District of Saanich

Tutorial: Exploring SaanichMap

Contents

1. Introduction

This guide outlines commonly used functions of SaanichMap and provides an overview of how to display and interact with available data. This guide is part of a series of tutorials available to help users learn how to navigate the web map.
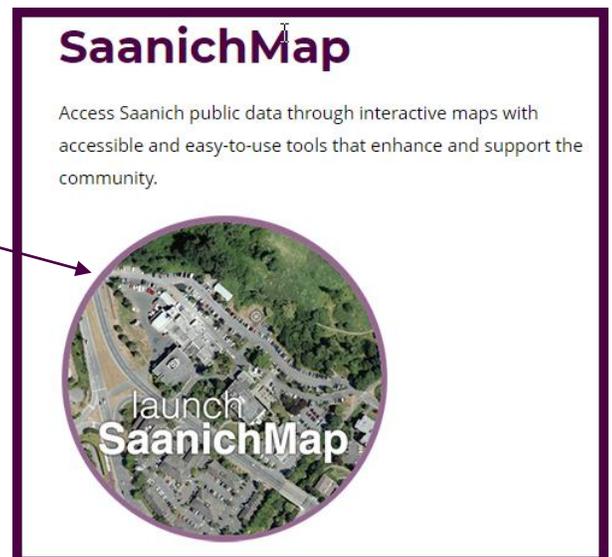
2. Launch SaanichMap

Go to www.saanich.ca and in the 'I Want To...' menu, choose SaanichMap
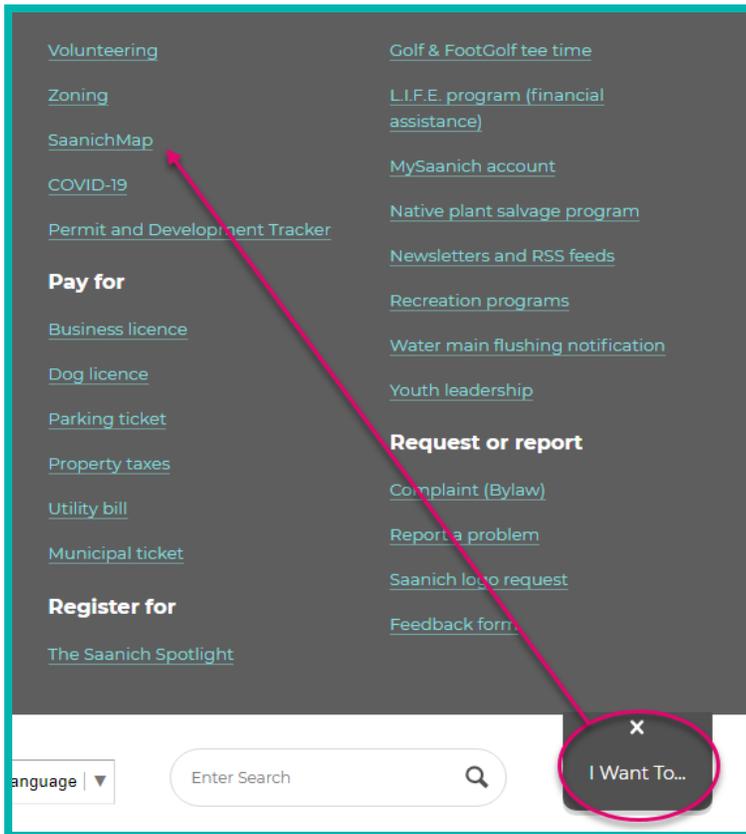
On the SaanichMap landing page you will find information about using the web map.

Click on the launch SaanichMap button.

The terms of use will open and when you click OK, the web map will be available for use.

3. Navigating the Map Interface

SaanichMap has an on-demand interface. When you first launch the web map, the default map window offers a simple interface. By clicking information panels and toolbars on and off, you can view what you need while leaving more space to display the map.
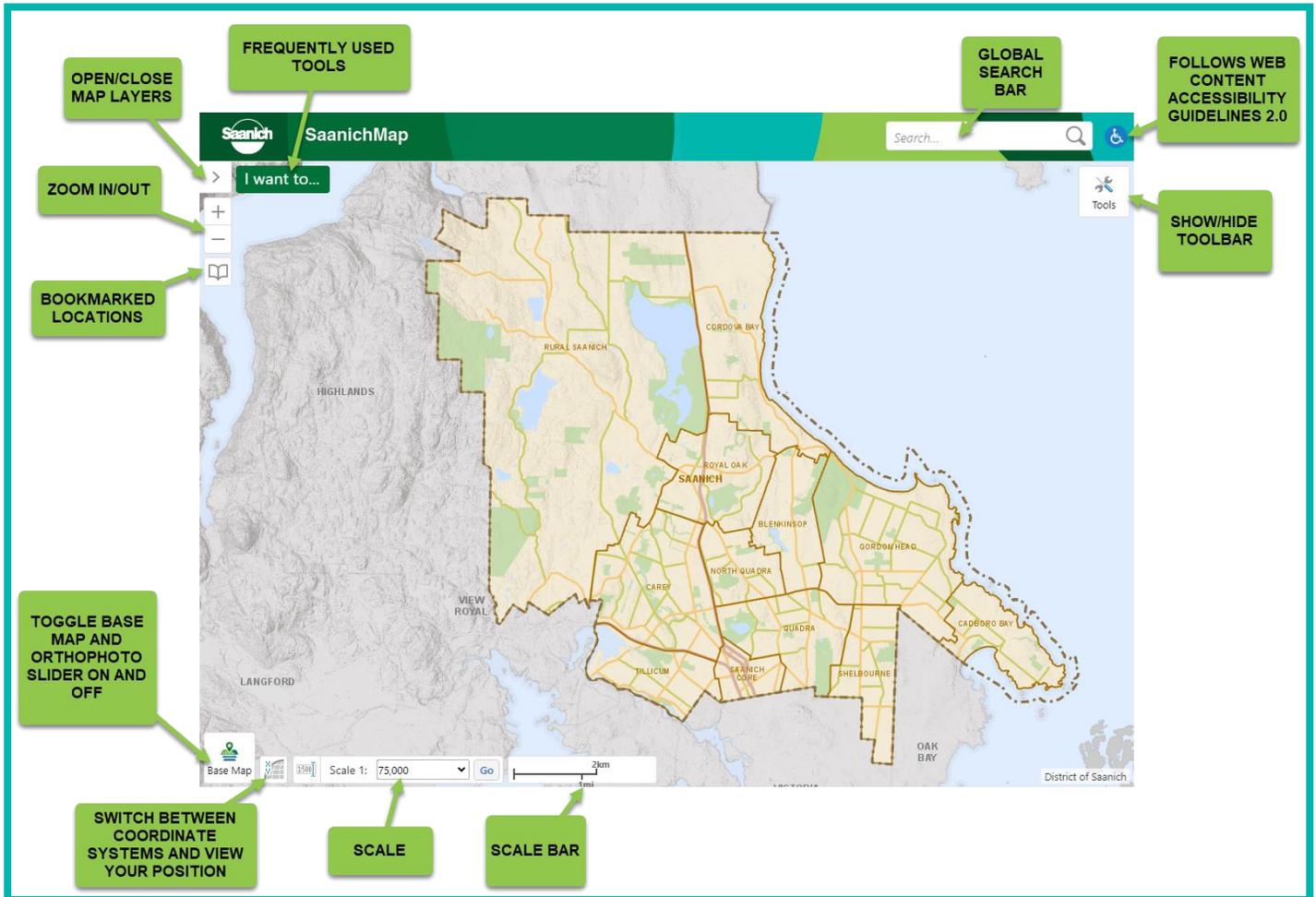
4. "I want to…" Menu

Quick access to tasks can be found through the **I want to…** button, found in the upper left corner of SaanichMap. When clicked, a menu is expanded which lists shortcuts to frequently used tools, as well as customized search tools.

This menu acts as a shortcut to popular tools, allowing you to skip navigation through the more advanced toolbar.
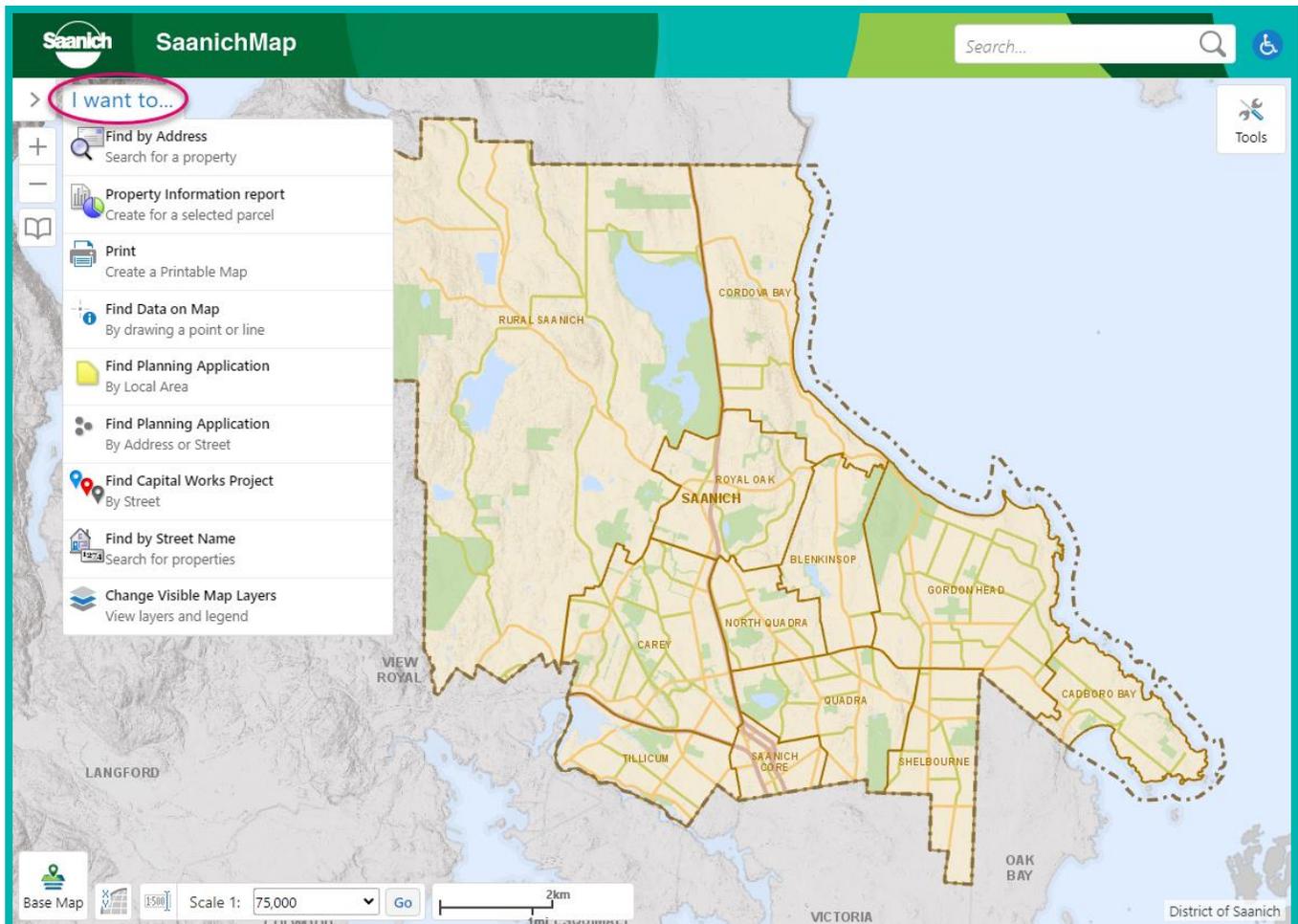
5. Global Search

The global search function performs fast and powerful searches on the entire spatial database. When you type in feature names or known values a **Search Results** list is generated, displaying all the relevant information the map service can find on your search.
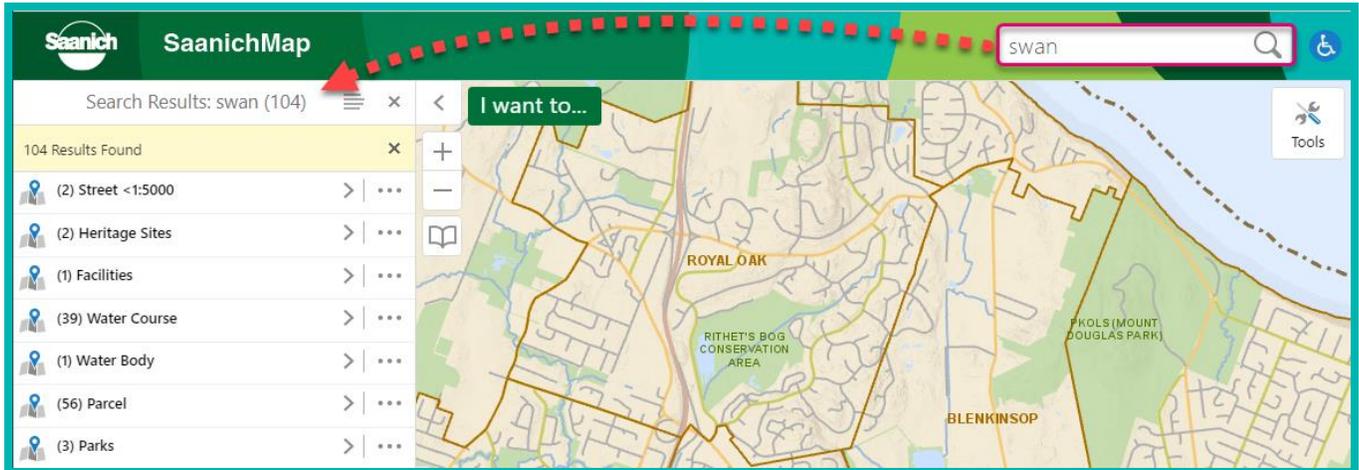

Click on the search result of interest to zoom to the feature and see its description.

**NOTE:** The search tool cannot make suggestions from incorrect spelling.
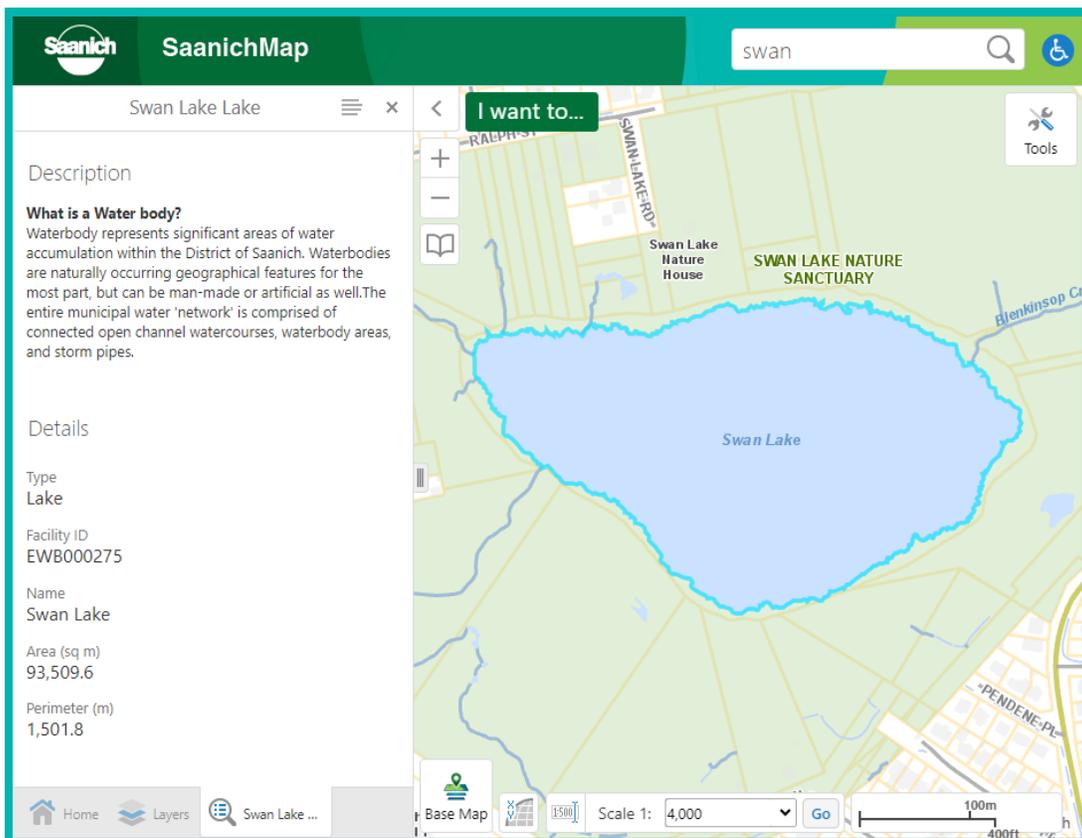
6. Advanced Toolbar

The advanced toolbar can be expanded by clicking on the tool icon located on the upper right-hand side of the map or by double-clicking the green banner displaying the SaanichMap title above the main map display.
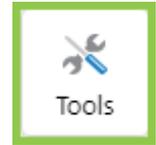
The toolbar displays five tabs, each of which are designed to help you quickly find the tools that you need to complete a task.

I.   Navigation Tab
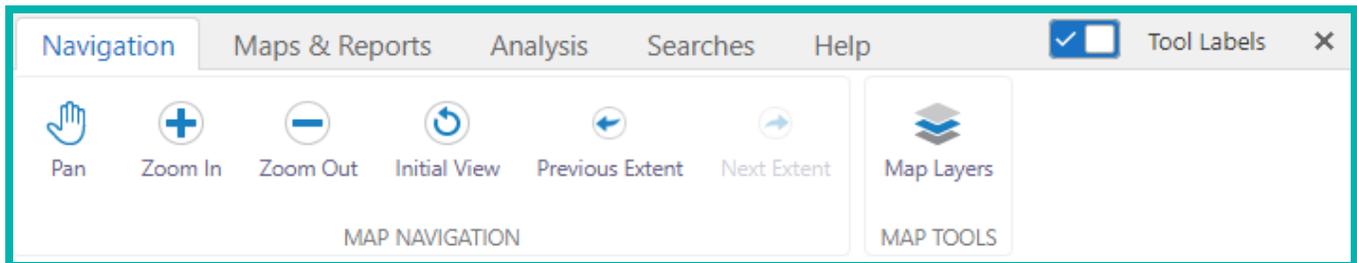
The **Navigation** tab is the docking space for navigation tools.

Pan: Select the **Pan** hand to move the map display in any direction you want by clicking and dragging. You can also use your arrow keys to pan across the map.

Zoom In/Zoom Out: Select a **Zoom** tool and then click and drag the rectangle around the area you want to zoom in or out of. You can also use the scroll wheel of your mouse or the + and – buttons on the upper left corner of the display pane.

Initial View: Press **Initial View** to return to the full extent of the SaanichMap which is the initial frame when it is loaded.

Extents: Jump back to a previous map view with the **Previous Extent** tool. This is useful when you move the map or zoom to a different scale but want to return to your previous view. Jump forward using **Next Extent.**

Map Layers: Click **Map Layers** to see the layers panel on the left side of the screen. This is where you can choose from dozens of layers to click on and off. You can also get to the layers panel by clicking the arrow to the left of the 'I want to…' button.

II.   Maps & Reports Tab
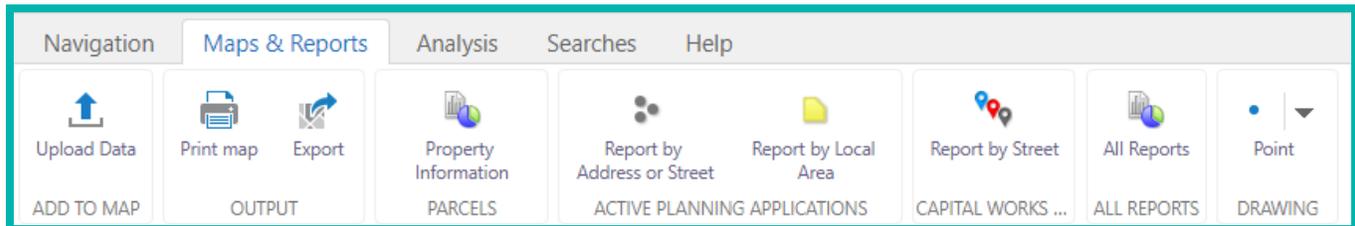
The **Maps & Reports** tab is where you can find map tools to upload your own data, print or export the map window, or annotate the map as well as find property information and other reports.

Upload Data: Press **Upload Data** to add your own spatial datasets to the map.

Print Map: Use this tool to **Print** the map according to the extent indicated by the rectangular red area. Use the map scale options to increase or decrease the frame of your map.

Export: This feature allows you to **Export** an image of your current map extent. After you select your preferred image format, you can choose to include georeferenced data.

Property Information: Use the **Property Information** tool to look up addresses and generate the most recent report for that parcel.

Planning Application Report by Address or Street: Generate a report for all **Active Planning Applications** at a given **Address or Street**. Type the address or street name into the appropriate search bar and select it off the drop-down menu. If your address or street is not there, there are no active planning applications in that location.

Planning Application Report by Local Area: Generate a report for all **Active Planning Applications** within a given **Local Area.** Select a Local Area from the list of options to generate a report for all active planning applications within that area.

Capital Works Project Report by Street: Generate a report for all **Capital Works Projects** on a given **Street**. Type the street name of interest into the search bar and select the street to generate the report. If the street does not come up on the drop-down menu, there are no capital works projects for that street.

All Reports: Use the **All Reports** button to generate property information, capital works, or planning application reports. Use geometry tools to select one or multiple addresses.

Drawing: Add points, lines, shapes or text to the map with the **Drawing** tools. You have the freedom to adjust the size, colour, style and width of your drawings. Drawings and text will persist on your map until you decide to erase them. Make sure to save your annotations by exporting the screen before exiting!

III.   Analysis Tab
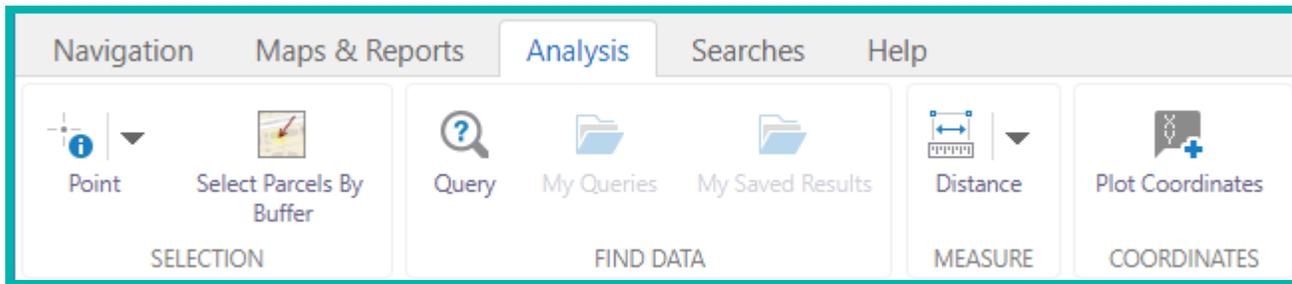
The **Analysis** tab offers a wide range of identify tools to help you find information as well as map measurement and coordinate tools.

Identify: The identify tools search multiple layers for information. When you click on the map with an identify tool selected, any features found at that location on the map will be included in the identify process and displayed in the results list. In addition to the **Point Identify** tool you can choose to identify features using the **Freehand, Line**, **Polygon,** and **Rectangle Identify**.

While using the identify tool, there are a few additional features to help you find exactly what you need.

> **Enable Buffering** allows you to specify including features within X distance from ones you select (e.g., If you want to select your property and you also want to see all results within 10m of it).

> **Enable Add Results** allows you add results from multiple different selections.

> **Enable Subtract Results** allows you to subtract results from within areas you have already selected.

> **Identifiable Layers** allows you to select and deselect which layers you would like to come up in the search results list. By default, all layers are selected so you get results from all layers when you identify. You can select one, multiple, or all layers to search within depending on what you are interested in.

> You can also **Enable Snapping** and **Select Snapping Layers** for smoother use of the Point, Freehand, Line, and Polygon Identify tools.

To clear you results, right click on the map and press 'Clear All Results'.

Select Parcels by Buffer: This tool allows you to select all parcels within a specified distance from a selected parcel. Press **Select Parcels by Buffer,** use point to select one parcel and line or polygon to select multiple parcels. Enter your desired buffer width and all parcels that fall within this buffer will become selected.
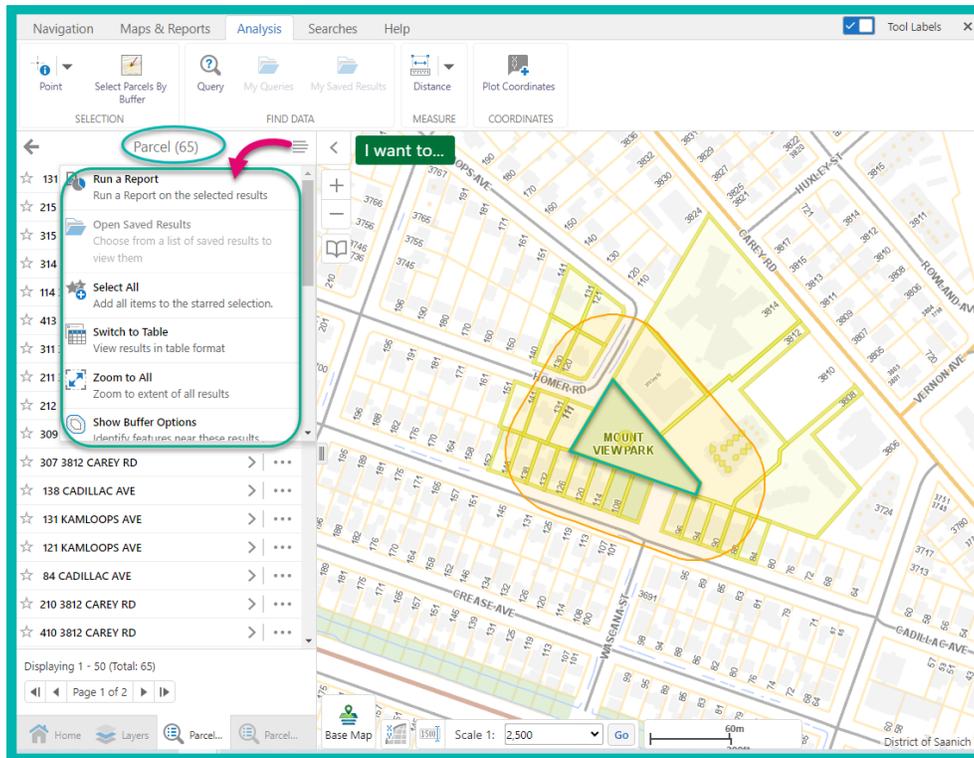
For a 50m buffer of Mount View Park, 65 parcels are selected.

Click on the menu button ☰ to access further analysis options for the selected parcels like Run a Report, Select All, Switch to Table, Zoom to All, Show Buffer Options, Charting View, and Export Options.

Query: Use this tool to ask questions about a layer's attributes. The data is filtered based on chosen search parameters and displayed in the results list.

Measure: Use this tool to measure either **Distance** or **Area.** You can also specify the units to be m, yd, ft, km, mi, or NM.

Plot Coordinates: Use the **Plot Coordinates** tool to enter coordinates of interest or to see coordinates of a selected location. You can enter coordinates or see coordinates of a clicked location in the left side pane. To change coordinate units, click the **XY** button at the bottom of the display window.

IV.   Searches Tab
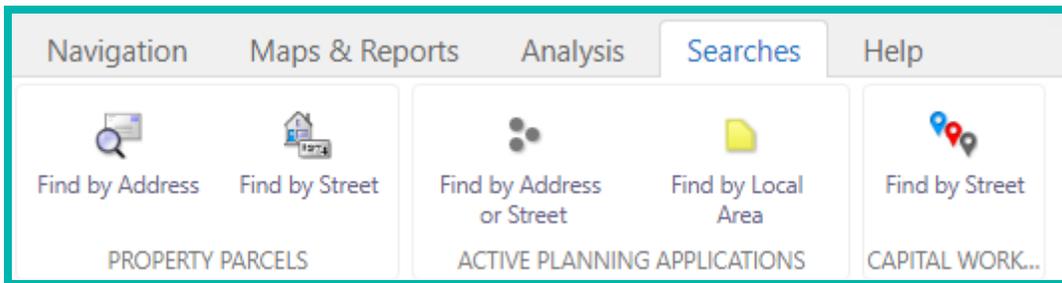
The **Searches** tab allows you to complete various types of searches within workflows that are not as accessible in our global search feature.

Find Property Parcels by Address: Search for **Property Parcels by Address** by typing an address into the appropriate search bar and select the correct address from the drop-down menu. If your address is not there, there may not be any active planning applications at that location.

Find Property Parcels by Street: Search for **Property Parcels by Street** by typing the street into the appropriate search bar and selecting the correct street from the drop-down menu. This will generate a results list with all the parcels on that street.

Find Active Planning Applications by Address or Street: Search for **Active Planning Applications** using an **Address** or **Street**. Type the address or street name into the appropriate search bar and select it off the drop-down menu. If your address or street is not there, there may not be any active planning applications at that location.

Find Active Planning Applications by Local Area: Search for **Active Planning Applications** within a given **Local Area.** Select a Local Area from the list of options to get a results list from all applications in that area.

Find Capital Works Projects by Street: Search for **Capital Works Projects by Street** by typing the street into the appropriate search bar and selecting the correct street from the drop-down menu. This will generate a results list with all the parcels on that street.

V.   Help Tab
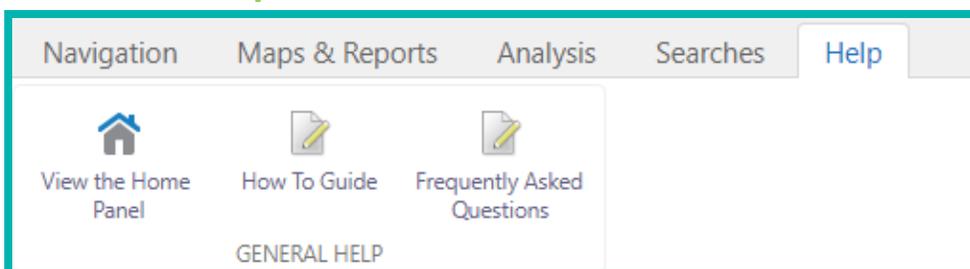
The **Help** tab has a link to take you back to the Home Panel or Welcome Screen, as well as additional resources like a How To Guide and Frequently Asked Questions.

7. Map Layers

Available data layers can be seen by selecting **Change Visible Map Layers** from the

I want to... menu or by opening the toolbar and selecting **Map Layers** off the Navigation Tab.

To hide the panel, click the grey arrow icon [<] just right of the menu.
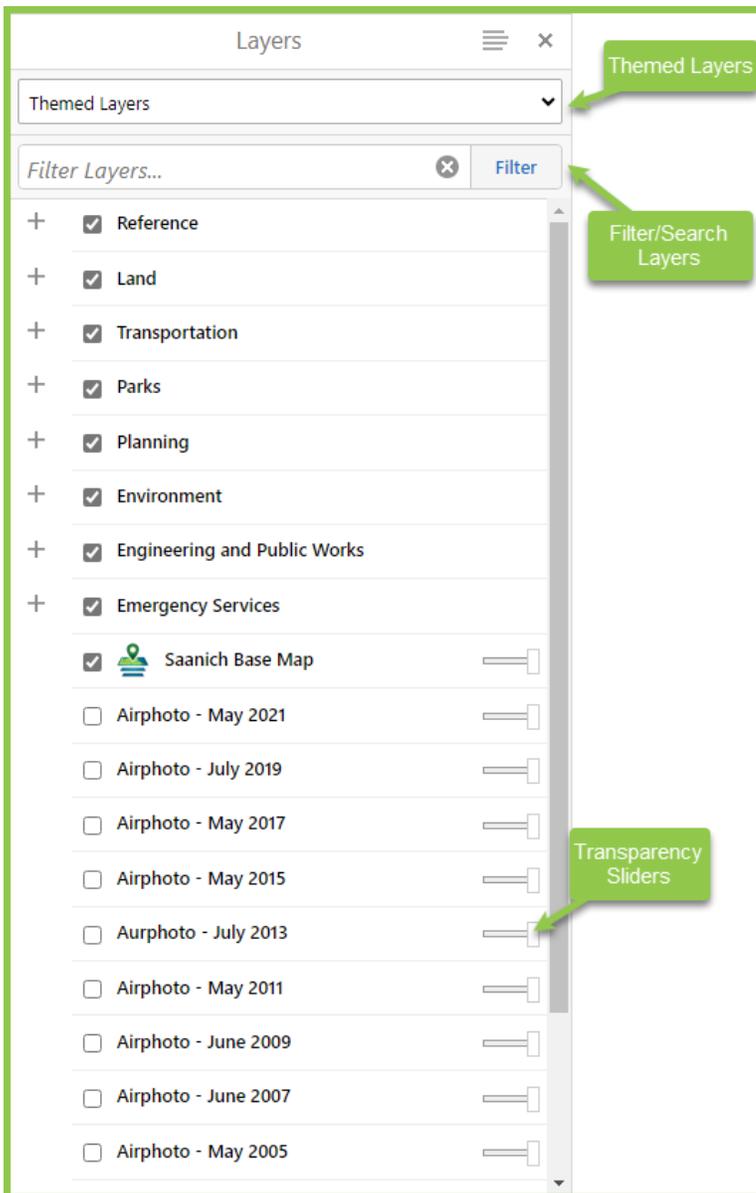
You will find Saanich's 100+ data layers organized by group in the Layers list. Use the plus or minus icon beside each layer group to open ⊞ or close ⊟ a group.

To make a layer visible, check the box beside it. To turn a layer off, click to clear the checkbox.
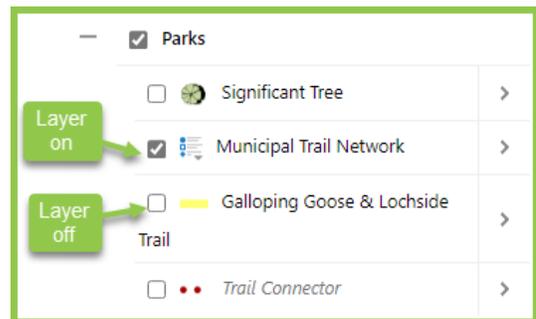
Many layers have a visible scale range, meaning they can only be seen when zoomed to a certain extent. To find this information, turn on the layer of interest and click the grey arrow icon next to it. Click **Zoom to Visible Scale** and the map will zoom in far enough to see the features.

Use the **Filter** search bar to search for layers within Layers list.

Use the **Themed Layers** drop down list to display all layers for one grouping, e.g., Parks, Transportation, etc.

You can select **Airphotos** on the Layers List or use the **Ortho Slider** to see a smooth transition of the airphotos in chronological order. Ortho Slider is found at the bottom left corner of the display window by clicking on **Base Map** and switching to slider.

8. Results List

The Results list displays all results from any identify, search, or query.

Click on a result and a feature (if required) to zoom to it and view a detailed description of that feature.

If there is more than one type of feature class in the Results List, the features of the same class will be grouped together. In this example, there are several different feature class results, and the number of features for each is given in brackets, e.g., (2) Heritage Sites.

You can click on the Panel Actions Menu to perform actions on the results like switch from List to Table format, See Charts, Run a Report, or Export

How do I submit feedback or get assistance for SaanichMap?

Please email gis@saanich.ca or ask to speak with GIS staff at 250.475.1775
We are here to help!