

SaanichMap

'How To' Guide



<https://map.saanich.ca>

Table of Contents

1. Welcome to SaanichMap.....	3
2. How do I launch SaanichMap?	5
3. Key User Interface elements	6
4. How do I navigate the map?.....	7
5. How do I locate an Address?	8
a. Enter an Address into the Global Search window	8
b. Enter an intersection into the Global Search window.....	9
c. Go to Find by Address in the I Want To... menu	10
6. How do I locate and see details for spatial data layers in SaanichMap?	11
a. Use Global Search to find a feature	11
b. Use 'What's Here' on the map	13
7. How do I search for specific data in the Layers List?	13
8. How do I display a layer on the map?.....	14
9. How do I mark up the map?.....	14
a. Creating mark-up graphics on the map	14
b. Modifying graphic drawings.....	15
10. How do I view aerial photography from previous years?.....	17
11. How do I access Property information?.....	19
12. How do I Print a Map?	20
13. How do I save a location as a Bookmark?	21
14. How do I upload data?	21

How do I submit feedback or get assistance for SaanichMap?

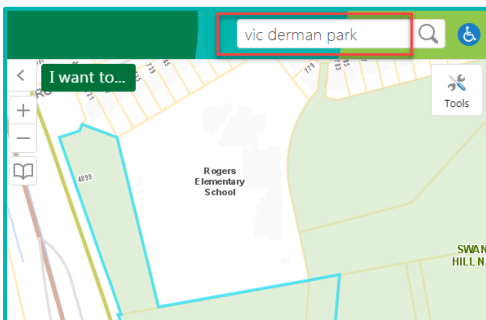
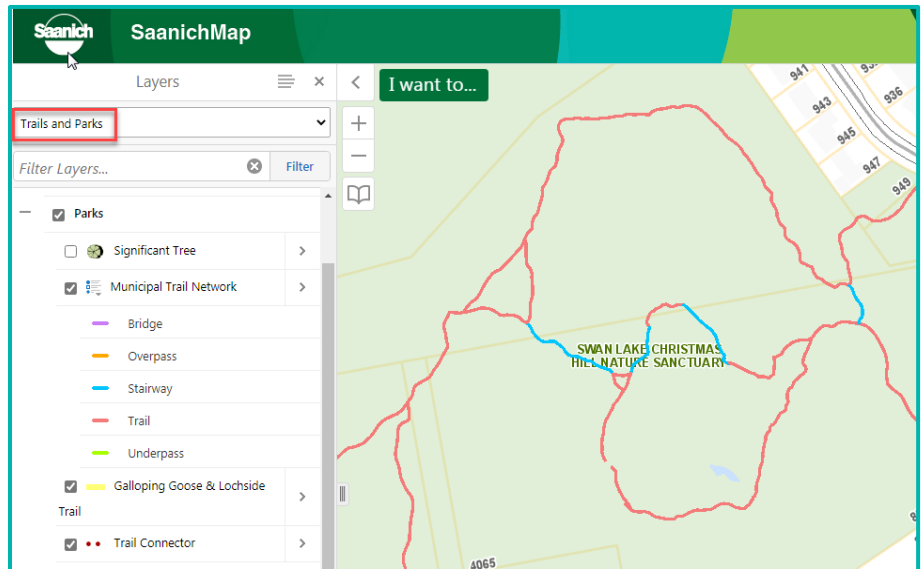
Please email helpdesk@saanich.ca or call 250.475.5448

1. Welcome to SaanichMap

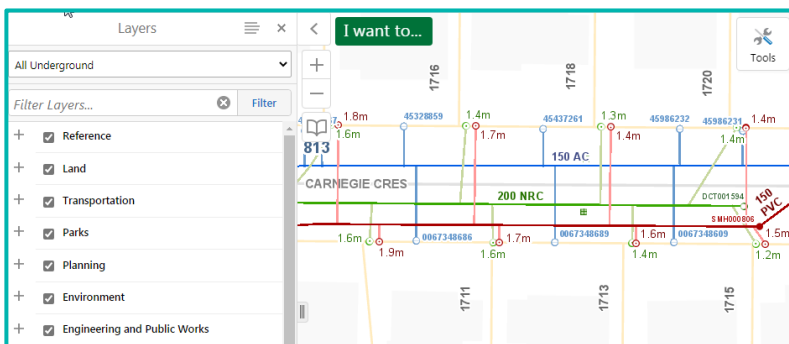
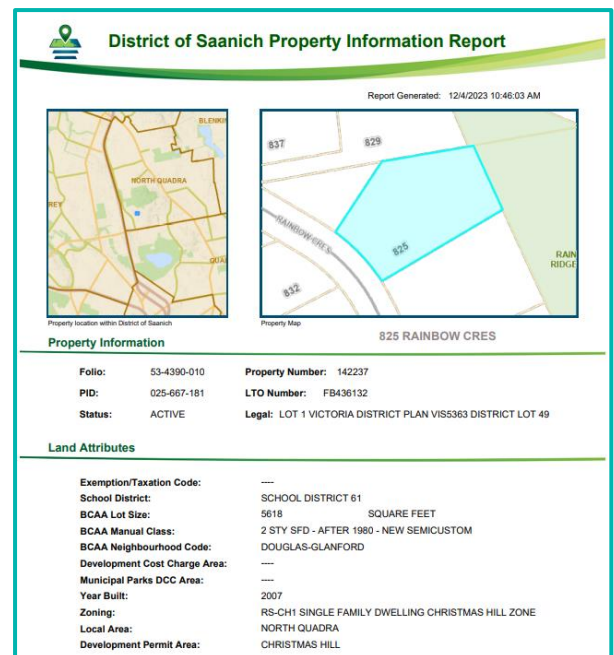
Web-based map viewers enable powerful capabilities for searching, analyzing and sharing information. A central menu gives easy access to commonly requested tasks like viewing map layers, creating maps and reports, and querying features in the map. Collaborate with others by importing external data into your map or exporting information to share with others.

You can...

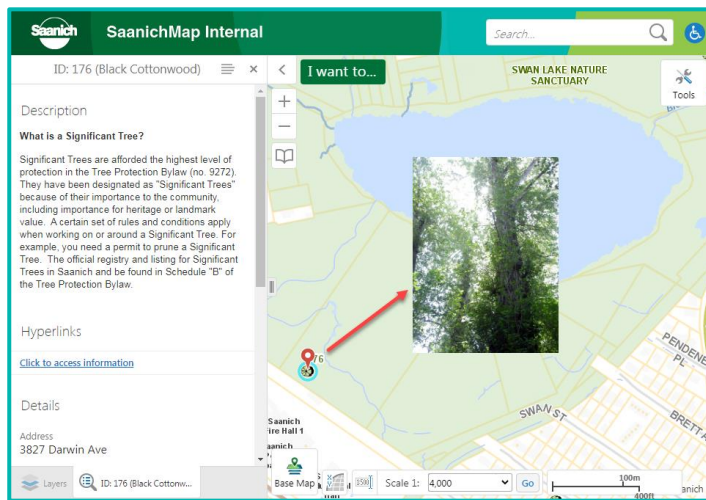
- a. Display layers individually or by themes such as Parks and Trails, Zoning, Transportation, and Utilities.
- b. Find an address, street location, park or other feature on the map using the Search window in the upper right corner.



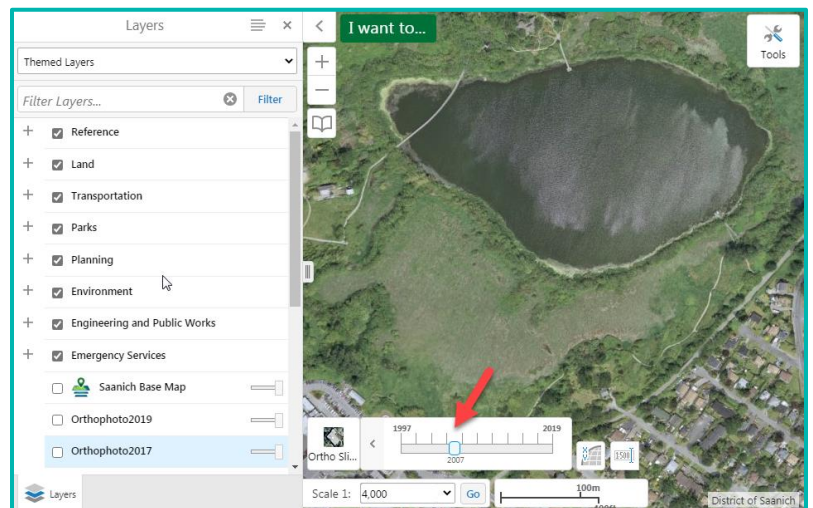
- c. Get detailed property information such as lot size and location, zoning, school district, tax levies, assessments.
- d. View underground service details such as sewer, storm and water.



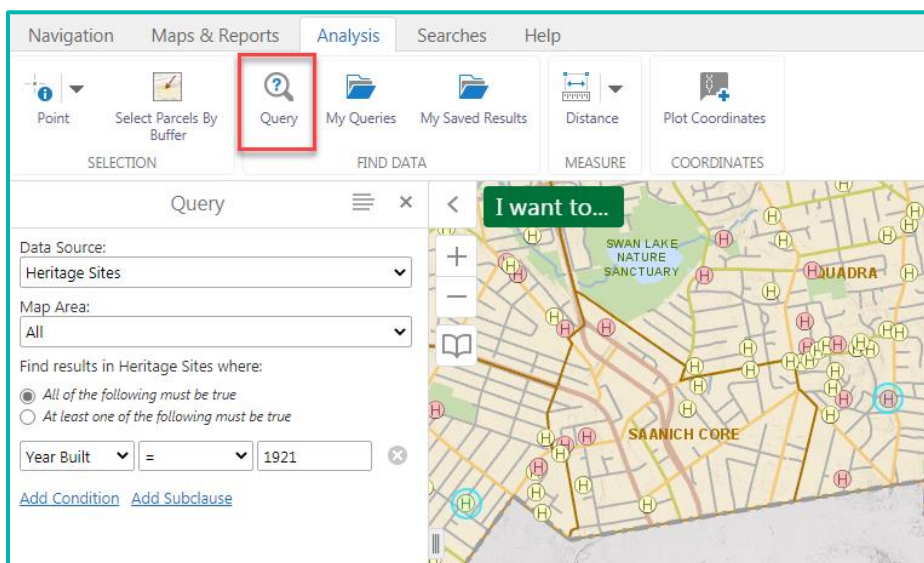
e. Learn about historical sites, significant trees and trail networks.



f. Observe landscape change in a neighbourhood by transitioning between a series of historical aerial photos.



g. Search for information that matches a specific query.

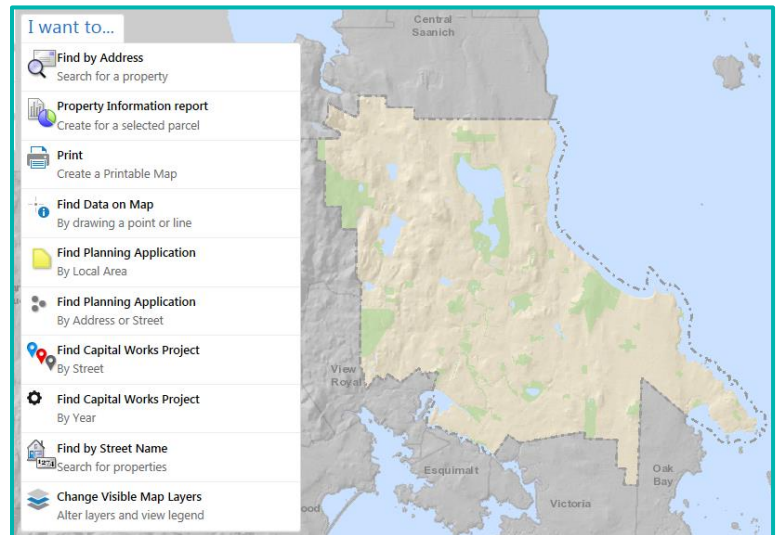


h. See data in a Tabular View and sort the results.

Heritage Site ID	Heritage Status	Place Name	Address	Original Owner
141	Designated	GREENE RESIDENCE	3390 Maplewood	Wilfred & Elizabeth Greene
296	Registered	EDEN RESIDENCE	3115 Wascana	George & Evelyn Eden

SaanichMap is supported on multiple devices (PC, Mac, tablet, smart phone) and across multiple web browsers.

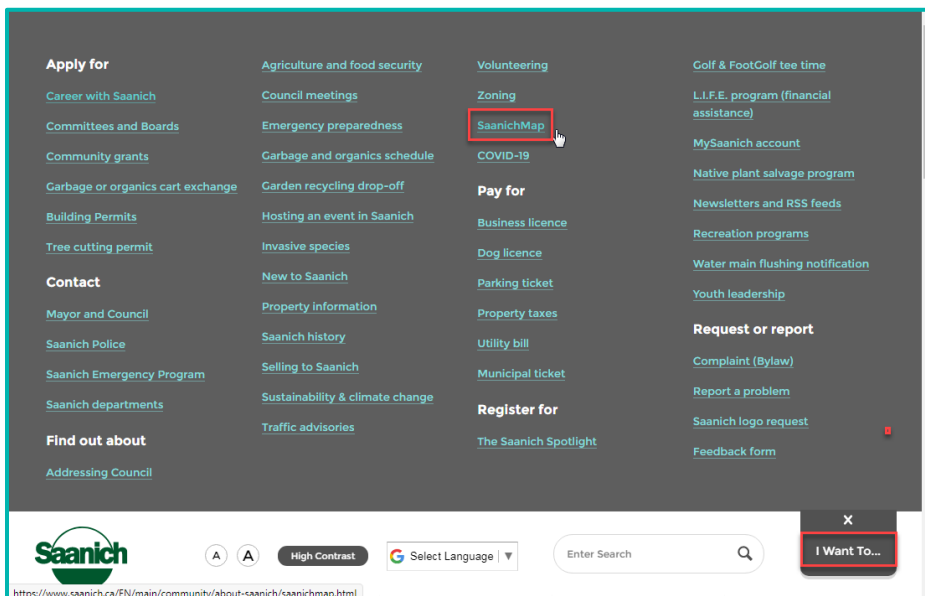
An interactive on demand experience with a visually rich interface.



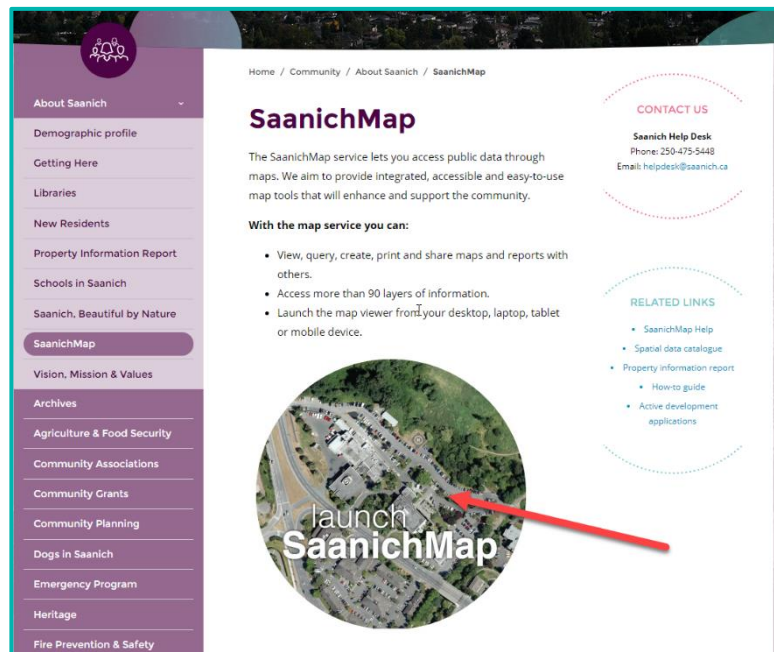
2. How do I launch SaanichMap?

From any web browser, enter <https://map.saanich.ca>

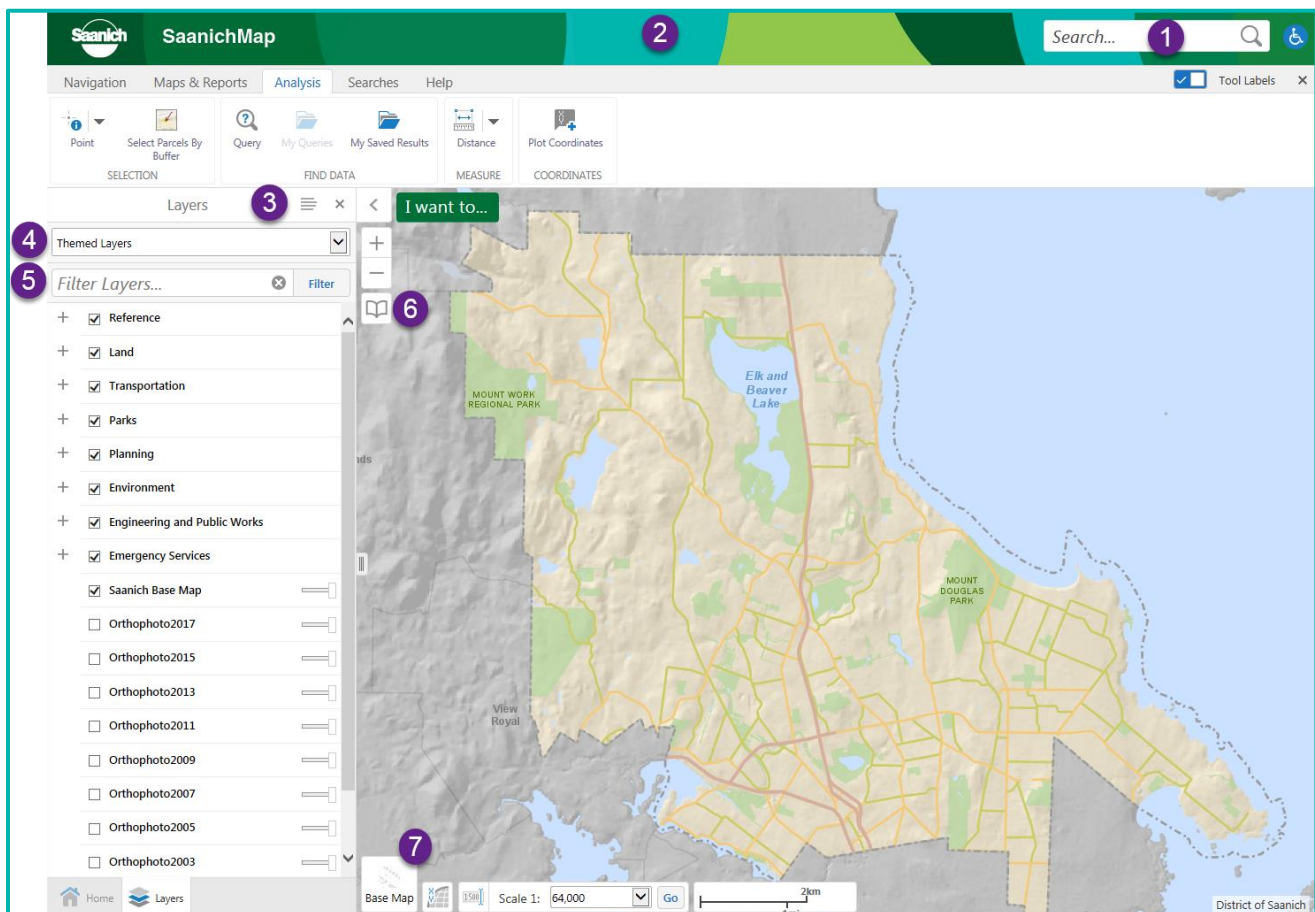
Or from <https://saanich.ca> go to the I Want To menu and choose **SaanichMap**.

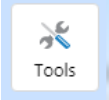



From the main GIS landing page, click on the **launch SaanichMap** button.



3. Key User Interface elements



1. **Global Search** can be used to search for addresses and other spatial data in SaanichMap. This includes data such as parks, streets, properties, zoning, streams, and bus stops.
2. Click on Tools or double-click in the top green banner to open the **Toolbar**. Here you can find tabs like **Map & Reports** and **Searches**. 
3. The **Panel Actions** menu allows users to perform actions such as **Show Legend**. 
4. **Themed layers** allows users to display a map theme such as **Sewer, Planning** or **Trails and Parks**. Switch themes and modify any other layers you want to display.
5. Can't find a layer? Start typing a descriptive word in **Filter Layers...** and find a match from 100+ layers.
6. **Bookmarks** will take you to major Saanich facilities or community hubs on the map.
7. Transition seamlessly between historical aerial photo years by using the **Ortho Slider**.'

4. How do I navigate the map?

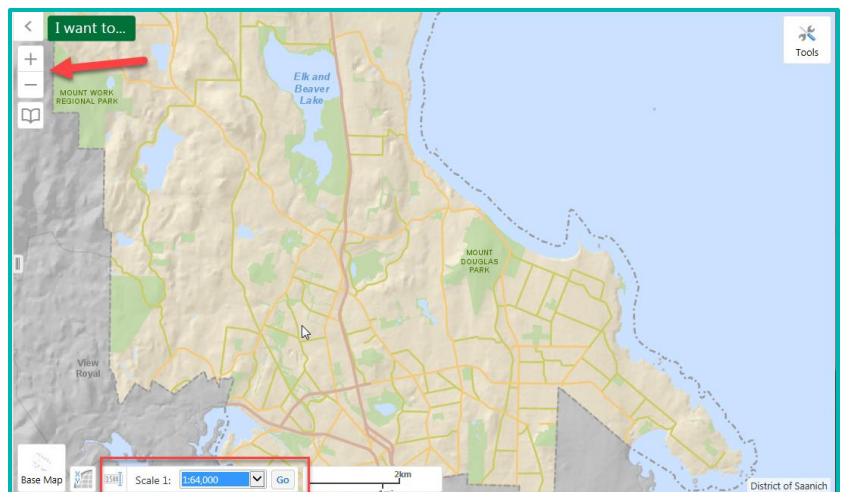
If you want to zoom in or out on the map you can use the **+ Plus** or **- Minus** tool in the upper left corner of the map.

You can also use your mouse **scroll wheel** to zoom in and out on the map. Use the mouse to click down on the map and drag to pan across the map.

On a mobile device, you can use a thumb and finger to pinch in or out on the map display screen or push your finger across the screen to pan.

At the bottom of the map, there is a **Scale bar** that refers to the current scale of the map you are viewing.

Click the drop-down scale menu to change to a different scale.



5. How do I locate an Address?

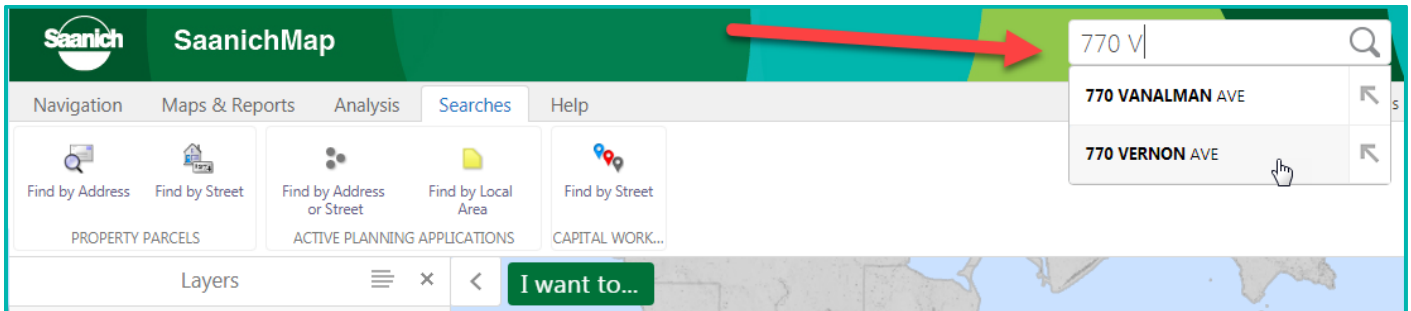
There are a few options. You can...

a. Enter an Address into the Global Search window

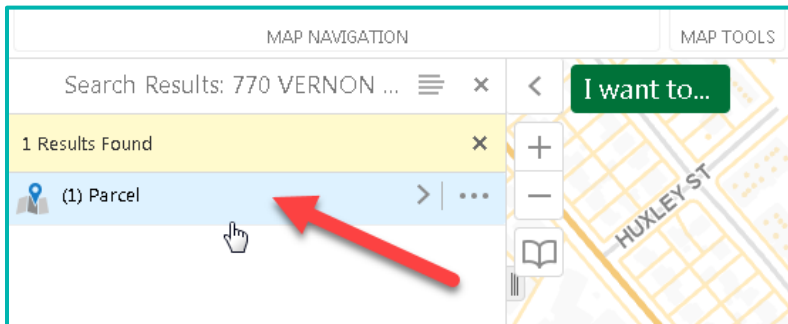
Start typing a Saanich address in the upper right **Global Search** box. The search tool is not case sensitive.

As you type a drop-down list of matching addresses will display.

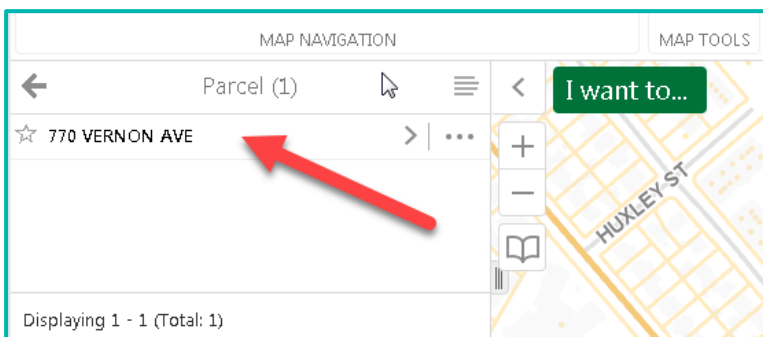
Choose the address of interest from the drop-down list and the resulting parcel will show in the Search Results panel.



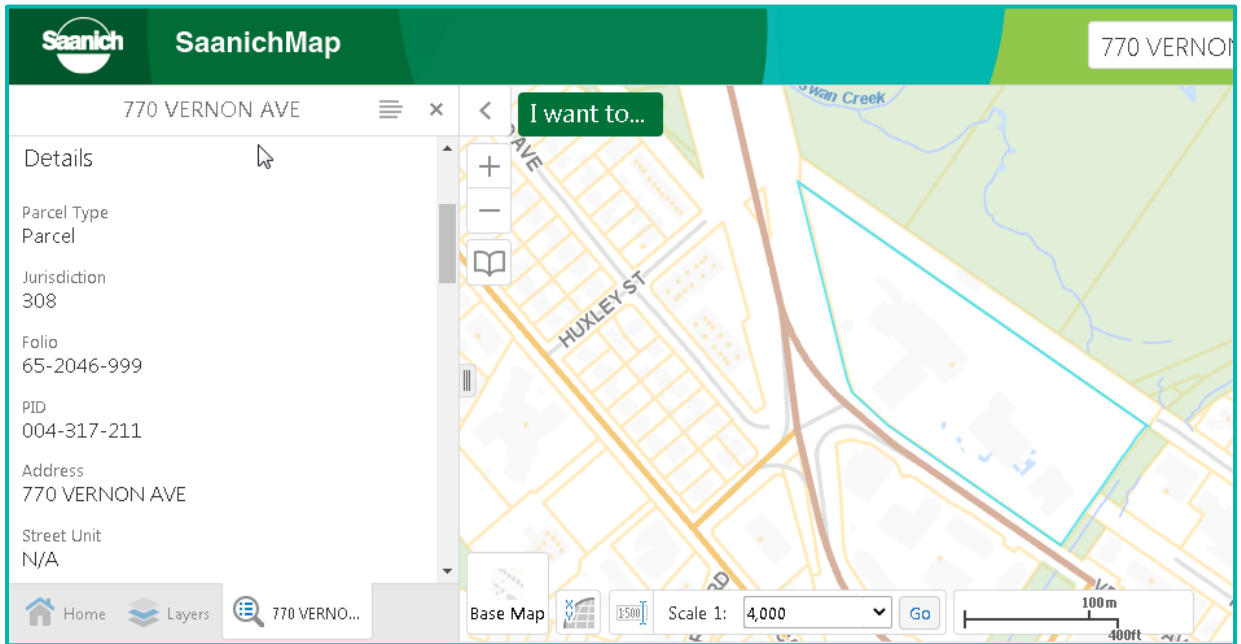
Click on the parcel in the left results panel.



Next, click on the address in the left panel and the map will zoom to its location.

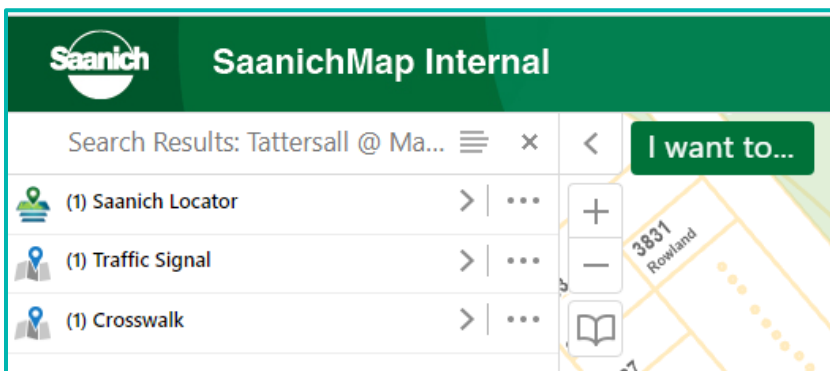
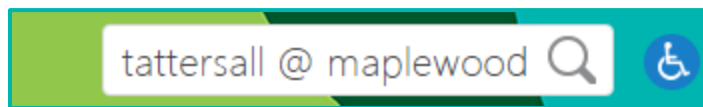


The left panel will highlight details about the blue highlighted address.



b. Enter an intersection into the Global Search window

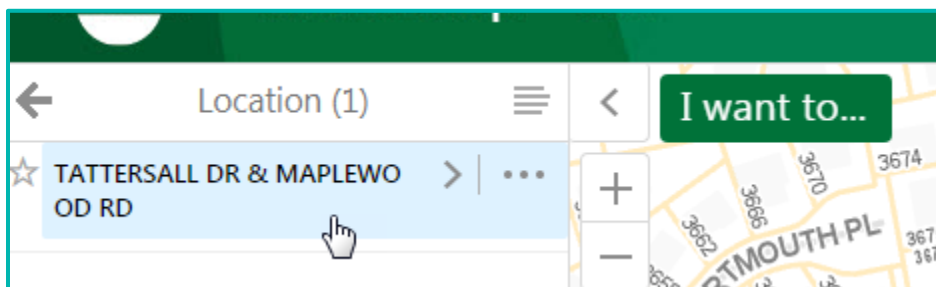
Use **&** **@** | **and** or **at** as connectors between two street names. In this example, **@** is used to find the intersection for Tattersall and Maplewood.

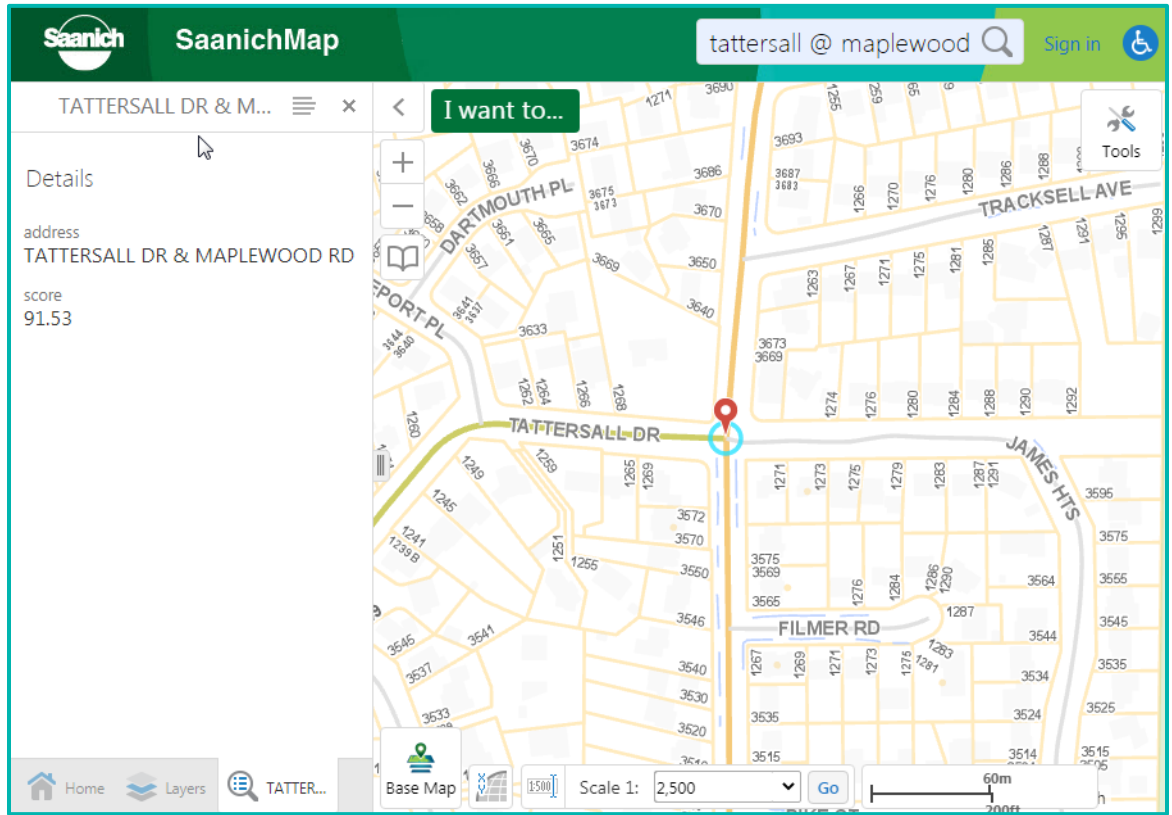


The Saanich geolocator will find the intersection and display results in the panel on the left of the viewer.

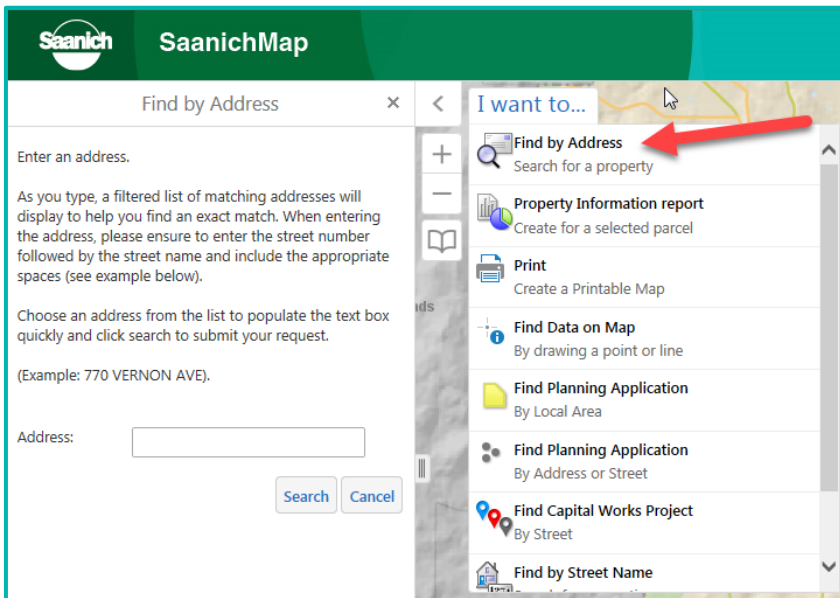
Click on the Saanich Locator result in the left panel.

Click on the intersection name in the left panel to zoom to the location on the map.





c. Go to Find by Address in the I Want To... menu



You can also go to **Find by Address** in the **I Want to** menu.

Start typing the Street Number and Street Name and choose the desired address from the drop-down list that appears. Tap on the **Search** button to activate the search. The highlighted result(s) will display on the screen and the map will **zoom** to the address.

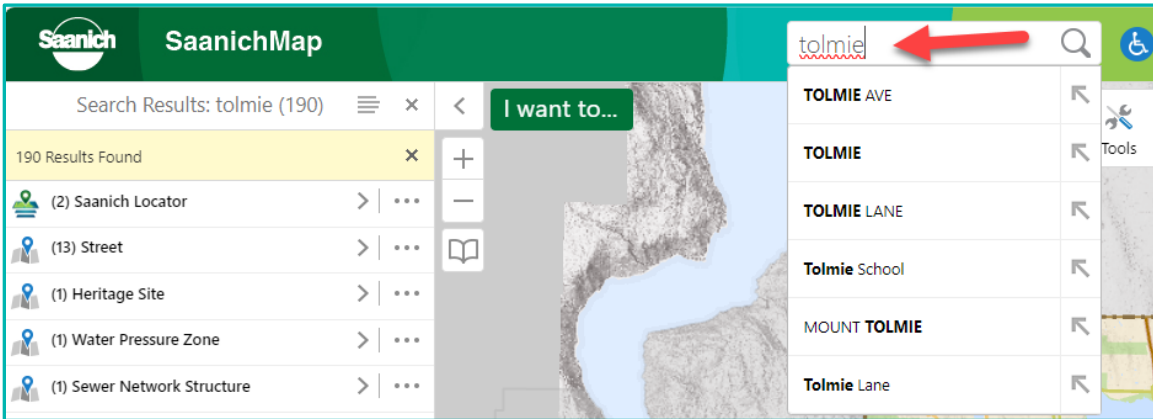
6. How do I locate and see details for spatial data layers in SaanichMap?

a. Use Global Search to find a feature

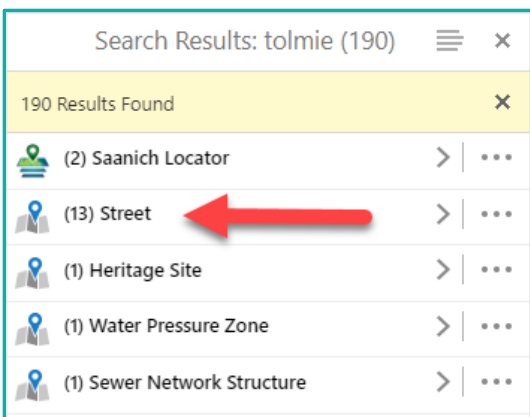
Type anything you are searching for into the Global Search tool in the upper right corner. It can find map features such as an address, street, park, storm catch basin, ecosystem, or land use zone etc.

The search tool is not case sensitive but spelling counts.

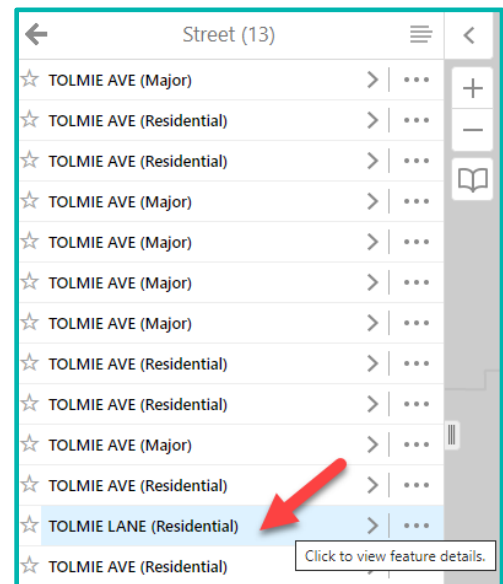
In this example, typing **tolmie** in the search window displays 6 matching features in a drop-down list all containing the word tolmie. Click on the feature of interest in the drop-down list, for example, TOLMIE LANE.



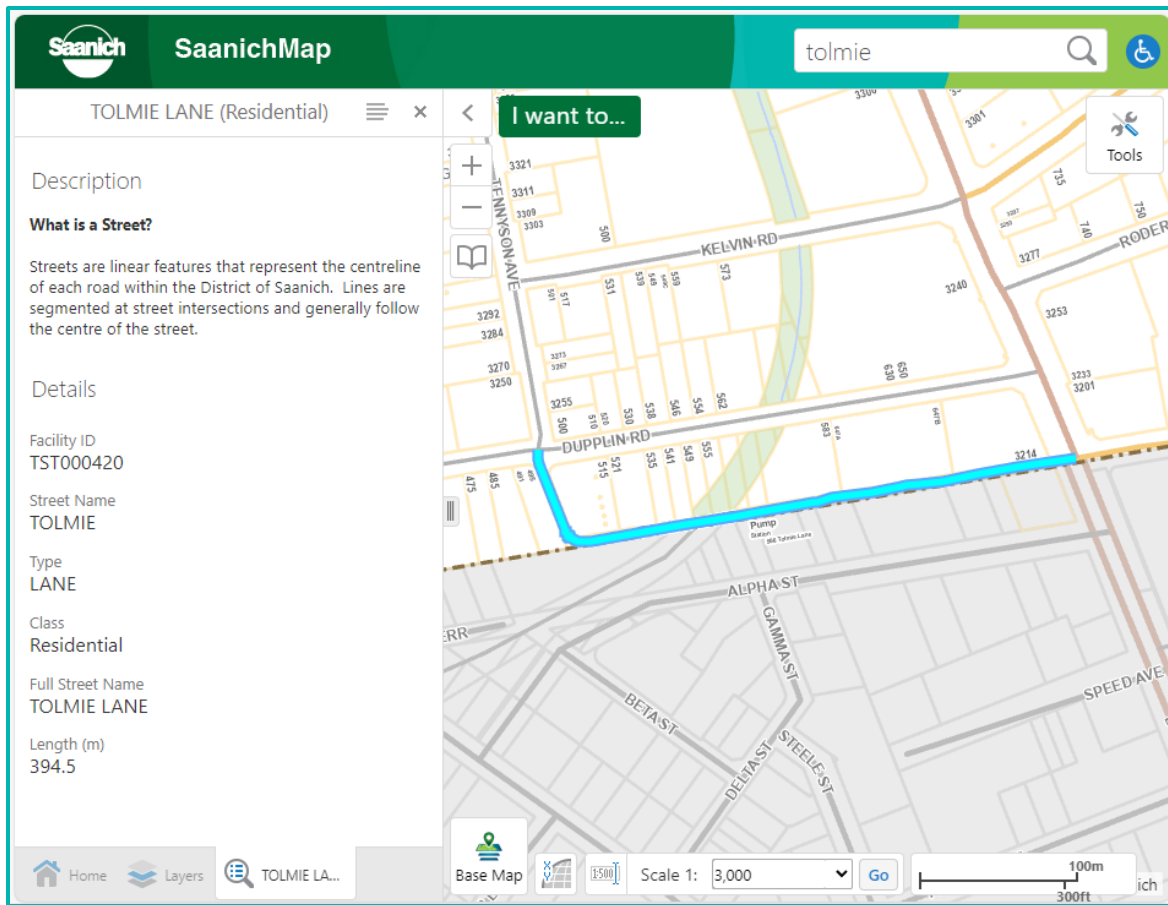
In the left panel results, click on the feature group you want to view (e.g.: Streets).



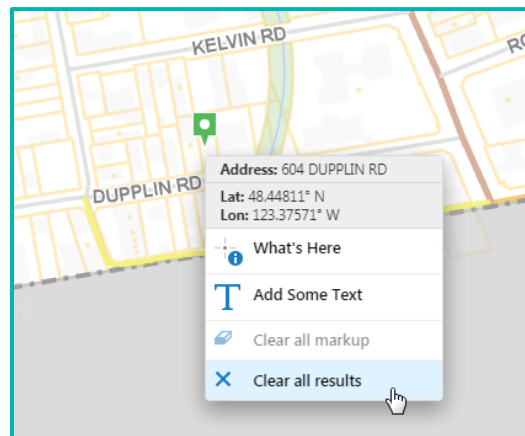
Click on the feature in the left panel that you are interested in. (e.g.: Tolmie Lane)



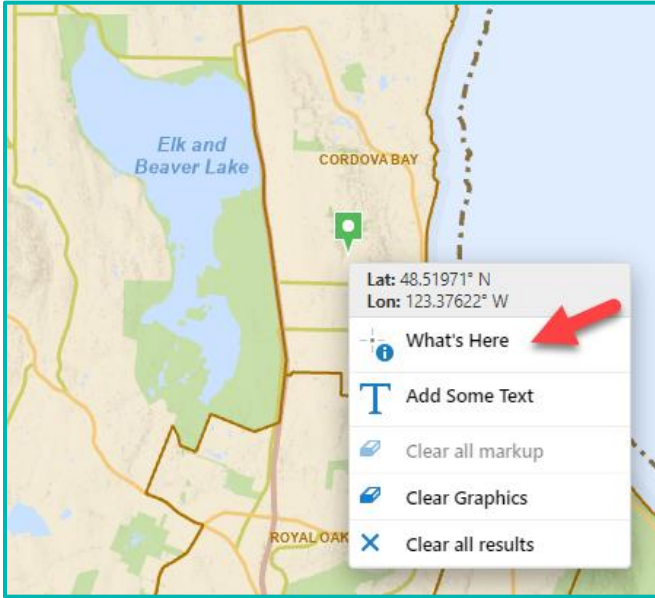
The map will zoom to the feature and display details about it. The feature will highlight in light blue on the map.



Close the selected result by clicking the **x** in the left panel or right-click on the map and select **Clear all results**.



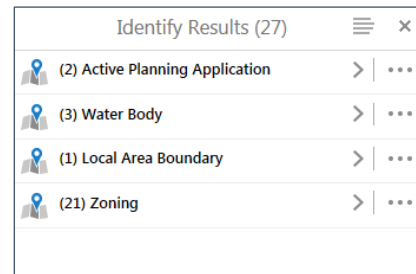
b. Use 'What's Here' on the map



You can **Right Click** anywhere on the map to identify information about a visible feature on the map.

Select the **What's Here** tool.

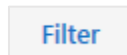
Any features found at the clicked location will be displayed in the **Results** list.




Tip: The Latitude and Longitude coordinate information of your clicked point will be located at the top of the context menu.

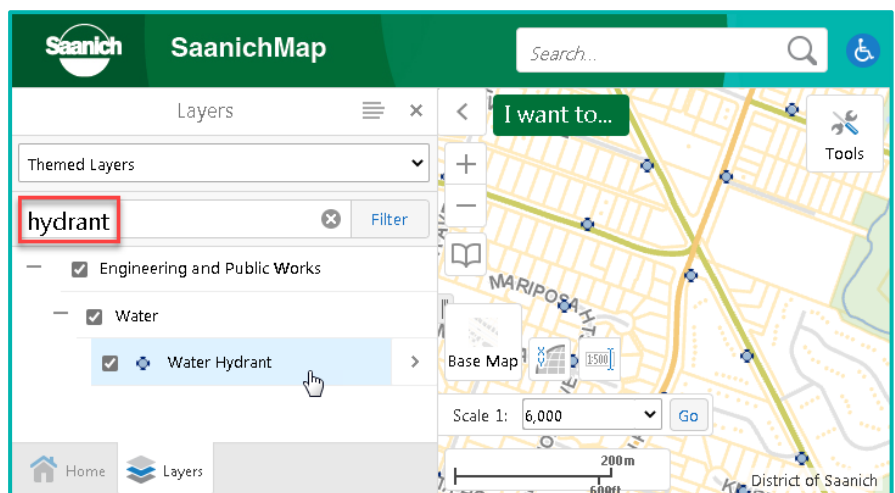
7. How do I search for specific data in the Layers List?

Use the **Filter** tool at the top of the **Layers** panel.



Type in all or part of the data layer name (e.g.: hydrant) and if the data is available it will show up in the **Layers List**. If you click the check box, the layer will display in the map.

To return to the complete list of map layers click the 



8. How do I display a layer on the map?



Welcome!

Experience powerful capabilities for searching, analyzing and sharing information. Easily access tasks like viewing map layers, creating maps and reports, and querying features in the map. Collaborate with others by importing their data or exporting information to share with others..

You can:

- Display layers individually or by themes such as Trails and Parks, Planning, Underground Infrastructure and Transportation.
- Produce detailed Property, Planning Application, Capital Works and Mailing Label reports.

Home Layers

On the bottom left of the application, you can switch between the **Home panel** and **Layers panel** by clicking on the tab.

In the **Layers** panel, there are categories of related Layers. Expand the group of interest by clicking on the plus sign and check the box beside the layer(s) to display.

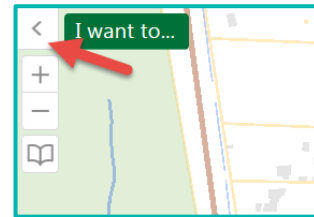
Planning

Active Planning Application

Development Permit Area

Tip: If your **Home** panel or **Layers** list is not displayed, it may be hidden.

Open the panel by clicking the arrow  beside the **I Want to** menu.



9. How do I mark up the map?

a. Creating mark-up graphics on the map

1 Draw graphic shapes and text on the map with the **Drawing Tools** found under **Maps & Reports**

SaanichMap

Navigation **Maps & Reports** Analysis Searches Help

Upload Data Print map Export Property Information Report by Address or Street Report by Local Area Report by Street All Reports

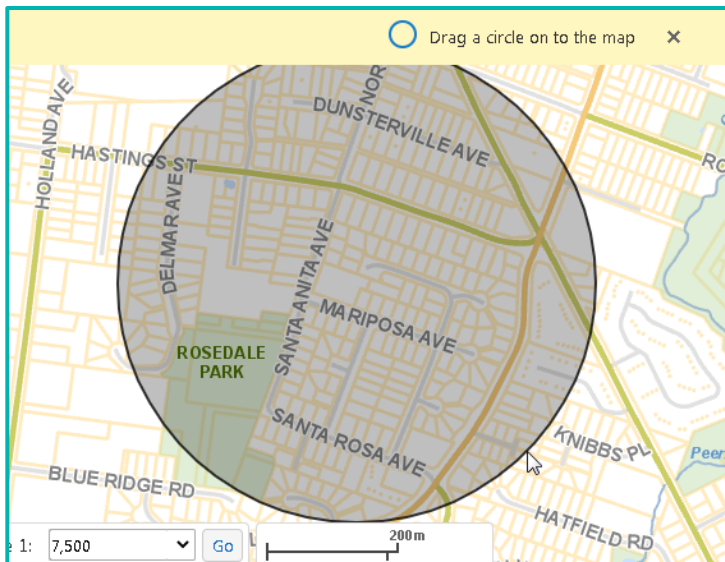
ADD TO MAP OUTPUT PARCELS ACTIVE PLANNING APPLICATIONS CAPITAL WORKS ... ALL REPORTS **DRAWING**

Available graphics include points, circles, rectangles, text, lines, arrows and other shapes.

Point Text Line Freehand

Freehand Shape Ellipse Circle Polygon

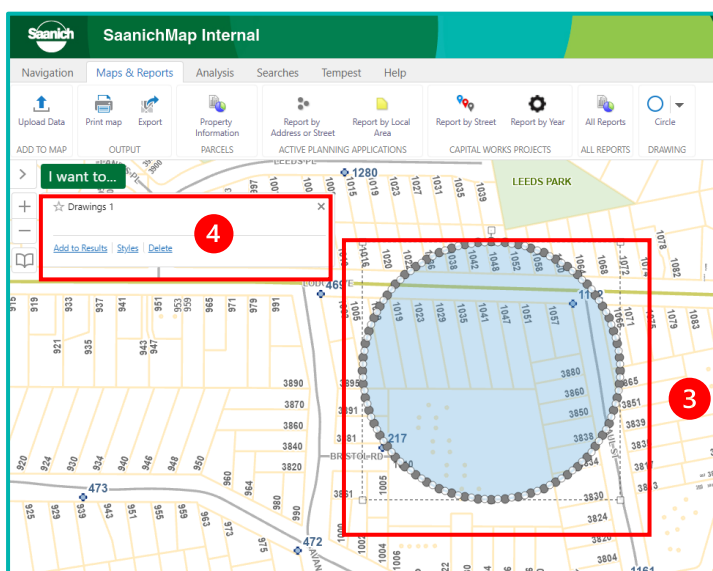
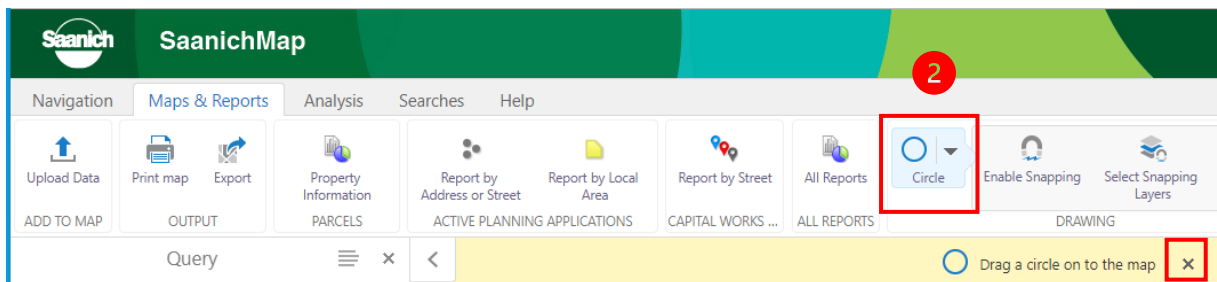
Rectangle Arrow



Select the graphic tool you want (e.g.: circle) and click and drag to draw the graphic on the map.

b. Modifying graphic drawings

- When you are finished drawing, 'unstick' the drawing tool by clicking on the blue highlighted tool in the top menu or the **X** in the yellow banner. The tool is unstuck when no longer highlighted in blue. This frees up the cursor to select graphics in the map.



- Click on a **graphic** to select it. When selected, it will show square handles and the **vertices** that define it.

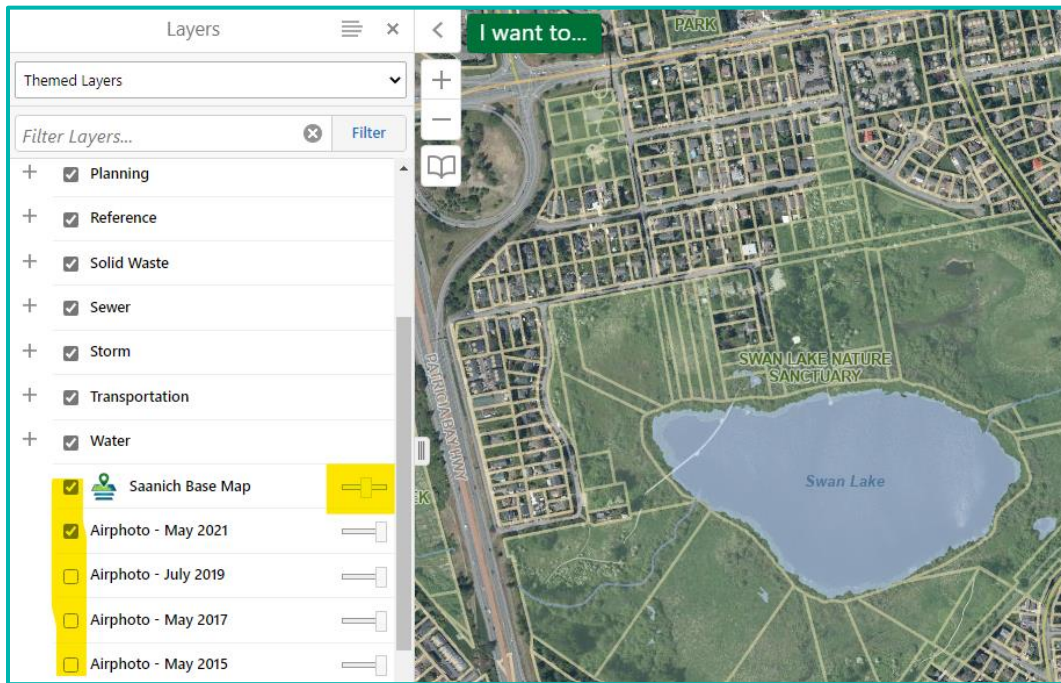
- In the popup display window that appears, you can click on **Style** to change attributes like colour, fill, and outline.

10. How do I view aerial photography from previous years?

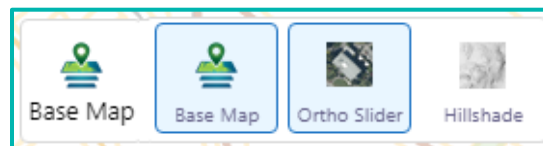
Saanich publishes historical digital orthophotography going back to 1997.

Go to the **Layers** panel and scroll down to the Base Map and Orthophoto layers. Check the **boxes** on and off to display one or more years on the map.

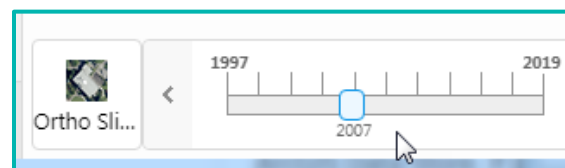
Tip: Move the **transparency slider** to fade the base map or aerial photo. This can aid with display clarity for features and labels.

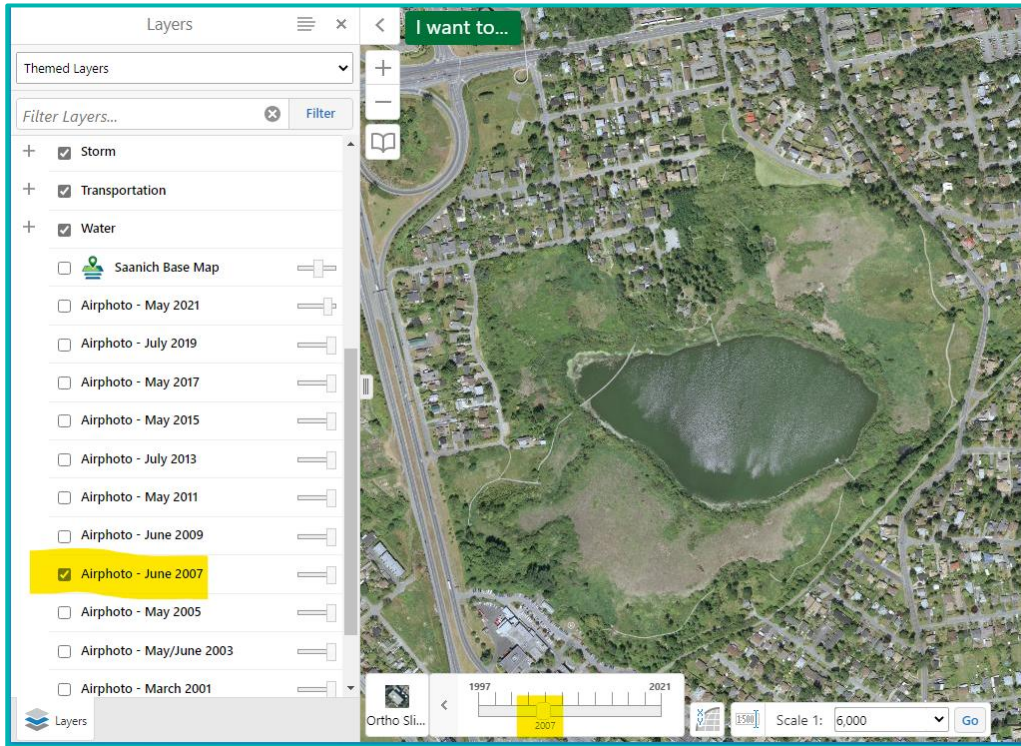


You can easily transition between historical orthophotos using our **Ortho Slider** widget at the bottom of the map display. Click on the Base Map icon and choose the Ortho Slider.

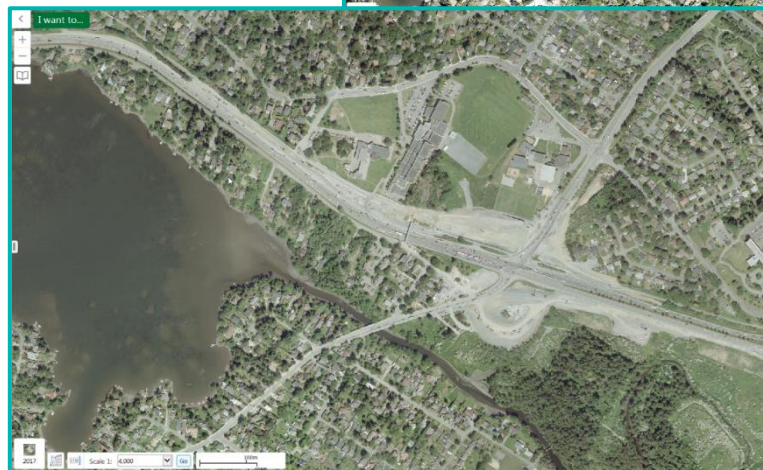


Drag the slider left or right to seamlessly transition between aerial capture years from 1997 to present.

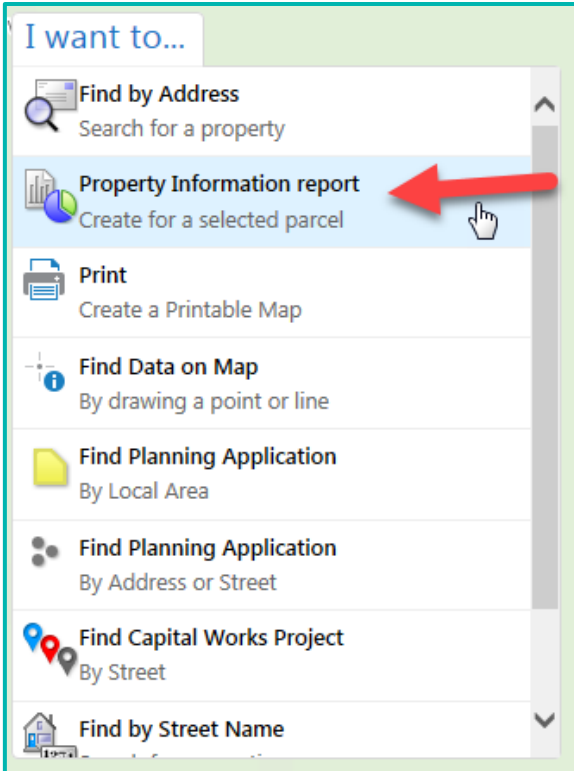




Year and month of capture for aerial photos displayed in legend



11. How do I access Property information?



If you require quick and easy access to comprehensive information about a property, try the **Property Information Report**.

Go to the **I Want To...** menu and choose **Property Information Report**.

Enter the address that you wish to query. Enter the house number and then select the street name from the drop-down pick list. Tap on **Search** to create the report.

The Property Information Report will generate and prompt you to tap on **Click Here** to open the report.

The report incorporates maps of the property as well as attribute information. You can now **print, view** or **save** the report.

The screenshot shows the "District of Saanich Property Information Report" page. It features two maps: "Property location within District of Saanich" and "Property Map". The "Property Map" shows a highlighted property at 770 VERNON AVE. Below the maps, there is a table of property information and a section for land attributes.

Report Generated: 12/11/2023 12:18:00 PM

Property Information			
Folio:	65-2046-999	Property Number:	114568
PID:	004-317-211	LTO Number:	EM6832
Status:	ACTIVE	Legal:	LOT A SECTION 33 VICTORIA DISTRICT PLAN 14934 EXCEPT PLAN 33545 AND PT IN 803RW.

Land Attributes

Exemption/Taxation Code:	SAANICH OWNED PROPERTY
School District:	SCHOOL DISTRICT 61
BCAA Lot Size:	366775 SQUARE FEET
BCAA Manual Class:	WAREHOUSE - STORAGE
BCAA Neighbourhood Code:	SWAN LAKE/CREASE-CADILLAC
Development Cost Charge Area:	---
Municipal Parks DCC Area:	---
Year Built:	1962
Zoning:	C-4 OFFICE AND APARTMENT
Local Area:	SAANICH CORE
Development Permit Area:	SAANICH CORE

The screenshot shows a search form titled "Property Information Report". It has a text input field for "Address:" with the value "770 VERNON AVE" entered. Below the input field are "Submit" and "Cancel" buttons. A red arrow points to the "Submit" button.

Property Information Report

Enter an address...

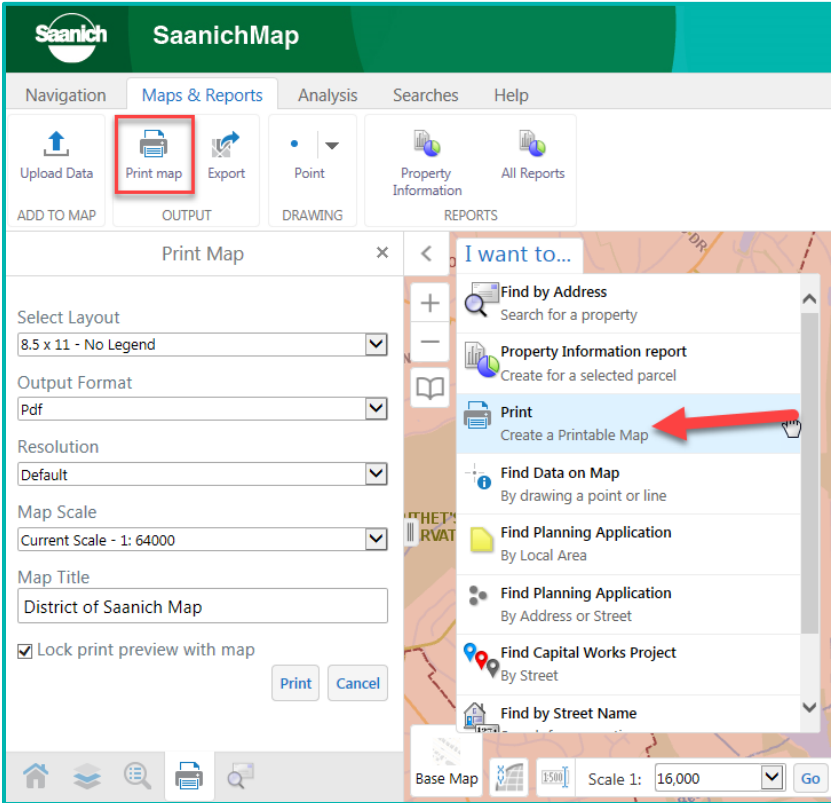
Enter street number followed by name. As you type, a filtered list of matching addresses will pop up to help you select a match. (Not case sensitive)

(Example: 770 Vernon Ave)

Choose an address from the drop-down list and click the Submit button.

Address:

12. How do I Print a Map?

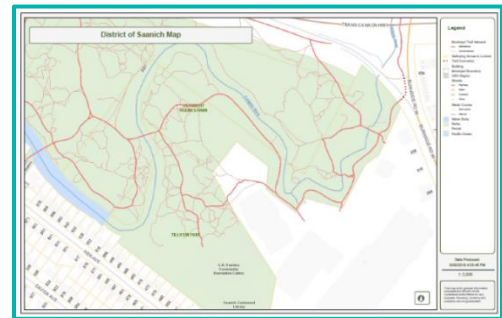


Once you have zoomed into an area and displayed the desired layers, you can print to a map template or export your map to an image file.

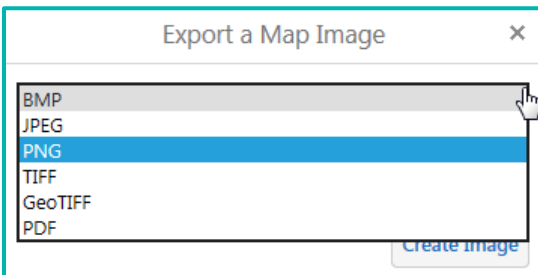
How can I create a map using a predefined template?

Under the **I Want to** menu, select **Print** or open the **Toolbar** and go to the **Output** options under **Maps & Reports**.

If creating a printable map, keep the defaults or choose a layout size, output format, resolution (dots per inch), scale and title. Click **Print, Open File** and your map will open.

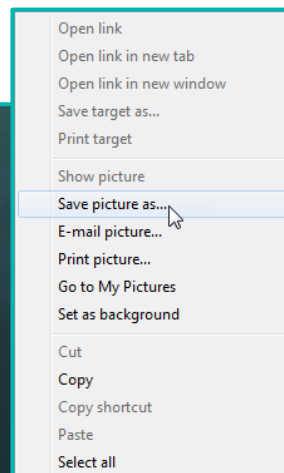


How can I export the map to a format like jpg or png?

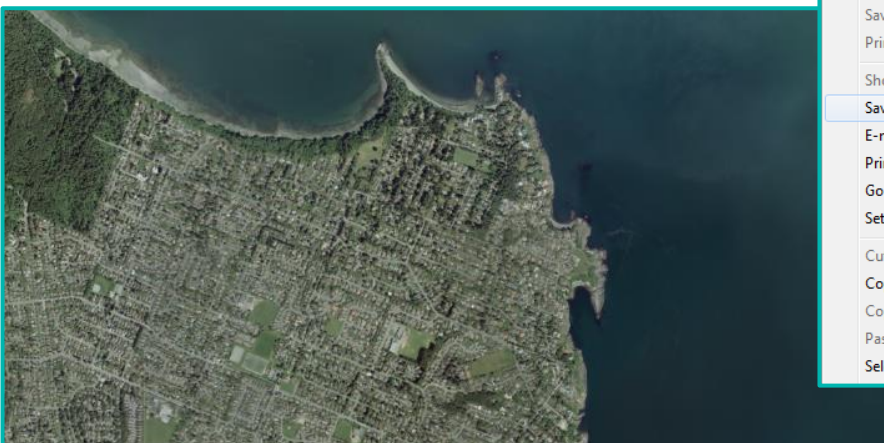


To export a simple map image, click **Export** under Maps & Reports. Select the Map Image **file type**, check if you would like to include **geo-referenced information** and **View Image**.

A new tab will open with the image and you can right click and **Save picture as**.

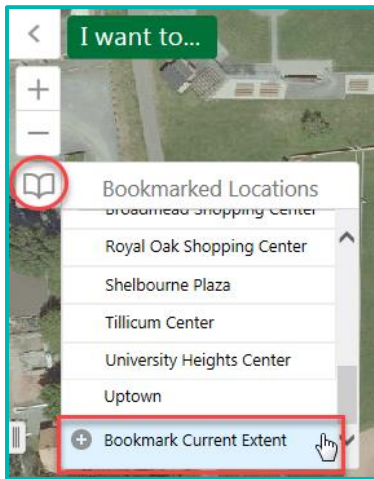


Note: If the map doesn't appear, you may have your browser "pop-up blocker" enabled. Once you disable the blocker, the map will appear in a separate window or tab that you can save or print. You can find the popup settings in your browser options.



13. How do I save a location as a Bookmark?

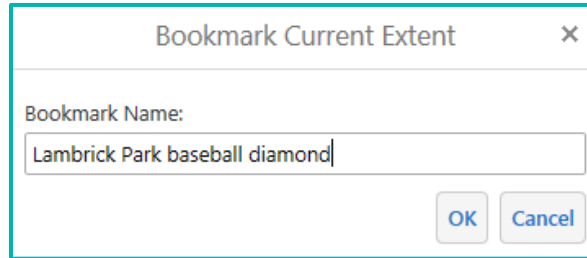
Bookmarked locations can be saved so that when *SaanichMap* is launched from the same desktop or mobile device, bookmarks are available.



Once the map is zoomed to a location you wish to save, you can create a Bookmark.

Tap the **Bookmarks** widget under the **Zoom** buttons to activate the tool.

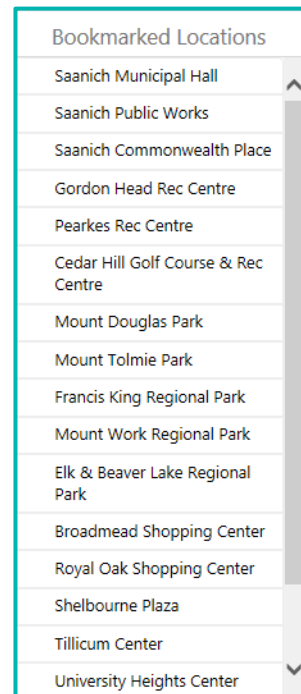
With your map showing the area you wish to save, tap on the **Bookmark Current Extent**.



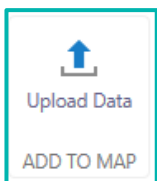
Type in a descriptive name and tap **OK**.

A number of pre-saved bookmarks have already been created. They include Saanich recreation centres, community hubs and larger Saanich Parks.

To go to a **bookmark**, tap on it in the list.



14. How do I upload data?



If you have a list with **x,y coordinates**, a **shapefile** or a **geodatabase**, you have the option of loading it into **SaanichMap**.

Go to **Upload Data** under **Maps & Reports**. Navigate to the file and upload.

Select your symbology (color and look) and overlay with other layers for analysis.