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OVERVIEW

The Online Mapping and Property Information tool is a web-based program that displays a compilation of spatial and non-spatial data, managed mostly by the CSRD. It also includes BC Assessment information as well as imagery and other base maps by ESRI or by Bing.

ACCESS

You can access the Online Mapping and Property Information tool from the CSRD services website. 

http://www.csrd.bc.ca/services/development-planning/maps

You can also click here.

WHAT SHOULD I USE IT FOR?

Browsing / Searching - It is quick to turn on and off layers and to pan and zoom around the map. You can click on the map and it will tell you what is there. You can search for properties, zoning and OCP information, as well as parks and trails information and other CSRD data.

Property reports – You can create a property report for any property selection. See Property Reports section for details.

Exporting data – The data can also be exported as: CSV (comma separated value), XLSX (excel spreadsheet), or Shapefile (GIS file for mapping). See Exporting Tables section for details.

Creating and sharing maps – Properties and other information that you find within the Online Mapping and Property Information tool can be made into maps and printed or shared on social media. See the Printing and Exporting Maps section for details.

GENERAL TIPS

Searching: Use the main search tool at the top of the website to find the information on the website you are looking for, including maps - for example "Anglemont Zoning"

Pop-Up Blocker: "Create a Printable Map" opens a PDF in a new window and some browsers block the pop-up without much warning. Add the CSRD to your pop-up blocker list of exceptions if you cannot find your printable PDF map.

Browsers and Internet: Use Safari, Google Chrome or Firefox for best results. The maps are intended for high speed internet users but will work with slower connections. The maps work on mobile devices and are best displayed using the Full Screen Map link.
The Online Mapping and Property Information tool is available on a web browser on your computer, tablet or phone. The layout is different depending on the device you are using. This section will walk you through the basic layout of the desktop version, showing you how to navigate and where to find the various tools.

When you load the map, only a few of the many layers that are available are shown. The full list of what is in the Layers list at the left of the screen.
TOGGLE BETWEEN VIEWS

The layers list shares a space with a few other screens or views, like the legend, any search results, or any wizards that are in progress. If a few of these windows are open at the same time, you can toggle between them by clicking on the tabs at the bottom-left.

MANAGE LAYER VISIBILITY

Turn on and off layers by clicking the check box next to the layer name.

A + symbol next to the layer name indicates that there are sub-layers grouped under this heading. Expand the group by clicking on the + symbol, and turn on and off the sub-layers to manage the visibility. The main group layer must also be turned on.

LAYER TRANSPARENCY

Many layers can be made transparent to see what is beneath a feature. Use the transparency slider to adjust the transparency.

LEGEND

The legend is a key to match the symbols on the map to the layer. Open the Legend by clicking on the options button at the top of the layers list. Only layers that are turned on appear in the legend. Click on the options button to show the layers list again.
I WANT TO MENU

I want to...

This lists commonly used tools such as: Search by address, Search by legal description, Create a printable map, and Apply for a civic address. There are additional tools available via the toolbar.

COORDINATES AND SCALE

The bottom-left of the map window has controls to display the coordinates and the scale. Toggle the coordinate tools by clicking on the XY button on the left.

The Lat/Lon reading shows the location of your mouse.

The scale bar displays how much the length of a map unit corresponds to the length on the ground.

TOOLBARS

The toolbars are hidden by default. Click on the button at the top-right of the map window to toggle the visibility of the toolbars.

The toolbar is tabbed, similar to Microsoft Office. Clicking on a heading at the top will show different tools. Details about the individual tools are found later in this document.

NAVIGATING THE MAP

Panning and zooming around the map is similar to other web maps like Google Maps.

ZOOMING

There are several ways to zoom in and out of the map.

1. Use the mouse’s scroll wheel.
2. Double-clicking on a spot on the map will zoom in closer on that location
3. Use the Zoom In and Zoom Out controls on the left side of the map window

4. Use the Toolbar

5. Bookmarks

**PANNING AND THE OVERVIEW MAP**

Like most other web maps, you can click and drag your mouse to pan the map to another location.

There is also an overview map at the bottom-right of the map window. Click and drag the red extent window to move the main map extent. You can hide the overview map by clicking on the arrow at the bottom-right of the overview map.

**TOOLBAR - NAVIGATION**

The Tools toolbar contains tools for panning and zooming around the map (among others). The Zoom In and Zoom Out tools allow you to draw a box to define the map extent. The Initial View tool brings you back to the original extent, that of the CSRD in its entirety.

**BOOKMARKS**

The Bookmarks tool is also located on the map, just beneath the zoom controls. This is the recommended way to navigate around the map when you first open it.
**BASE MAPS**

Base maps are a background on top of which the other layers are added. Only 1 base map can be visible at a time.

**CHANGING BASE MAPS**

1. Switch base maps using the radio buttons in the Layer List:

   - Base Maps
     - CSRD Base
     - CSRD Orthos
     - Slope
     - Bing Satellite
     - Topographic

2. Or using the Base Map selector at the bottom-left:

**TYPES OF BASE MAPS**

**CSRD BASE MAP**

- CSRD Base

Background layers you see when you first load the map: Electoral Area Boundaries, place names, water, roads.

**CSRD ORTHOS**

- CSRD Orthos

High-resolution orthos along the lakeshores of Shuswap, Mara, and White Lakes. Use the Slider at the bottom of the map window to toggle between the 2008 and 2013 imagery.
SLOPE MAP

The steepness of the slope expressed in percent. Based on 20m TRIM contours. View the legend to see the classes:

BING SATELLITE IMAGERY

A collection of satellite imagery and orthophotography managed by Bing. Dates of the imagery vary by location and scale. To view the date of the image, go to: http://mvexel.dev.openstreetmap.org/bing/

TOPOGRAPHIC

ESRI produced base map with a variety of information including place names, waterbody names, roads, contours, and addresses. Addresses and some place names will be out of date compared to CSRD property information.
OPERATIONAL LAYERS

Operational layers typically have attributes associated with them that you can view and work with. This section explains the information that is available at this time. See the Explore Layer Information section for details.

PROPERTY INFORMATION

Properties: Property information is available via the parcel outlines. The properties are organized in an assessment fabric where there is one record for each address on the parcel. Properties are linked to addresses and to BC Assessment information.

Property Labels: By default the property addresses are visible. Expand the Property Labels heading to view the legal labels, hooks and driveways.

Other Property Information: Expand this group and you will see helpful layers associated to properties:

- **Property Ownership**: A color-coded classification of the type of ownership. Derived from BC Assessment information, but this layer is difficult to keep up to date. See the detailed property information to confirm the ownership of a property.

- **Covenants, Easements, Right of Ways, Shares**: GIS team inputs these as they come in but these may not be complete and it is unclear how far back the record goes. *Use for reference only.*

REFUSE DISPOSAL SITES


COMMUNITY FACILITIES

Community Facilities: Air Strips, Ambulance Stations, Community Halls or Recreation Centres, Fire Halls, Hospitals, Municipal Halls, Police Stations, and Schools.

PARKS

Park Locations: Points for the CSRD Park Locations. Only active parks are shown. See the CSRD Park Boundaries layer for all parks. Park points will be grouped when they are too close together.

Includes photos, and has options to go to the CSRD webpage or view the park location in Google Maps.

CSRD Trails: Trails managed by CSRD only.

CSRD Park Boundaries: Active CSRD Park Boundaries. Includes only basic attributes like address, class, IDPark

Other Park Boundaries: Provincial Parks, Provincial Rec Sites, Rec Reserves, National Parks, some Municipal Parks, and some golf courses.

Provincial Lake Access Points: Locations for lake access. Some are parks only, while others include boat launches.
PLANNING

Zoning: Zone boundaries. Includes all bylaw boundaries, and comprehensive development areas. See Legend for symbology. Options to download the PDF Mapsheet associated with this bylaw and location, and the option to go to the CSRD webpage for the associated bylaw. Same options are available in the property information.

OCP: OCP Designation boundaries. Includes all OCP Bylaw boundaries. Same options as the zoning layer.

Lakes Zoning, Docks and Buoys: Lakes Zoning layer, the outlines of foreshore structures, and the location of buoys, current to September 2013.

Agricultural Land Reserve: Boundary of ALR. The amount of a property that falls inside the ALR is also included in the property information.

Planning Files and Permits: Color-codes properties that are associated with current planning files and building permit files.

Land Use Inventory: Land Use classifications as inventoried by summer students.

Census: 2011 Census information, for Population Density, color-coded by Dissemination Area or Census District.

EMERGENCY OPERATIONS

When there is an active emergency event, this section will include the location of any evacuation areas or alert areas. If there is data on the extent of fires, flooded areas, sandbag deployments, rapid assessments, this information would also appear in this section.

If there are no active events, this layer will be empty, and will say “No Active Public Notices”.

FIRE SERVICES

Fire Department Service Areas: Boundaries of the Fire Service Areas for the CSRD.

A couple of other layers showing the 8km service area of fire halls and the parcels within the service areas.

Fire Underwriters Survey: Shows the Fire Protection grade for hydrants.

WATER

Water Service Areas: Boundaries of the Water Service Areas for the CSRD.

Hydrants: Locations of fire hydrants.
EXPLORE LAYER INFORMATION

Some layers, like the base maps, do not have any more information than what you can see on the map. However, most have attributes for each feature. For example Community Facility features have Name, Phone Number, and Address attributes. Use these tools to find, and explore, and export information about the data in these layers.

GLOBAL SEARCH

The search window at the top right searches all of the layers that have retrievable information. The best way to search is to include the least amount of information possible and select the correct result.

ADDRESS OR LEGAL DESCRIPTION SEARCH

There are also specific searches for addresses and legal descriptions. They search the same information as the global search. They are found under the I Want To menu or the Find tab in the toolbar. The address search has an auto-complete box that will give suggestions as you type.
FIND AND SELECT PROPERTIES

There are a few different ways to manually click on features on the map to select them and find information about them. The easiest way is just to click on the thing you are interested in. This will open a Map Tip with basic info. For more information see the section on Map Tips.

IDENTIFY

Another way is to use the Find/Identify tool. It is available in the I Want To Menu.

The Find/Identify tool will prompt you to draw a rectangle on the map. Once this is done, all of the ‘findable’ features in the visible layers that intersect the box will be displayed in the Results Window. Click on a result in the Results Window to zoom to and highlight the feature, and to see its Additional Details.

MAP TIPS AND THE VIEW ADDITIONAL DETAILS LINK

MAP TIPS

The information about a feature (e.g. property information, landfill location) can explored by clicking on the feature. Clicking on the feature will open a pop-up window called a Map Tip in the upper-left hand window. The map tip shows basic information about the feature.
MULTIPLE RESULTS IN A MAP TIP

Most times clicking on the map will return multiple results. This means that there are several features in that same location. For example if you have the Community Facilities, Park Boundaries, and Properties turned on, clicking on the White Lake Recreation Centre will return at least 3 results in the map tip. You can view the map tip for the different features by using the drop-down list or the arrows:

![Map Tip Example](image1)

VIEW ADDITIONAL DETAILS

To view all of the information about a feature, click on the View Additional Details link. This will display all the information in the left-hand results window. Scrolling down through this window will show you all of the attributes and any other related information about the feature.

![View Additional Details](image2)
SHOW EXPANDED VIEW

For exploring Property Information in depth, it is often easier to see all the related items using the Expanded View. This shows the Map Tip information and all the related items as tabs.

White Lake Recreation Centre

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>White Lake Recreation Centre</td>
</tr>
<tr>
<td>Type</td>
<td>Community Hall or Recreation Centre</td>
</tr>
<tr>
<td>Location</td>
<td>3617 Parri Road</td>
</tr>
<tr>
<td>Phone</td>
<td>N/A</td>
</tr>
<tr>
<td>Email</td>
<td>N/A</td>
</tr>
<tr>
<td>Contact</td>
<td>N/A</td>
</tr>
<tr>
<td>URL</td>
<td>N/A</td>
</tr>
<tr>
<td>Status</td>
<td>N/A</td>
</tr>
<tr>
<td>Comments</td>
<td>N/A</td>
</tr>
<tr>
<td>Cross Street</td>
<td>N/A</td>
</tr>
</tbody>
</table>
USING SEARCH RESULTS

There are many ways to work with sets of properties or other selected features. The options are available from the drop-down at the top of the results view:

SWITCH TO TABLE

Switching to a table view will show each layer’s search results in a separate tab. Click on a feature in the list to zoom the map to that feature and bring up the map tip.

<table>
<thead>
<tr>
<th>Community Facilities</th>
<th>Park Locations</th>
<th>CSRD Park Boundaries</th>
<th>Other Park Boundaries</th>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Type</td>
<td>Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Lake Volunteer Fire Department</td>
<td>Fire Hall</td>
<td>3607 Parri Rd, Sorrento, BC, V0E 2W1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Lake Recreation Centre</td>
<td>Community Hall or Recreation Centre</td>
<td>3617 Parri Road</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once you switch to the table view, the side panel will be hidden. Open it again using the > arrow next to the I Want To menu.
PROPERTY REPORTS

Property Reports are PDF summaries of the property information. They include a location map and most of the details and related information. They can be created from the Map Tip or the Additional Details window.

RUN A REPORT FROM THE MAP TIP

Public property reports can be run from the Map Tip for a single property:

RUN A REPORT FROM THE PANEL ACTIONS MENU (SEARCH RESULTS)

Public property reports can also be run from the Search Results options:

Property reports can only be run when there are properties selected.
EXPORTING TABLES

Whether or not you are in the Table view or the List view, you can export the results to a CSV file (Comma Separated Values – generic table structure), an XLSX File (Microsoft Excel), or a Shapefile (generic GIS file).

Once you have a list of results in the List or Table Results view, use the Results Options drop-down to select the output format you are interested in.

EXPORT TO CSV

Use this option to create a generic table (comma separated value) for each element of your section.

1. If you don’t already have a selection, click on the map or an item on the results list to select.

2. Under the selection results options, choose Export to CSV

3. The property information results will be zipped into a .zip folder, and downloaded to your computer.
EXPORT TO XLSX

Use this option to create an Excel file list of Property Owners from a selection set.

1. If you don’t already have a selection, click on the map or an item on the results list to select.

2. Under the selection results options, choose Export to XLSX

3. The property information will be exported as a worksheet in the Excel file format.

---

EXPORT TO SHAPEFILE

Use this option to create a generic GIS Shapefile for each element of your section.

1. If you don’t already have a selection, click on the map or an item on the results list to select.

2. Under the selection results options, choose Export to Shapefile

3. The property information results will be zipped into a .zip folder, and downloaded to your computer.

This information must be viewed using GIS software. There are both open-source (free) and proprietary (paid) GIS software available for home and/or business use. We cannot make recommendations, but a simple internet search should return several results for you to choose from.
The Mapping and Property Information service has excellent tools for measuring. You can find the Measuring tools in the toolbar.

Click on the Measure icon to select the tool. Choose your length unit in the top drop-down list, and the area unit in the bottom drop-down list.

Follow the on-screen prompts to measure. Double-click to finish.

The Drawing tools are located in the same toolbar as the Measuring tools and are pretty limited but simple to use and good for basic labels or outlines.

Choose the drop-down menu on the draw button to choose what type of drawing you want. Then use the tools to draw on the map. For text, select the Text tool and click on the point where you want the text to begin. A prompt will appear where you can type in the text you want.
After you have made your drawings or measurements, you can edit their styles using the Edit Drawing tools.

Click the Edit Drawing button then click on the drawing you would like to change. Clicking once on text will allow you to change the text. You can move an object by clicking a dragging it to a new location.

For more precise drawings, use Snapping. Snapping will move your mouse to a feature’s line or corner when you are close to it. Click the enable snapping to turn this feature on, and use the Select Snapping Layers to choose only those layers you want to snap to. First clear all, then select the one you want. You may need to expand the group to be able to check the layer.

If you have text selected you will have basic options to change the size and shade:

Select Desired Styling
If you have a drawing-type object selected, like a line or polygon, you will be able to change the colour:

**ERASING**

You can erase the currently selected drawing object by selecting the Erase button.

To clear ALL objects from the map, press the Clear button.
**PRINTING AND EXPORTING MAPS**

There are three ways to create maps: you can print your map, allowing you to customize it; you can export your map as a captured map window image; or you can share your map via email or social media.

<table>
<thead>
<tr>
<th>Tools</th>
<th>Measure</th>
<th>Draw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom In</td>
<td>Zoom Out</td>
<td>Initial View</td>
</tr>
<tr>
<td>Print</td>
<td>Export</td>
<td>Share</td>
</tr>
</tbody>
</table>

**PRINT CUSTOM MAP**

Custom maps use pre-configured map templates. These include a scale bar, title etc. You can customize the title and add notes.

First zoom into your area of interest and press the Print button in the Print toolbar to open print window.

<table>
<thead>
<tr>
<th>Print Map</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Layout</td>
<td>8.5x11 Landscape - No Legend</td>
</tr>
<tr>
<td>Output Format</td>
<td>Pdf</td>
</tr>
<tr>
<td>Resolution</td>
<td>High Resolution - 300dpi</td>
</tr>
<tr>
<td>Map Scale</td>
<td>Current Scale - 1:2257</td>
</tr>
<tr>
<td>Title</td>
<td>CSRD Mapping</td>
</tr>
<tr>
<td>Map Notes</td>
<td></td>
</tr>
</tbody>
</table>

Select the layout and output format that best suits your needs.

Choose the highest resolution unless this results in a file size that is too large.

You can change map scale to one of the available options. Keep in mind that some base maps like the Aerial Imagery will not appear on the printed map at more than about 1:2000 scale.

Add a title and notes.

Press print to create your map. Click Open File to view your map.

If your map does not appear after you click the Open File button, your browser’s pop-up blocker may have blocked it. See this webpage to change your browser’s pop-up blocker settings.

EXPORT BASIC MAP

Exporting will produce a simple image, just like if you were to take a screen shot.

First, zoom into the area you want covered in the map. Click on the Export button in the Print toolbar.

This will open the Export Map Image dialogue. Here you can choose the format you would like to save the file as.

Click Create Image, then select View Image to see the results. Right click on the image to save to the computer or network.

SHARE MAP LINK

Sharing your map will create a link that can be shared using most popular social media sites (Facebook, Twitter, etc). You can also use this button to send your map via email.

First, zoom into the area you want covered in the map. Click on the Share button.

You can choose from a list of options, and then follow the on-screen prompts.