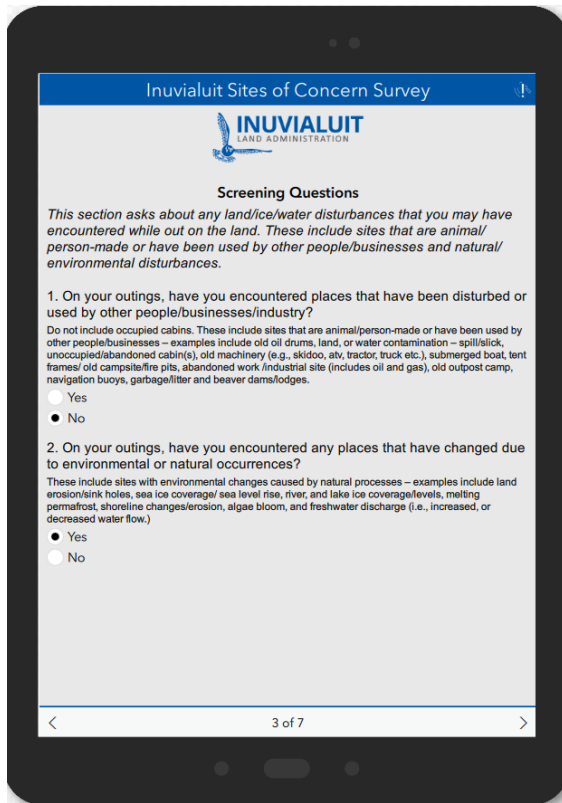
If you ever need to go back to the previous page at any point within the Survey to make any edits, click the arrow button on the bottom left corner of the screen:
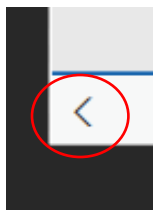
SCREENING QUESTIONS PAGE:

Please read the *Italicized* text at the start of this page, and then the details surrounding the two screening questions themselves to the Survey participant:

New pages will open later as the Survey progresses if they answer Yes to one or both of the Screening Questions on this page.

- If they answer Yes to Screening Question 1, you will later have questions to answer on the Artificial Sites page.
- If they answer Yes to Screening Question 2, you will later have questions to answer on the Natural Sites page.
- If they answer No to both Screening Questions 1 and 2, you will be taken to the End of the Survey page.

Once finished, click the arrow button on the bottom right corner of the screen to advance to the next page of the Survey.

If you need to go back to the previous page to make any edits, click the arrow button on the bottom left corner of the screen.

ARTIFICIAL SITES PAGE:

Please read to the Survey respondent the *Italicized* text at the start of this page, and then click the "+" button to start filling out the specific information for the first Artificial Site:
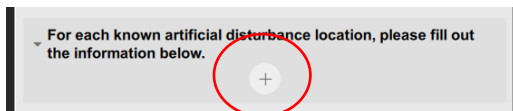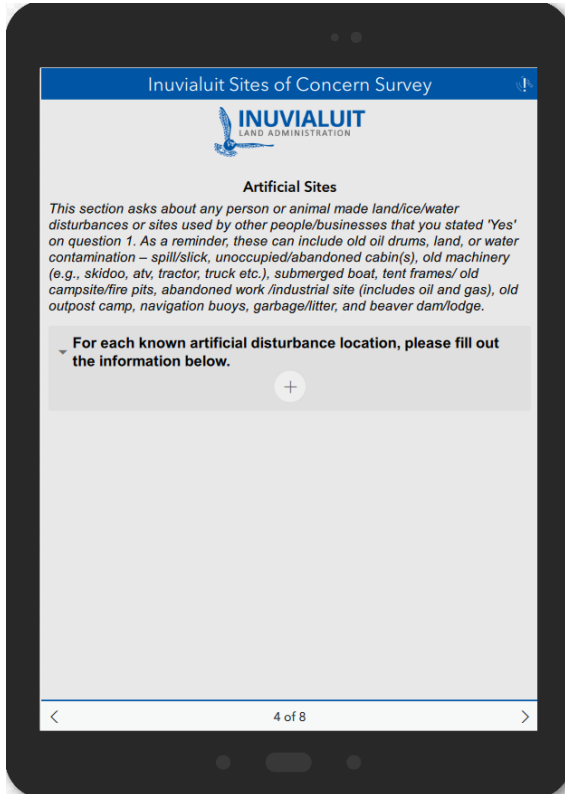
Please note that this page acts as a loop so that you can capture an unlimited number of Artificial Sites along with all related information as applicable.

After clicking the "+" button, new questions will pop up to be answered.

For Question 1, select Yes or No as to whether they can show the location on a map.

- If they answer Yes, click the Map Icon as circled below to open the interactive map viewer

This will open up a new interactive map page where you can then ask them to locate the site they are referencing. Depending on your past usage this page may temporarily appear blank.

If you do not have the right default offline map loaded for your Survey area or the map screen is blank, select the "Select a Basemap" icon on the right-hand side of your screen:

Next, navigate to and select the offline map that you require as downloaded beforehand (see the earlier section Downloading Offline Maps again if helpful near the start of this Training Manual).

Now, you can zoom in and out and move around to anywhere they want to find the location they are looking for to capture this Artificial Site in the Survey. If you are unsure where you are at any time or if you cannot see the new offline map you loaded, zoom way out to see the larger extent of the region and you should then be able to find the location on the new offline map more easily:

Once they find the right rough location, click once on the map to select the exact site. A blue pin will appear on the selected spot, just like in the map below, complete with mapping coordinates that will be recorded in the Survey.

If they need to move the pin because they are not happy with the location selected, simply click the map again and the new location chosen will be pinned instead.

To finish with the map and capture the pin, click the check mark in the bottom right corner:
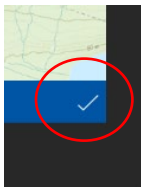
This will return you to the Artificial Sites page of the Survey again.

- If they answer No to Question 1 about being able to identify this Artificial Site on the map, they will be prompted to describe the site, provide directions, or identify landmarks instead in a new text field box that will open up:

Please note: if you are able to use this information to identify a rough approximation on the map based on their description, please do yourself and confirm the location with the Survey respondent.

For this newly captured Artificial Site, please now answer Questions "a." to "d." further down this page of the Survey.

- For Question "a.", select ALL items that apply from the list, including writing out any additional "Other" types of Artificial Disturbances in the associated text box not already covered in the main list.

- For Question "b.", select the best answer based on their recollection.

- For Question "c.", select either Yes or No/ Don't know
    o If you select Yes, a text box to write the name into it will automatically appear.

- For Question "d.", select either Yes or No

That completes the information capture for this first Artificial Site.

Next, ask the Survey respondent if there are any other Artificial Site disturbances that they are aware of.

- If they know of another Artificial Site, click the "+" button as illustrated on the image below within the Survey, and repeat the exact same steps as above on the Artificial Sites page for this next site:
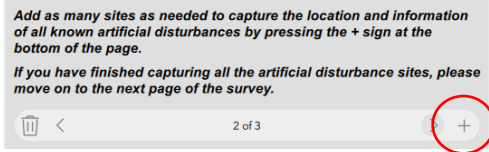
- If needed, you can edit the information for any individual Artificial Site at any time by using the arrow keys to scroll to the Artificial Site in question and edit any information as desired.
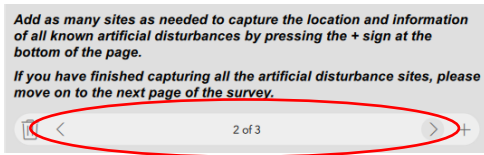
- If you need to delete a single Artificial Site entry in full due to a mistake or change in recollection from the Survey respondent, use the adjacent arrow keys to navigate back to the site in question and click the "delete" button as shown below:
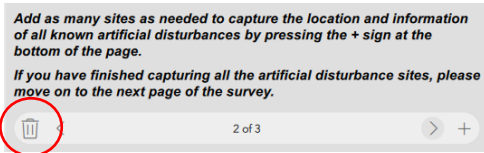
Once they have no more Artificial Sites to document, the loop on this page ends.

When complete, click the arrow button on the bottom right corner of the screen to advance to the next page of the Survey.

If you need to go back to the previous page to make any edits, click the arrow button on the bottom left corner of the screen.

NATURAL SITES PAGE:

Please read to the Survey respondent the *Italicized* text at the start of this page, and then click the "+" button to start filling out the specific information for the first Natural Site:
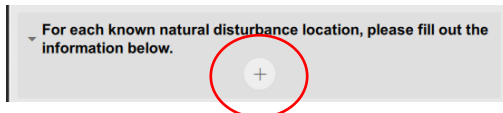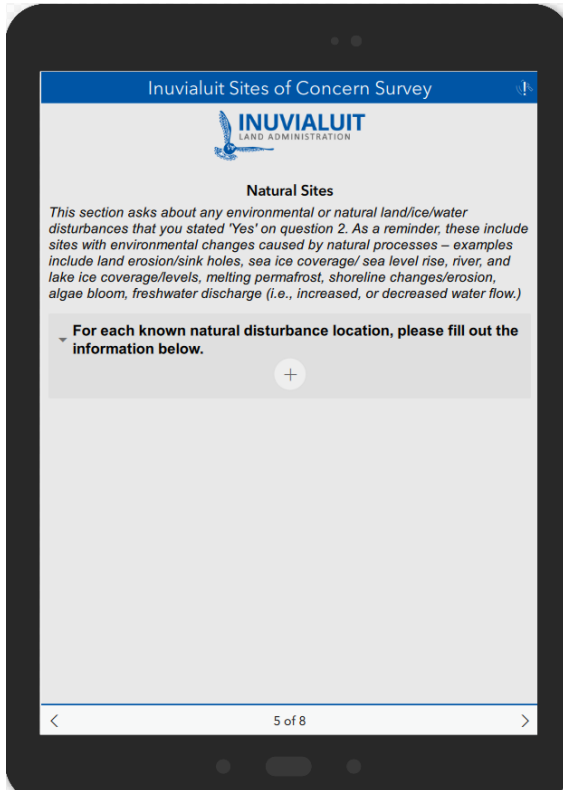
Please note that this page acts as a loop so that you can capture an unlimited number of Natural Sites along with all related information as applicable.

After clicking the "+" button, new questions will pop up to be answered.

For Question 1, select Yes or No as to whether they can show the location on a map.

- If they answer Yes, click the Map Icon as circled below to open the interactive map viewer

This will open up a new interactive map page where you can then ask them to locate the site they are referencing. Depending on your past usage this page may temporarily appear blank.

If you do not have the right default offline map loaded for your Survey area or the map screen is blank, select the "Select a Basemap" icon on the right-hand side of your screen:

Next, navigate to and select the offline map that you require as downloaded beforehand (see the earlier section Downloading Offline Maps again if helpful near the start of this Training Manual).

Now, you can zoom in and out and move around to anywhere they want to find the location they are looking for to capture this Artificial Site in the Survey. If you are unsure where you are at any time or if you cannot see the new offline map you loaded, zoom way out to see the larger extent of the region and you should then be able to find the location on the new offline map more easily:

Once they find the right rough location, click once on the map to select the exact site. A blue pin will appear on the selected spot, just like in the map below, complete with mapping coordinates that will be recorded in the Survey.

If they need to move the pin because they are not happy with the location, simply click the map again and the new location chosen will be pinned instead.

To finish with the map and capture the pin, click the check mark in the bottom right corner:
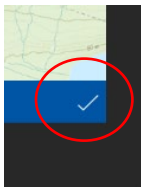
This will return you to the Natural Sites page of the Survey again.

- If they answer No to Question 1 about being able to identify this Natural Site on the map, they will be prompted to describe the site, provide directions, or identify landmarks instead in a new text field box that will open up:

Please note: if you are able to use this information to identify a rough approximation on the map based on their description, please do yourself and confirm the location with the Survey respondent.

For this newly captured Natural Site, please now answer Questions "a." to "d." further down this page of the Survey.

- For Question "a.", select ALL items that apply from the list, including writing out any additional "Other" types of Natural Disturbances in the associated text box not already covered in the main list.

- For Question "b.", select the best answer based on their recollection.

- For Question "c.", select either Yes or No/ Don't know
  - If you select Yes, a text box to write the name into it will automatically appear.


- For Question "d.", select either Yes or No

That completes the information capture for this first Natural Site.

Next, ask the Survey respondent if there are any other Natural Site disturbances that they are aware of.

- If they know of another Natural Site, click the "+" button as illustrated on the image below within the Survey, and repeat the exact same steps as above on the Natural Sites page for this next site:
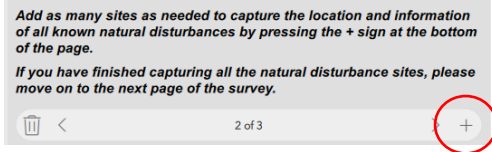
- If needed, you can edit the information for any individual Natural Site at any time by using the arrow keys to scroll to the Natural Site in question and edit any information as desired.
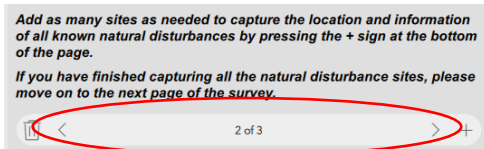
- If you need to delete a single Natural Site entry in full due to a mistake or change in recollection from the Survey respondent, use the adjacent arrow keys to navigate back to the site in question and click the "delete" button as shown below:
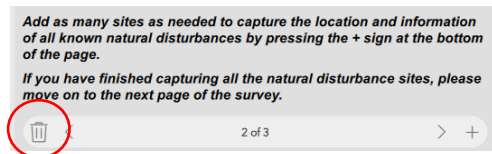
Once they have no more Natural Sites to document, the loop on this page ends.

When complete, click the arrow button on the bottom right corner of the screen to advance to the next page of the Survey.

If you need to go back to the previous page to make any edits, click the arrow button on the bottom left corner of the screen.

GENERAL INFORMATION PAGE:

Please read the *Italicized* text at the start of this page and then proceed to ask the Survey respondent to answer Questions 1-3. Please note you will also need to scroll down the page further to see all of the details:

- For Question 1, select ALL items that apply from the available list:

- For Question 2, select the best answer based on their estimation:

- For Question 3, select ALL items that apply from the available list.
  - If there are other Activities they do while out on the land that are not in the list, please also select "Other Activities" from the list and define them in the available text field box:

Once finished, click the arrow button on the bottom right corner of the screen to advance to the next page of the Survey.

If you need to go back to the previous page to make any edits, click the arrow button on the bottom left corner of the screen.

WRAP UP PAGE:

Please read the *Italicized* text at the start of this page and then proceed to ask the Survey respondent to answer Questions 1-2:

- For Question 1, select either Yes or No:
    - If they select Yes, a series of follow up questions will appear:

Enter the Name, Phone and/ or Email contact information for the Survey respondent as applicable, and also select what future contact method they would prefer (Phone or Email).

If they answer Yes to having any other comments/ concerns they would like to share, a new text field box will appear where that information can be captured:

Do you have any other comments/concerns that you would like to share, while out on the land?
● Yes
○ No

Comments

o If they selected No for Question 1, no further inputs are required on this question.

- For Question 2, select either Yes or No:
  o If they select Yes, a series of follow up questions will appear:

  2. Would you like to be entered into the community draw to win some great prizes?
  ● Yes
  ○ No

  Interviewer…If the respondent answers 'Yes' to Question 1 the information should automatically be entered. You will not have to ask for the information again. However, if they said 'No' and answered 'Yes' to being entered into the contest, ask them for their contact information

  Name

  Phone

  Email

  Which contact method do you prefer?
  ○ Phone
  ○ Email

  Please note that any information as already captured for Question 1 will be automatically pre-populated for Question 2 to avoid a duplication of effort. You can still edit the text boxes themselves even if they were pre-populated from Question 1 however if required.

  If still necessary, enter the Name, Phone and/ or Email contact information for the Survey respondent as applicable, and also select what future contact method they would prefer (Phone or Email).

  o If they selected No for Question 2, no further inputs are required on this question.

Once finished, click the arrow button on the bottom right corner of the screen to advance to the last page of the Survey.

If you need to go back to the previous page to make any edits, click the arrow button on the bottom left corner of the screen.

END OF THE SURVEY PAGE:

Please read through all of the text on this page, and also provide them the IRC Project Team contact details if requested for both Ryan Mazan and/ or Calvin Pritchard:
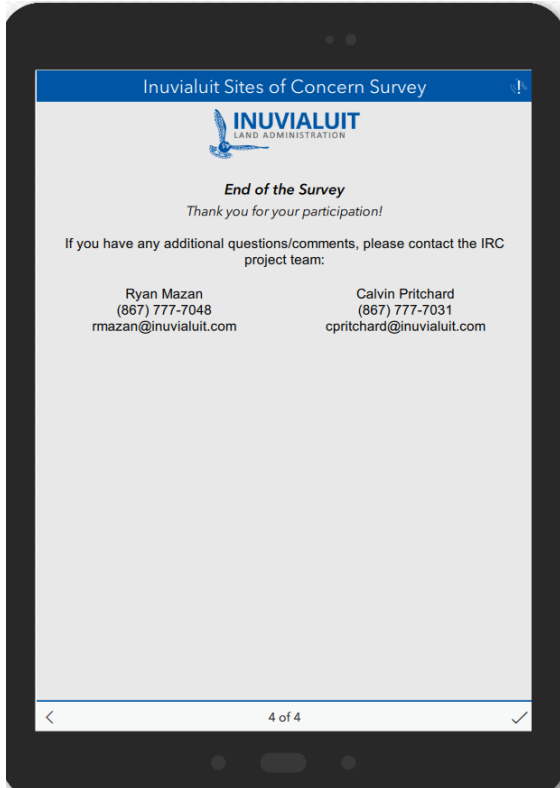
Prior to formally submitting the Survey you can still go back to the previous page (or any page) to make any edits by clicking the arrow button on the bottom left corner of the screen and navigating where you want to go.

To formally submit the Survey itself once ready to do so, please click on the tick mark icon in the bottom right corner of your device on the End of the Survey page:
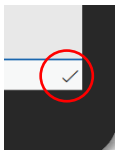
Once formally submitted, no further edits to a particular Survey are possible.

COMPILING THE SURVEY DATA

When your iPad or tablet is again connected to Wi-Fi or another data type connection, all submitted Survey results as collected in the field on each unit will be automatically downloaded/ synchronized with the back-end database within ArcGIS Online. There should be no additional actions required to load this collected Survey data to the database from a Survey Monitor perspective.

Once all data has been collected for the Survey itself, IRC Project Team staff will be able to view all of the collected Surveys within the ArcGIS Online framework, and also be able to export the relational database out to practically any format as required for further analysis/ dissemination.

ADDITIONAL SURVEY SUPPORT

If ever you have the need for any additional support or have comments about this Survey, please reach out directly to your IRC Project Team representatives as below at your earliest convenience:

Ryan Mazan	(867) 777-7048	rmazan@inuvialuit.com
Calvin Pritchard	(867) 777-7031	cpritchard@invialuit.com