



MNC Public Web Map Help

June 16, 2016

Table of Contents

- 1. Browser Compatibility..... 1
- 2. Overview of what you see on your screen..... 1
- 3. Map Navigation..... 1
- 4. Searching for Features 1
- 5. Tools..... 2
 - a) Layer List 2
 - b) Legend 3
 - c) Identify Tool 4
 - d) Draw Tool 4
 - e) Measure Tool 5
 - f) Print Tool..... 5
 - g) Basemap Gallery 5
 - h) About/Help..... 7
- 6. Frequently asked questions 7

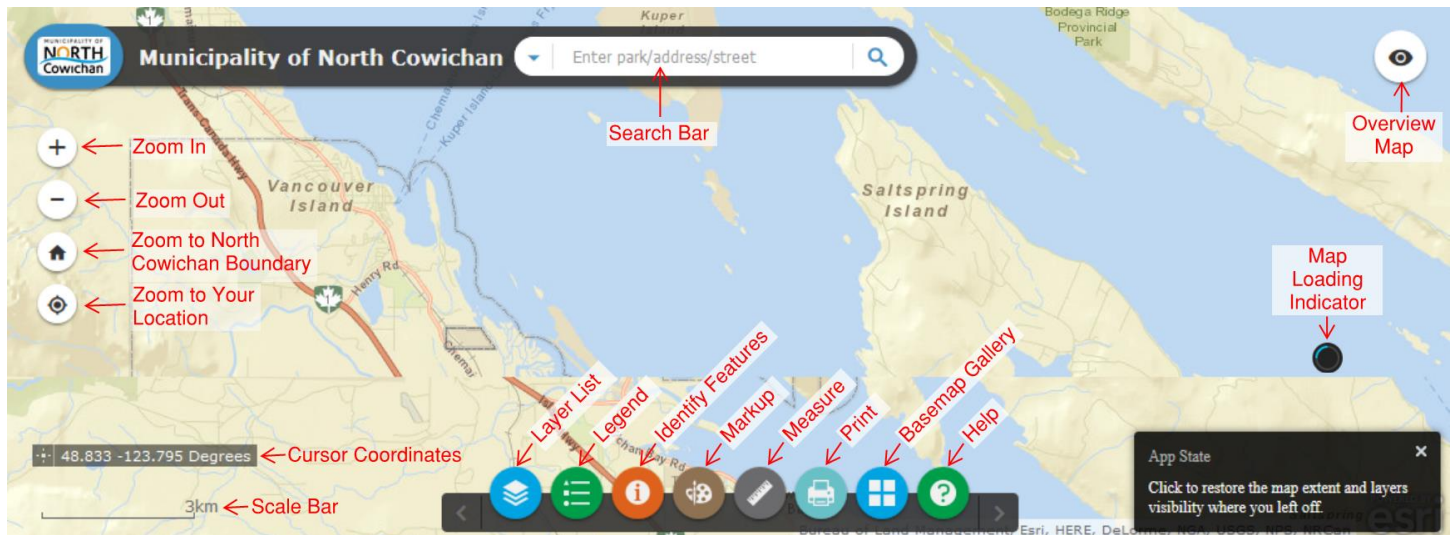
1. Browser Compatibility

The MNC Public Web map is best viewed with the Google Chrome internet browser, or the Firefox internet browser. Other browsers will work with possible limits to functionality and/or speed.

To download and install Google Chrome (recommended), visit: <https://www.google.com/chrome/>

2. Overview of what you see on your screen

http://maps.northcowichan.ca/mnc_public/



Clicking one of the buttons on the map display performs an action, or, opens a set of tools.

3. Map Navigation

- Click and hold your mouse cursor on the map to pan/move the map
- Use your mouse's scroll wheel or the on screen Plus/Minus buttons to zoom in and out
- Zoom to a specific area on the map by holding shift on your keyboard, then clicking and dragging on the map to draw a zoom box.

4. Searching for Features



- The Search Bar allows you to search for features on the map based on address, street intersection, or park name. Click the drop down arrow on the left to select how you would like to search, then click in the dialogue to the right of the arrow to begin typing and start your search.
- As you type you will begin to see results showing below the search bar. Click a result to zoom to it on the map.

5. Tools

Click on a tool icon as seen in the image below to open its window which will appear on top of the map display.



a) Layer List

A layer is a spatial feature such as roads, properties, or lakes and streams. The layer list displays all of the layers which are available for display on the map.

- **Expand a group of layers or view a layers map symbol.** The layer list is organized into groups. Each group can contain multiple layers and/or more sub groups. Click the plus button to the left of a group to expand it and see what it contains. Clicking the plus button next to a layer reveals its corresponding coloured map symbol.

Development Services

Engineering

Drainage Utilities

Labels for Drainage

Facilities



- **Turn on a layer or Group.** The check box to the left of a layer toggles the visibility of a layer on the map (turns it on or off). The check box to the left of a group toggles the visibility of all layers checked on within the group.

If the layer you wish to turn on is inside of a group (or group within a group), all of the groups it is contained in must be turned on. See below.

Engineering

Drainage Utilities

Labels for Drainage

Facilities



Facilities will NOT display

Engineering

Drainage Utilities

Labels for Drainage

Facilities



Facilities will NOT display

Engineering

Drainage Utilities

Labels for Drainage

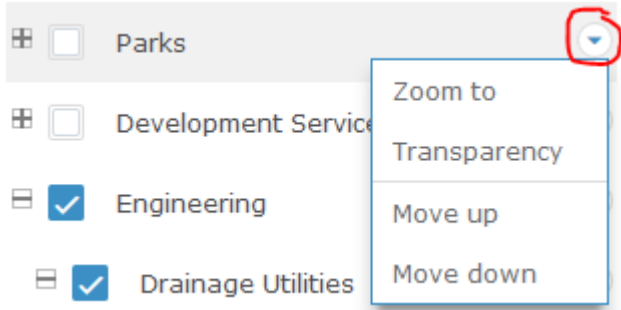
Facilities



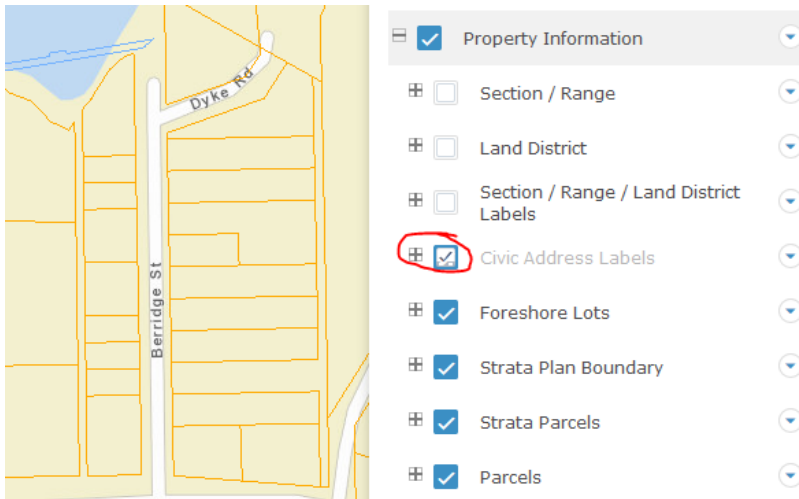
Facilities WILL display

- **Change the transparency of a layer group:** You can change the transparency (see through the layer to what is under it) for a top level group (for instance, “Engineering” or “Development Services”) but you cannot adjust the transparency of sub groups or individual layers exclusively (e.g., Road Lines). To do so, click the blue triangle to

the right of a top level group and click Transparency.



- **Decide which layers draw on top of other layers:** Items higher in the layer list draw on top of layers lower in the layer list. For example, parks will draw on top of Drainage Utilities because they are higher in the list. You can move top level groups such as “Development Services” or “Parks” up or down in the list, but not sublayers such as “Drainage Utilities”. To move a top level group up or down, click the triangle to the right of a group and select “Move up” or “Move down”. (See image above from transparency description)
- **Some layers are only visible at certain map scales (zoom levels).** Some layers such as parcels and parcel labels will display at different scales or zoom levels. The check box to the left of a layer or group will display as a different icon if it is out of scale range and not available for display at the current scale. In the example below you can see that “Civic Address Labels” are not displaying at the current scale but the Parcels are, despite the fact that both are “checked on” for display. Zooming in further would make the Address labels show.



b)  Legend

The legend tool shows a list of Layer names and corresponding coloured map symbols. The legend list is dynamic, meaning it will only show layers that are toggled on for display in the layer list.



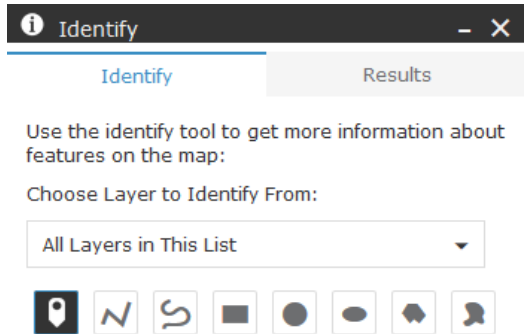
Property Information

Foreshore Lots

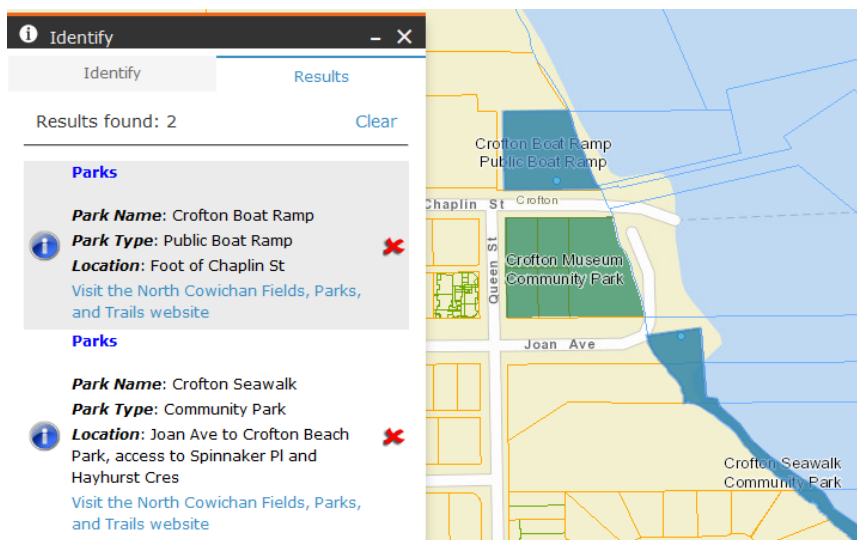


c) Identify Tool

The identify tool allows you to click on a feature from a map layer and see more information about that feature. The identify tool would, for example, allow you to get more information about your property.



- Layers must be turned on in the layer list to be identified on the map
- You can choose to only identify features from one layer only, or, all layers in the identify list. Click the drop down triangle and click a layer to limit the search.
- By default you are able to click on point on the map to identify a feature. To create a different shape for identifying feature, choose the appropriately shaped icon, and hover your mouse cursor on the map for instructions.
- The Results tab is automatically displayed once you have identified one or many features from one or many layers. In the example below two parks were selected using the “freehand polygon” identifier. Use the red “X” to the right of the result to remove it from the results list, or click “Clear” to remove the all features from the results list.






d) Draw Tool

The draw tool allows you to draw shapes, points, and text on the map. This is useful to highlight or label features on the map to share information or ideas with others.

- Open the draw tool then click on of the draw icons to create a corresponding markup on the map.
- Once you have clicked an icon, you will receive more options for color, line thickness, transparency, etc.
- Hover your mouse over the map for more instructions.

e) Measure Tool

The measure tool allows you to measure a linear distance or user defined area on the map. It is also possible to retrieve geographic coordinates from the map.

- Click the button corresponding to area , line , or point coordinate 
- Select the appropriate units
- Click the map to begin drawing an area or a line. Click once for a coordinate.
- Click many location with lines or areas to create non-uniform shapes
- Double click to finish drawing an area or line
- The measurement result is displayed in the tool window.

f) Print Tool

*** Currently unavailable due to technical difficulties. Stay Tuned***

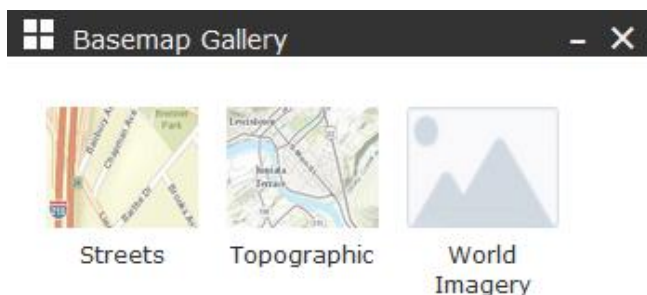
The Print Tool allows you to export a PDF (or other format) of the map display. For best results leave the defaults, or, beware of the items listed below.

Notes:

- **Preserving scale** means that the output map will have the same scale as your map display. The map extent of your export may be different than the map extent of the map display.
- **Preserving extent** will ensure that any features you see within the extent of the map display will be visible in the export.
- **Forcing a map scale** lets you type in which scale you would like the map to be exported at. The center of the map display will be the center of the exported map.
- If you choose not to include a legend, the **MAP_ONLY** size allows you to specify the dimensions in pixels of the map export.
- **Print quality** is measured in DPI where 96 is considered low, 150 is medium and 300 is high. You do not have to choose these exact values

g) Basemap Gallery

The basemap shows spatial information for locational reference such as roads, lakes, streams and City Names. A basemap will always display underneath all other layers on the map, and it is always turned on for display. The basemap gallery allows you to choose which basemap you would like to be displayed.



h) About/Help

This tool provides:

- A link to a listing of North Cowichans available PDF and interactive maps at <http://northcowichan.ca/EN/main/community/maps.html>
- A link to this document which you are currently reading.
- A link to where you can provide feedback or ask a question about the map at <http://www.northcowichan.ca/forms/feedback.aspx>

Be sure to select Mapping from the Topic drop down list.

6. Frequently asked questions

- **Why does turning on a large number of layers slow down the map?**
 - For every feature the map is required to display, the data servers have to search for and create a spatial representation of the data which then needs to be turned into a picture which is provided to your browser for download.
[Turn off layers you do not need](#) to increase the performance of map navigation.
 - The first time a layer is displayed on your map you may notice it takes longer to appear than it does in subsequent navigation of the map.
- **Why are some features/tools not working?**
 - Generally speaking, if something is not working as expected there is probably a browser compatibility issue. [Ensure you are using a compatible browser](#) and try again.
 - Otherwise please contact us via <http://www.northcowichan.ca/forms/feedback.aspx>
- **Why is a feature not displaying on the map?**
 - Ensure the box to the left of the feature layer is checked on , and if this layer is part of one or many groups, ensure all of the group check boxes are checked on. See the [Layer List Section](#)
 - Ensure you are zoomed in far enough for the layer to display. Some layers only turn on when you are zoomed in enough on the map. See [Map navigation](#) and the [Layer list Section](#)
- **Why does it look as though the roadway encroaches on my property?**
 - The basemaps store roads data that is not maintained by the Municipality of North Cowichan. The basemaps were chosen for their rapid display speed, but unfortunately sometimes there are problems with the roadways accuracy. The Road centerline data which is maintained by the Municipality of Northcowichan as available for display and is available in the layer list near the bottom of “Engineering” group layer.
- **Finding PID, Section, Range, Land District, Non-Legal Description**
 - Select the Identify tool and select the parcel of interest, the Identify Results tab will show attributes of the selected parcel