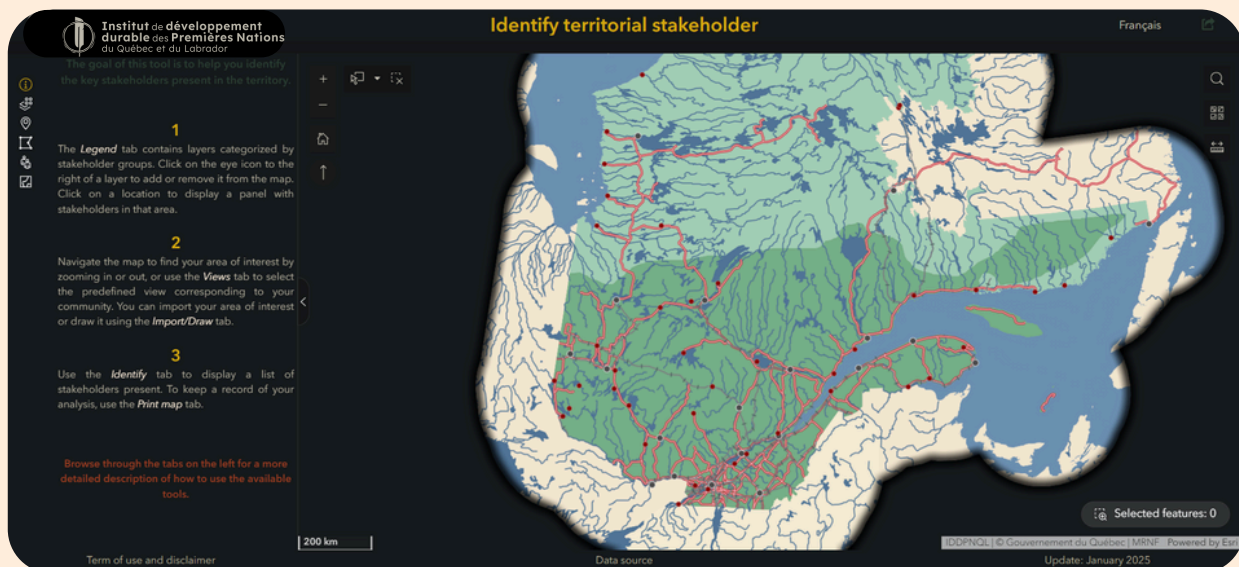


Territory Stakeholder Identification Tool

This guide aims to explain how to use the English version of the Territory Stakeholder Identification Tool developed by FNQLSDI, accessible via [this link](#).

This tool, designed for First Nations communities and organizations, primarily serves to facilitate the identification of external stakeholders involved with the territory targeted by their protected area project. It was developed to support the **Practical Guide – How to Engage External Stakeholders in a Protected Area Project**, accessible via [this link](#).




Stakeholder Identification Tool Interface

We hope you find this interactive map useful. Don't hesitate to contact us for personalized geomatics [support for your protected area projects](#) or any other land-related project.

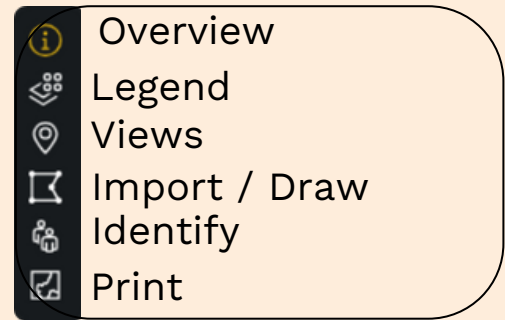
By email: geomatique@iddpnql.ca or by phone: 418-843-9999.

The interactive map contains multiple open data sources (public and free) related to land use in the Province of Quebec. A comprehensive list of integrated layers will be presented in the following section. The source of each data layer is accessible from the tool's web page or by clicking on **Data Sources** at the bottom of the application.

You will find a left-hand panel with several tabs.

The **Overview tab**  contains a brief description of the map's purpose and functionality.


The next tabs contain various tools, whose functions are detailed in following sections



Tools available in the tab panel


Map Function

The Legend

The **legend tab**  displays the different data layers grouped by territory stakeholders.


- **First Nations in Quebec:** location of communities
- **Administrations** : Regional County Municipalities, municipalities
- **Natural Ressources Exploitation Companies** : Non-indigenous forestry industries, mining industries, active mining titles, sugar bushes, blueberry fields, hydroelectric dams, power lines, pipelines, wind turbines
- **Protected Areas Register** : Biological refuges, ecological reserves, national parks, proposed protected areas, biodiversity reserves, wildlife refuges, national wildlife areas, et Areas with other status
- **Environmental Organizations** : Watershed organizations, Regional Environmental Councils, Priority Intervention Zone Committee
- **Structured Wildlife Territories** : Exclusive rights outfitters, Controlled harvesting zone, migratory bird sanctuaries, small managed lakes, wildlife reserves, regional parks, wildlife refuges, community wildlife areas, special agreements with indigenous peoples, educational and research forests
- **Tourism Associations** : Snowmobile trails
- **Government Ministries** : Forest Management Units
- **Land Rights** : Cabins, Commercial, Tourism, Industrial use...

The detailed hydrographic network of the Geobase of the Quebec Hydrographic Network (GRHQ) can also be displayed.


Click on the symbology  icon to display or hide a layer legend.

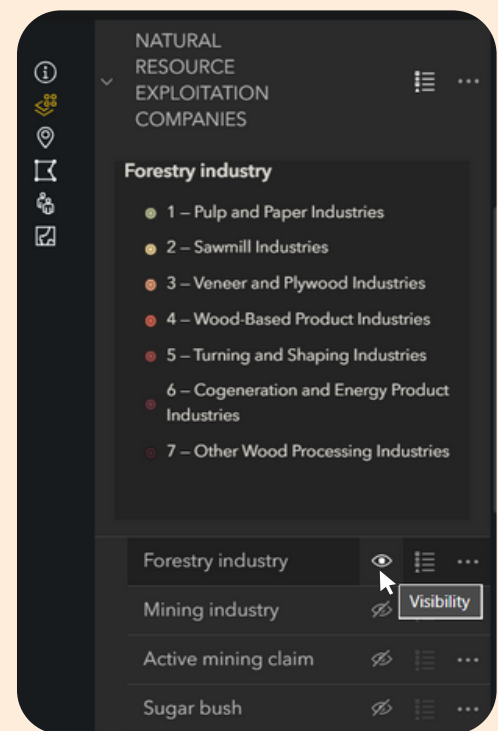
Layer Manipulation

- **Data visibility scales**

By default, only the location of First Nations communities in Quebec and a few municipalities are displayed. Other layers are invisible by default, as indicated by the crossed-out eye icon  to the right of their name.

An active layer is marked with a white name and its legend visible. An inactive layer is marked with a gray name and no visible legend.

- When a layer or a group of layers is active, you can also choose to hide them to lighten the map by clicking on the eye icon to the right of their name. 



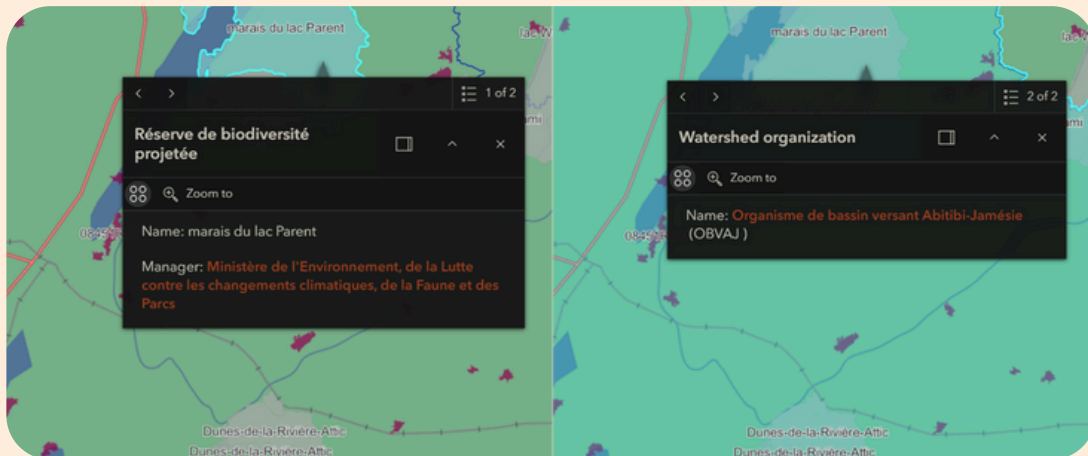
Layer visibility control

- **Display information on a layer element**

To obtain information on visible layer data :


- Click on the map element you wish to consult
- Consult the panel that appears. This contains the name of the actor concerned, and sometimes other information, such as the name or type of feature..
- If numbers such as “1 of 2”, “1 of 3”, etc., appear at the top right of the information panel, this means that further information is available for another visible data layer, located at the same location. Use the arrows at the top left of the panel to navigate between these item

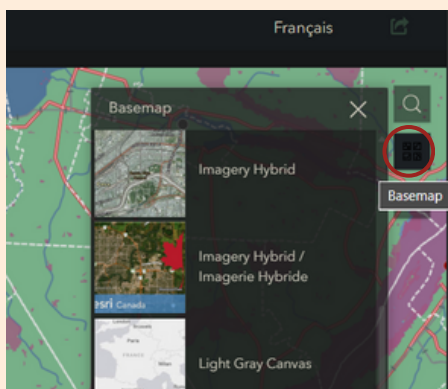
For example, page 1 of 2 of the information panel indicates the presence of a planned biodiversity reserve, for which we can obtain the name of the protected area, Marais du lac Parent, and the responsible actor, the MELCCFP. At the same location, as the watershed organization layer is also visible on the map, it is possible to view page 2 of 2 of the information panel, which indicates that this area is also under the responsibility of the Organisme de bassin versant Abitibi-Jamésie.



Information panel

- **Change the basemap**

At any time, you can change the basemap by clicking on the second icon in the top right corner of the map .



Change Basemap

For example, you can select the **Imagery Hybrid or Topographic (Vector)** basemaps.


Available Tools


Locating the area of interest

Navigating the map




Views Tab

In the **Viewa tab**,  click on your community to automatically zoom into an area surrounding it. You can always zoom in or out and navigate using your mouse.

At any time, you can return to the map's default extent by clicking the **home icon (Default Map View)**  in the top left corner of the map.

Adding an area of interest

The **Import/Draw tab**  provides two options for adding your area of interest to the map, for example, the polygon of your protected areas project.

Important

Data that you import or draw using the tools described below are not saved in the application and are not visible to other users. Only you can access them, and no sensitive data is shared.

Option 1 : Importer un fichier

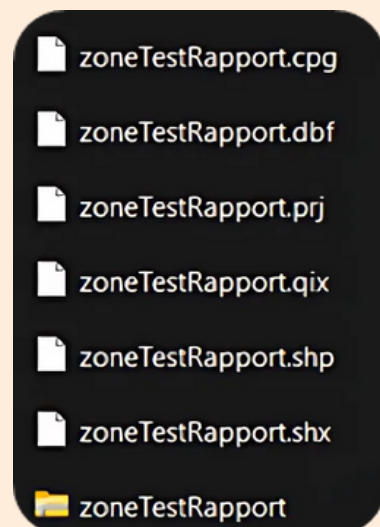
Les formats acceptés sont principalement les fichiers shapefiles (utilisé avec ArcGIS et QGIS) et .kml (utilisé avec Google Earth).

- **Import a shapefile**

Accepted formats include KML files (Google Maps) and shapefiles

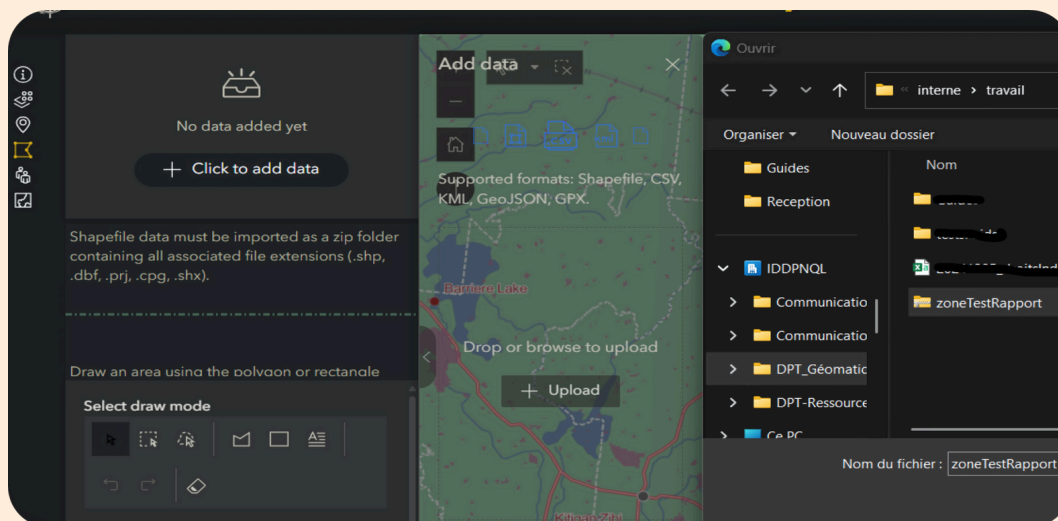
If you wish to import a shapefile, a small preparation step is required beforehand. Shapefiles consist of multiple files with identical names but different extensions, and at least four files are mandatory. These must be compressed into a ZIP folder before import.

To do this, select the four files with the extensions *.dbf, *.prj, .shp, and .shx. Right-click and choose **Compress to...** then **ZIP file** (or a similar option depending on your version of Windows).



Files associated with the shapefile format.

Back on your interactive map, once this operation has been completed, click on **+ Click** to add data, then **Upload**, and **browse** for your **ZIP file** in the file explorer. Select the file and click **Open**. Finally, click **Done**.




Import your shapefile (zip folder)

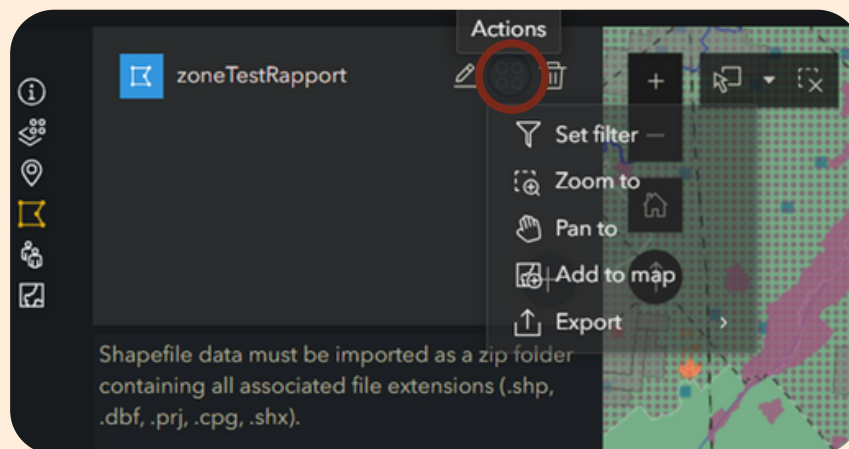
- **Import a .kml**

Click **+ Click to add data**, then **+ Load**, then search for your .kml file in your file explorer. Click on **Open** and then on **Done**.

- **View your files (shapefile or .kml) on the map**

Your file is now available in the interactive map (visible only to you)

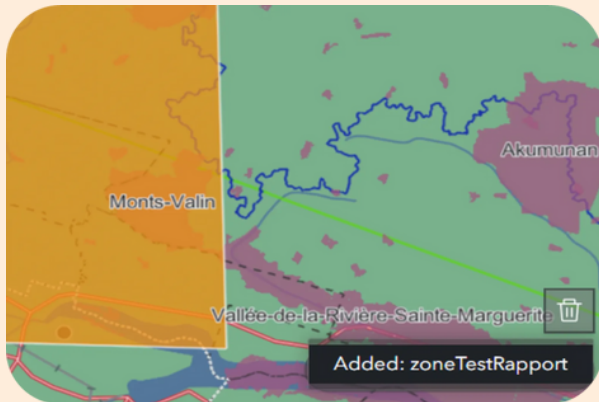
You need to click on the **Actions button**,  on the right of the file name, then select **Add to map** for the area to appear on the map. This action will automatically zoom to your added area.



Add your zone to the map

As with other layers in the legend,  you can toggle the visibility of this new layer.

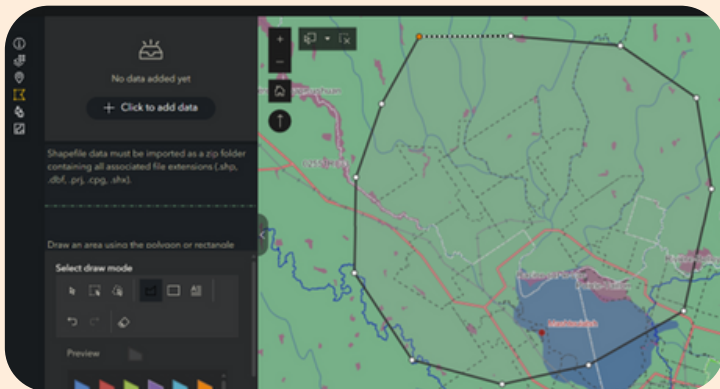
- **Delete an imported file**





Delete an imported file

- To permanently remove the layer from your map, click the trash can icon (**Clear results**) at the bottom right of the map, then select **Added: [your file name]**

Option 2 : Draw an ara




Draw a polygon


- Use the **Polygon tool** 
- To draw your area of interest, click once to add new points, and double-click to complete the polygon.
- If necessary, use the Eraser/Clear all tool to start over. 

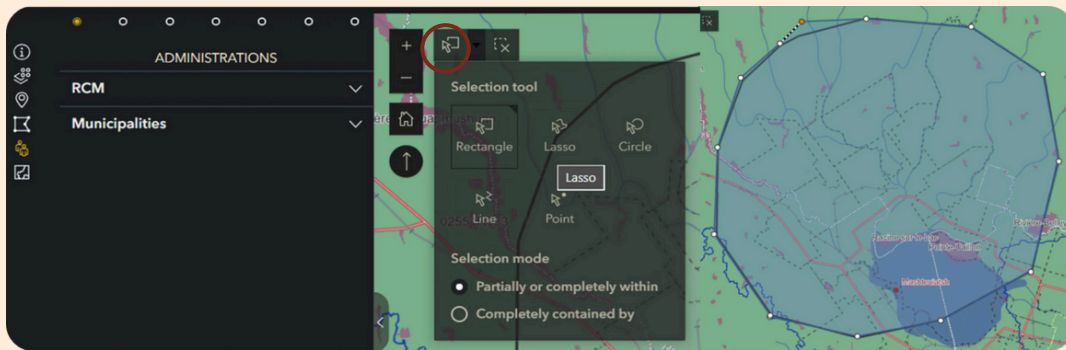
Click the **Polygon** tool again to exit drawing mode and return to the mouse pointer.

As with imported files, the drawn polygon will appear in the **Legend tab**. 

Identifying stakeholders

The Identify tab  allows you to view the stakeholders present in a selected area. To do this :

- Activate the visibility of all the layers you wish to add to your actor report. Only layers visible on the map will be selected.
- Click on the Selection tool button
- Select the Lasso option
- Use the **Selection tool (Lasso option)**  to draw the selection area (corresponding to your imported or drawn area of interest). Click once to add a point and double-click to complete the polygon.

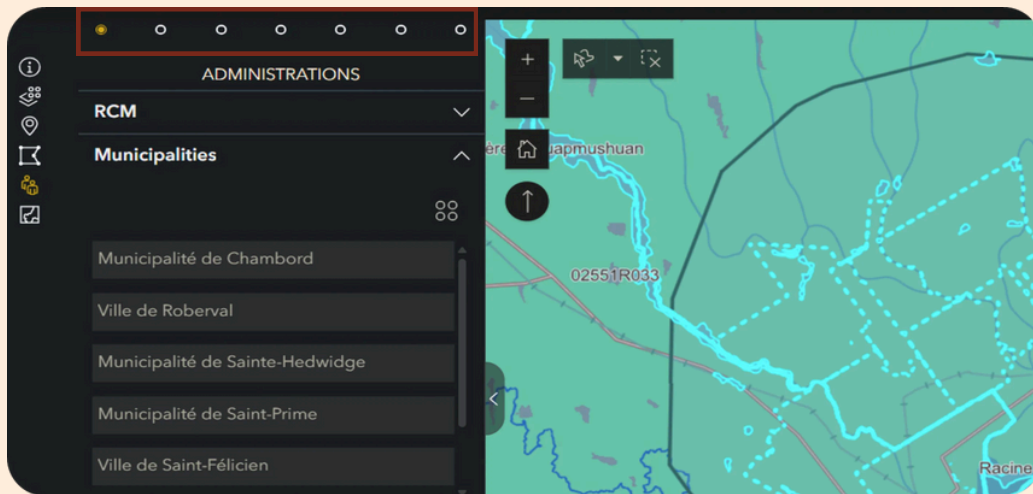


Select the elements included in your area



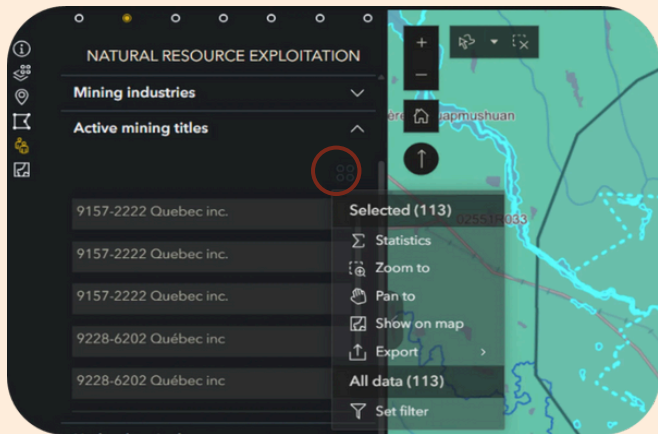
Clear selection

- If needed, clear the selection and start again
- Click the **Selection tool** again to exit selection mode and return to the mouse pointer.
- Browse through each group of stakeholders and explore the included data to identify the involved actors. For example, the selected area below intersects with five municipalities



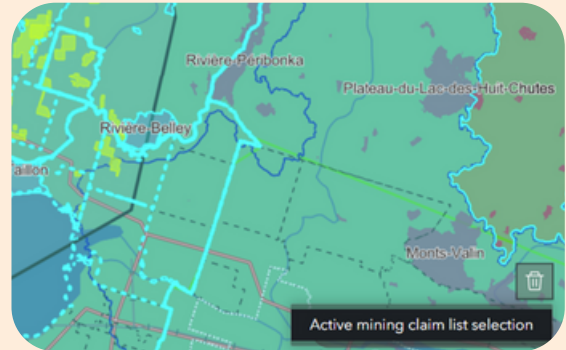
Browse the results by actor group

- To zoom in on a specific data item and highlight it, click the **Actions** button to the right of its name, then select **Show on map**




Zoom in on a selected layer

- To remove the yellow highlight, use **the trash can icon** at the bottom right of the map, then select **[layer name] List selection**

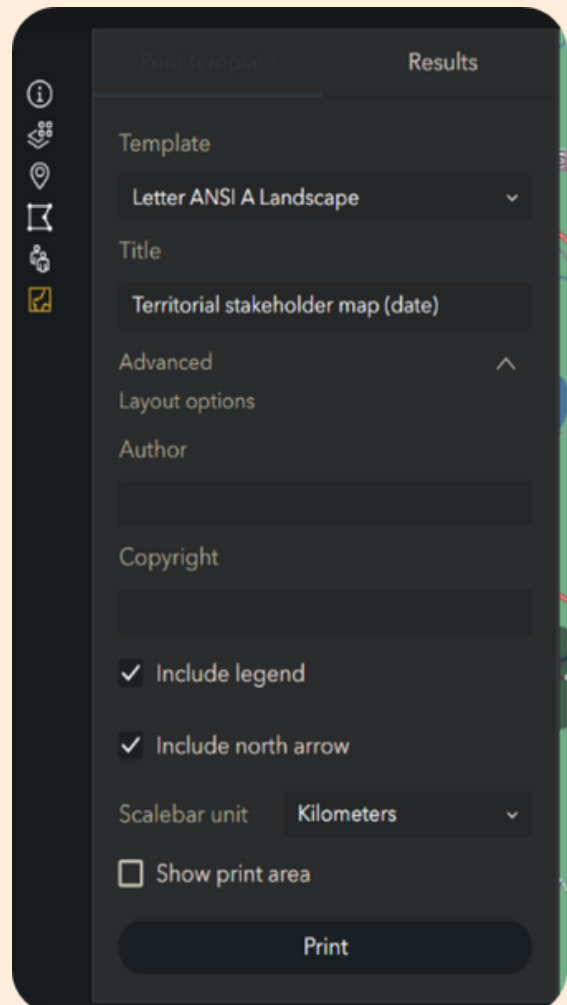


Clear the highlight

Printing or getting a map

The **print tool**  allows you to save a PDF copy of the analyzed area (Figure 16). By default, the extent of the printed map matches what is visible on the screen, so make sure you have the right scale before printing.

- Deselect all data, otherwise they will appear in blue on your printout, instead of the legend colors.
- Choose the print format from the list in the **Template** section.
- Modify the title.
- Click on **Print**.
- Once ready, the map is available in the **Results** tab on the right.



Print a map of your area

The final result

Territorial stakeholder map (2025-01-15)

