



## Guide to Mapping Website (Public)

October 2018

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## Quick Start

**Click on the map to find more information on the features that are displayed.**

**Double Click on the map to zoom in.**

**Click & Drag mouse on map to move the map image.**



Opens and closes the toolbar which offers additional tabs and features.



Opens the home panel. Use the "<" and ">" icons at the **top left corner of the side panel** to toggle visibility of this panel.



Use this button at the **bottom left of your screen** to explore the different layers available in this map. Light grey text indicates the layer is not visible at this scale.



Use the search bar in the **top right of your screen** to search for features.



Click to find your location.



Zoom Out

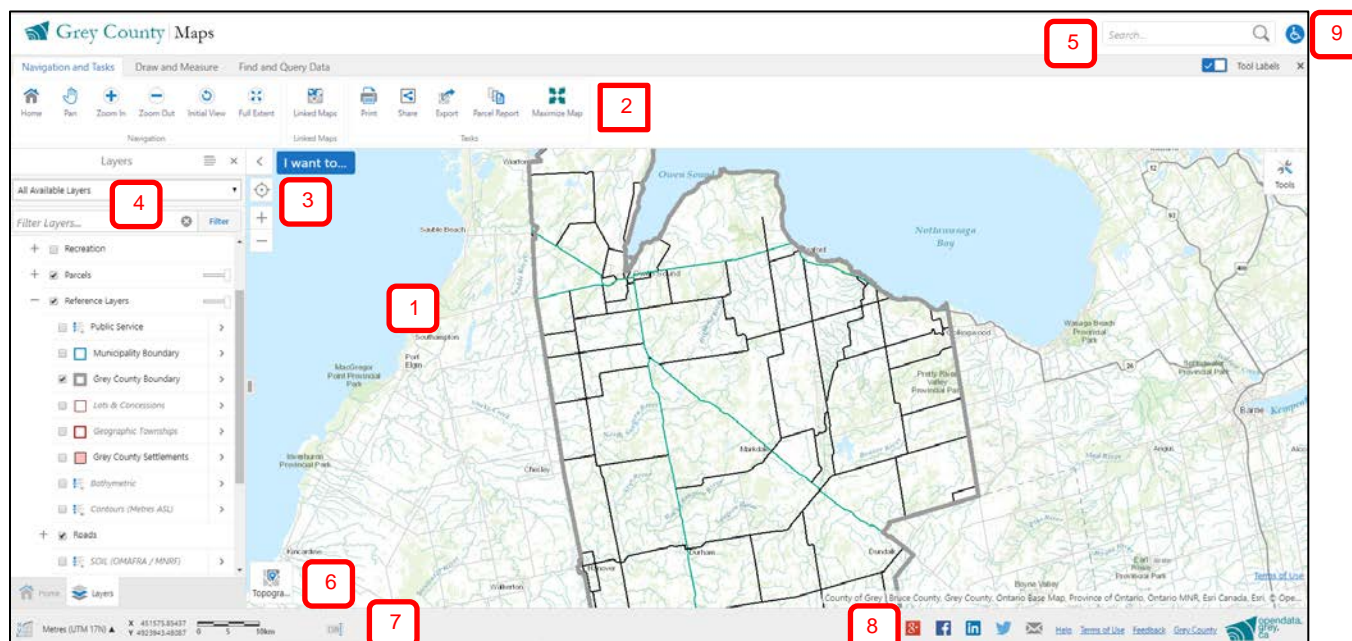


Zoom In



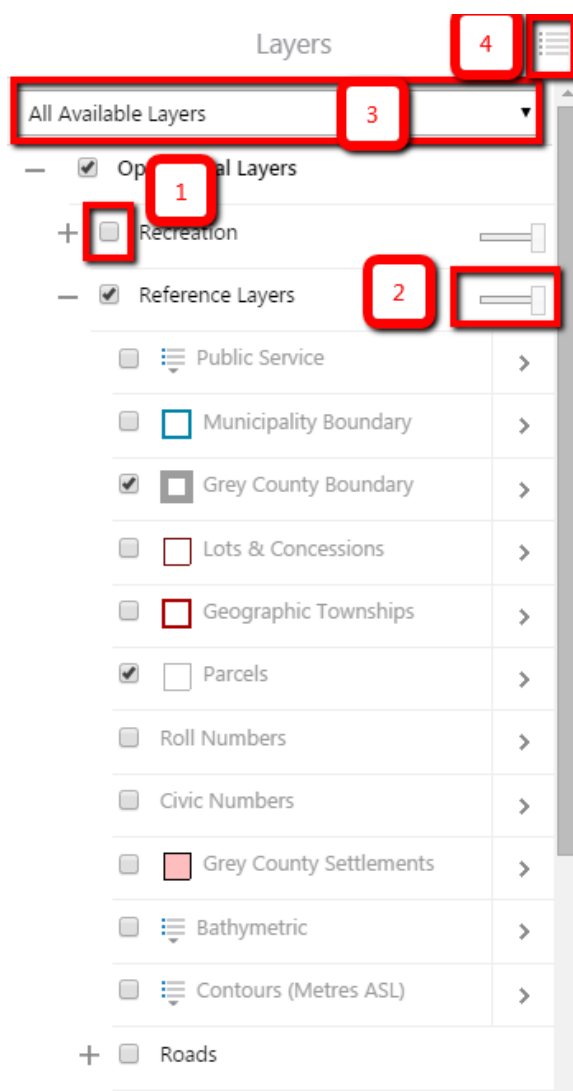
Creates a bookmark for the current map extent. The bookmark is stored on your computer and can be found here any time you load this map. Use the stored bookmarks to return to the exact location at any time.


# Map Layout



- (1) Main Map Screen: displays content in an interactive manner.
- (2) Tool Bar: provides useful functionality to find and interact with data.
- (3) Navigation Tools: zoom in and out, or zoom to your current location.
- (4) Layers: find and toggle layers on the map (see page 5).
- (5) Search: find content within the layers and zoom to it.
- (6) Basemap Toggle: switch between available basemaps including imagery.
- (7) Coordinate Information: find the X/Y of your mouse, change scales and coordinate system.
- (8) Share Buttons: Share content, provide feedback, or open other websites.
- (9) Accessibility: find information about the accessibility of the web map.

## Map Layers



To view the list of available map layers, click this icon  (located in the bottom left of your map).

(1) Use the check boxes to turn layers on or off. Press the “+” and “-” symbols to expand group layers.

Light grey layer names indicate the layer will not currently draw on the map. Either the parent group is not toggled on, or the layer will not draw at the current scale, most draw when the map is zoomed in.

(2) The slider next to layer groups will change the opacity of the layers in that group from 0-100%.

(3) Themes, pre-configured groups of map layers, are available from the pull-down at the top of the layer list.

(4) Toggle between the map layers and legend. This legend only shows data that is currently displaying on the map.

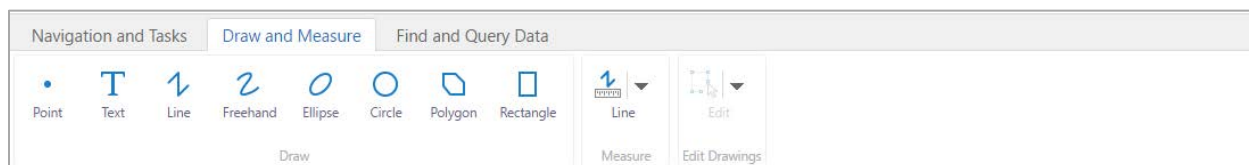
### Notes:

1. Water features are under Planning > Conservation Authorities.
2. The county official plan map data is organized according to the [official plan document](#).

## How do I...?

### Draw on the Map

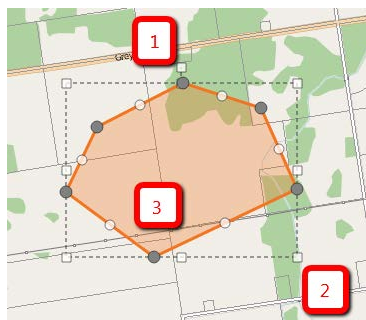
Open the *Draw and Measure* tab on the toolbar.



The first set of tools is used for drawing mark-up on the map. If you click on a tool, and then click *Styles*, you can choose pre-selected styles for each of the different tools, i.e. different point size and color.

You can change a drawing after adding it to the map. Click the small arrow beside the *Edit* tool to select an edit action, then select a drawing on the map you wish to edit.

You can change a drawing after adding it to the map. Click the *Edit* tool, select from the drop down the edit action, then select the drawing you wish to edit. To move a polygon, click the center of the drawing, then hold and drag to move the shape. To move lines drag each vertex as desired.



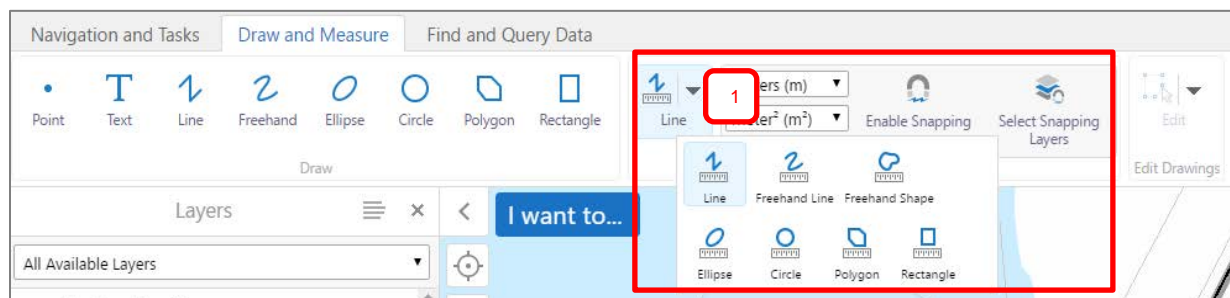
Click the square toggle at the top (1) to rotate the drawing. Click one of the square toggles at the corner of the dotted bounding box (2) to make the drawing larger or smaller while preserving proportions, or (3) change the shape of the drawing by clicking and dragging the circles at each vertex and line midpoint.

Use the *Erase* button to remove individual drawings, or remove them all with the *Clear* button.

Your drawings will appear on printed maps but have no perimeter or area measurements associated with them.

## Make Measurements on the Map

Open the *Draw and Measure* tab on the toolbar.



Select the pull down labelled *Measure* (1) to open the measurement options. Select a measurement type from the options.

The line, polygon and rectangle tools create a table displaying the coordinates of vertices, the lengths of each segment, and the angle and bearing between segments.

You can change the units for linear and area measurements in the options beside the tools. You can change the units either before or after the shape has been added to the map.

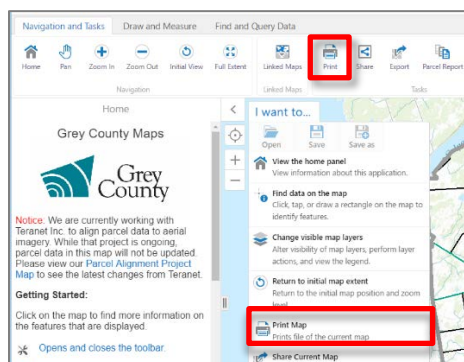
If you are using the *Line* or *Polygon* measurement tools, you can navigate the map while the tool is active:

- The mouse wheel zooms the map in and out;
- Pressing both the left and right mouse buttons allows you to drag the map to pan, keeping the measurement tool active in the background.

When complete, use the *Clear* tool found in the *Edit Drawings* dropdown, to remove all markup.

## Create a Printable Map

Open the print dialog through either the *I Want to* menu, or from the toolbar, under Navigation and *Tasks*.



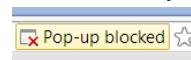
 A screenshot of a 'Create a printable map' dialog box. It contains several settings:
 

- Select Layout:** A dropdown menu showing '8.5" x 11" Landscape' (labeled with a red box and the number 1).
- Output Format:** A dropdown menu showing 'Pdf' (labeled with a red box and the number 2).
- Resolution:** A dropdown menu showing '100 DPI' (labeled with a red box and the number 3).
- Grid:** A dropdown menu showing '(None)' (labeled with a red box and the number 4).
- Map Scale:** A dropdown menu showing 'Current Scale - 1: 18056' (labeled with a red box and the number 5).
- Map Title:** A text input field (labeled with a red box and the number 6).
- Map Description:** A larger text input area (labeled with a red box and the number 7).
- A 'Print' button is located at the bottom right of the dialog.

The print dialog allows you to:

- 1) Choose a layout (letter or legal; portrait or landscape);
- 2) Choose a file format (pdf or image – jpg, png, gif);
- 3) Choose the resolution in DPI (dots per inch);
- 4) Apply a map grid;
- 5) Change the scale (note: change the scale from *current* may have undesired effects – some layers may not draw);
- 6) Add a title, which will appear in the top of the map; and
- 7) Add a description which will appear in the bottom right hand corner of the map, below the legend.

**Troubleshooting:** The webpage will attempt to open the new map file. If your browser is set to block popups it will suppress the file from being opened. In Chrome, you will be notified in the address bar that the browser has blocked pop ups:



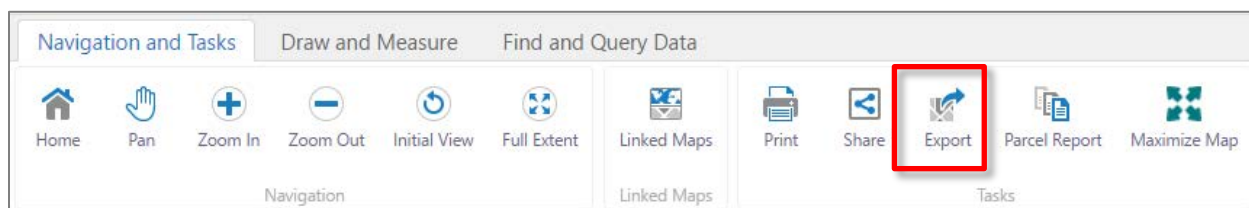
Internet Explorer notifies you with a yellow banner at the very top of the webpage.

You can click the notification, and choose to allow the image to pop up.

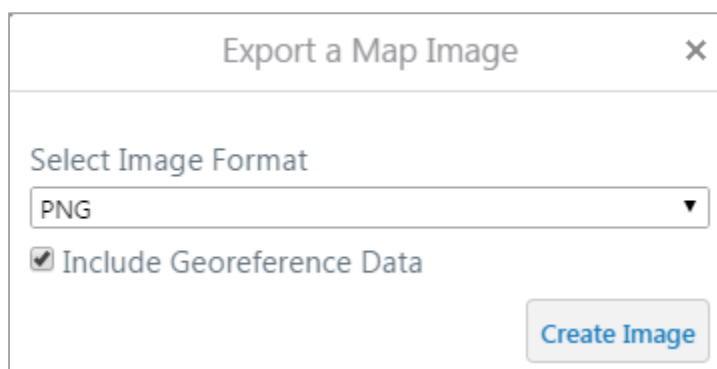


## Export a Map Image

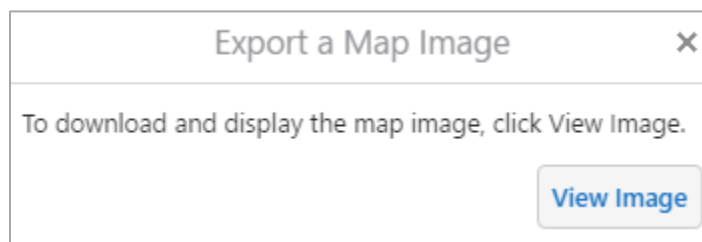
You can export an image of the current map, including geo-referencing information so the image can be used in desktop GIS software. Choose the *Export* tool from the *Navigation and Tasks* tab on the toolbar. This tool will also include any map markup (ex: text and drawings).



You can choose which image format to create, and export the associated georeferencing information.

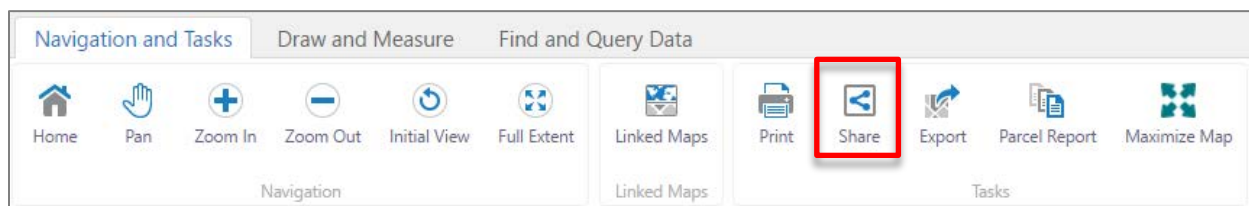


Once the image has been created select *View Image* to download.



## Share a Map

You can share your current map by selecting the *Share* button found on the *Navigation and Tasks* tab.



Choose how you would like to share the map from the presented options.




### Notes:

1. Unlike the *Print Map* and *Export Map* options, this tool will *not* save map markup or text.

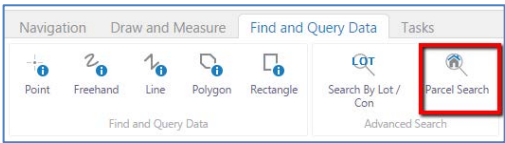
# Find Data

## A – Parcels / Addresses

I)  

You can search for addresses and roll numbers in the search bar at the top of the page, for best results keep it as simple as possible (i.e. limit the search to a 6-digit civic number or roll number).

II) Use the advanced parcel search tool available on the toolbar under the *Find and Query Data* tab. As you start to enter a roll number, or a street address, matching records will populate the list. Choose one, select OK and the map will pan and zoom to the result.



Search by Lot and Concession

Advanced parcel search options.  
Use the options below to find parcels by roll number or street address.  
Notes:  
1. If the value you are seeking does not appear in the list, the search will not return any results.  
2. If a roll number is entered, the address field will be ignored.

Find Parcel by Roll Number


Roll number:

Find Parcel By Street Address

Street address:

595 9TH ST A W  
595 9TH ST W

OK Cancel


 **Assessment Parcel - 595 9TH AVE E**  
**Notice:** Parcel data on this map is not currently being updated. Please view our [parcel alignment project map](#) to see the latest changes from Teranet.

425903002500200

595 9TH AVE E

See the [Addresses](#) tab under Additional Details.  
Legal description: PARK PT LOT 6 RANGE A  
Property use: "Large office building (generally multi-tenanted, over 7,500 sq. ft.)"  
Assessment: 3,295,000

12.074 acres (as mapped by Teranet, may differ from MPAC. See additional attributes for MPAC's assessed area).

 **Assessment Parcel -**  
**Notice:** Parcel data on this map is not currently being updated. Please view our [parcel alignment project map](#) to see the latest changes from Teranet.

All results will appear on the left hand side panel. Click on a result to view more information about that specific result.

Note: Results may appear on multiple pages use the “<” and “>” to naviate between results pages.

## B – Lots and Concessions

I) Lots and concessions can be found using the Lots and Concessions tool under the *Find and Query Data* tab. As you begin to type a lot number, matches will appear. When you select a lot the concessions box will populate with matching concessions. When you've chosen one and selected OK, a list of matching records will appear in the left hand panel, displaying the Lot, Concession and Township. Choose one and hit next to pan and zoom to the result. Select the parcel to view more information.

## C – Other Information

If there is other information you are looking for on the map, try searching for it in the search bar (again, keep it simple).

Examples:

### I want to find a...

### Example search term

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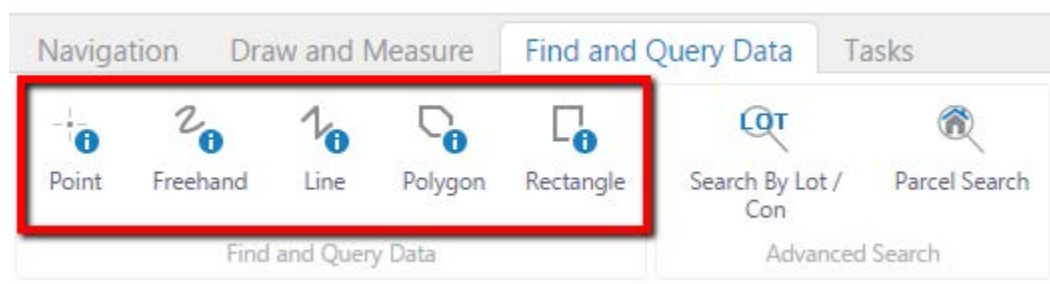
Town (i.e. Eugenia)	Eugenia
Park (i.e. Harrison Park)	Harrison Park
Trail (i.e. Massie Hills Ski Trail)	Massie <sup>1</sup>
Boat Launch	Boat Launch

<sup>1</sup>You would find *Massie Hills Ski Trail* if you searched for it, but you wouldn't find results for *Massie AND ski*, or *massie ski trail*, etc. Keep the searches simple.

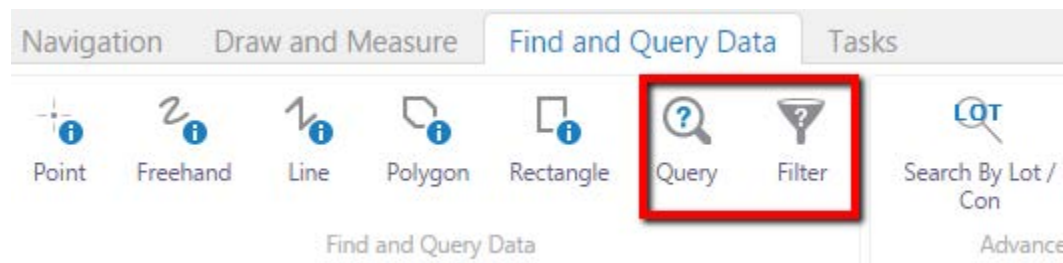
## Search by Selecting Features on the Map

If features are visible on the map (i.e. turned on in the table of contents, and visible at the current scale), and you have no tools currently selected, you can click on most features to see more information about them. Selected features are returned in the left hand panel as search results (see above for more information).

You can also use the identify tools found under the *Find and Query* tab of the toolbar, or within the *I Want to* menu, in a similar manner. Results will be returned for any visible features that intersect the shape you draw on the map.

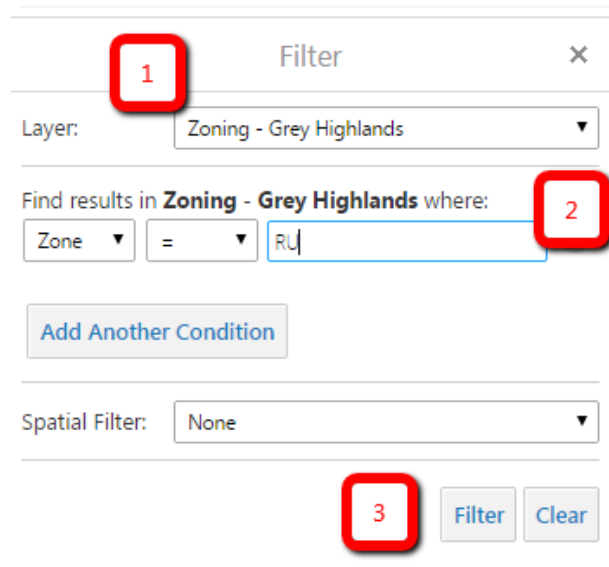


## Filter and Query Data



You can find data in the map based on specific attributes using the Find or Query tools.

The Filter tool will modify a map layer so only records matching your selection are shown. For example, imagine you wanted to see only the lands zoned as Rural in the Municipality of Grey Highlands. Make sure that layer is turned on in the Table of Contents, and currently visible. Using the filter tool, select the Zoning – Grey Highlands layer, and construct a selection statement as *Zone = 'RU'*(see example below). Press the *Filter* button to apply the filter.



You can add additional conditions with the *Add Another Condition* button, or limit the results to the specific extent using the *Spatial Filter* options (the options are None, Current Extent, or any polygon drawings you have added).

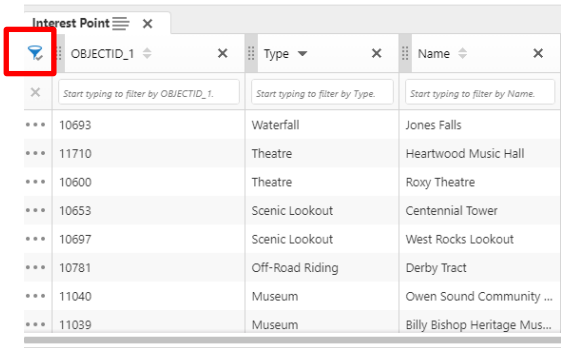
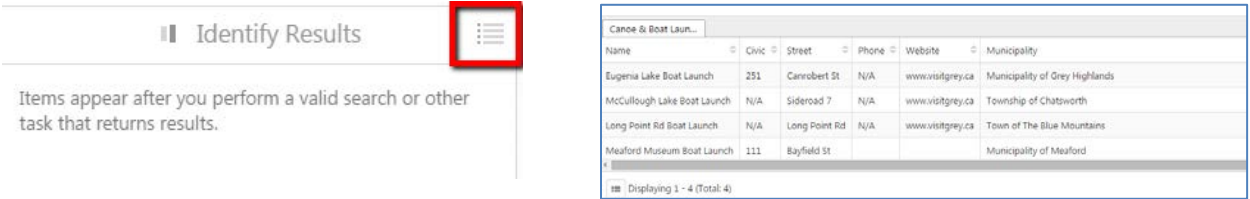
Some values will appear in the right hand box, but not necessarily all. You may have to explore the data by looking (clicking on) features in the map and seeing the attributes.

You can use the 'contains' operator to find multiple, similar results (i.e. *Final Type Contains Agricul* would return **Agriculture**, **Restricted Agriculture**, etc).

The *Query* tool works similarly, except that rather than limit the display on the map, records matching your query are returned as results on the left hand panel.

# Refine Searches

Normally search results appear as a list in the left hand panel. You can more easily search through results by switching to table view, which automatically sorts by map layers. This button is the table icon at the bottom of the search results. To switch back select the same button and revert list view.

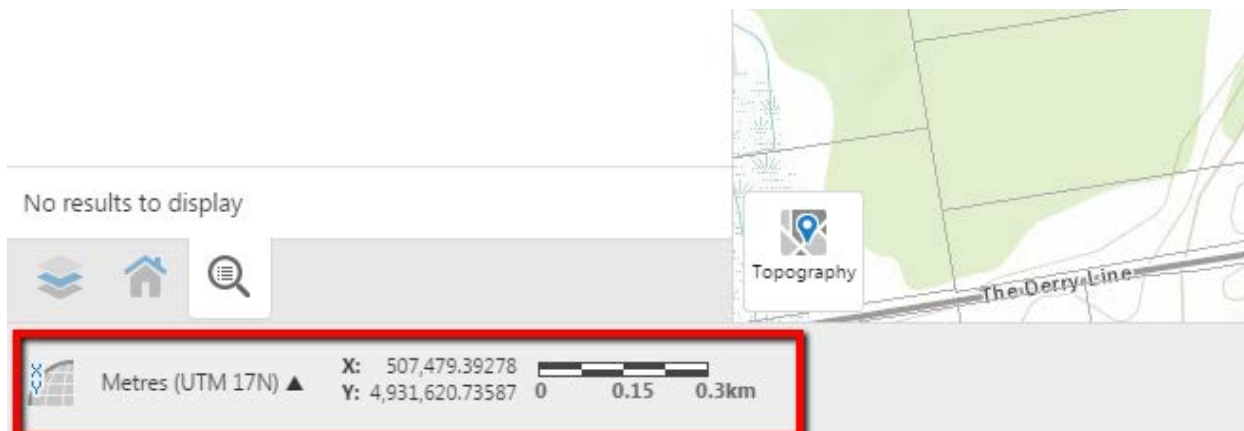


While in table mode, it is possible to further refine results. Simply select the small filter icon in the corner. This will open up text boxes below each field where values can be entered.

## Display Coordinates

Coordinates are displayed by default in the bottom left of the webpage (the footer region). You can choose between latitude and longitude in decimal degrees (NAD83), or metres (Universal Transverse Mercator, Zone 17N).

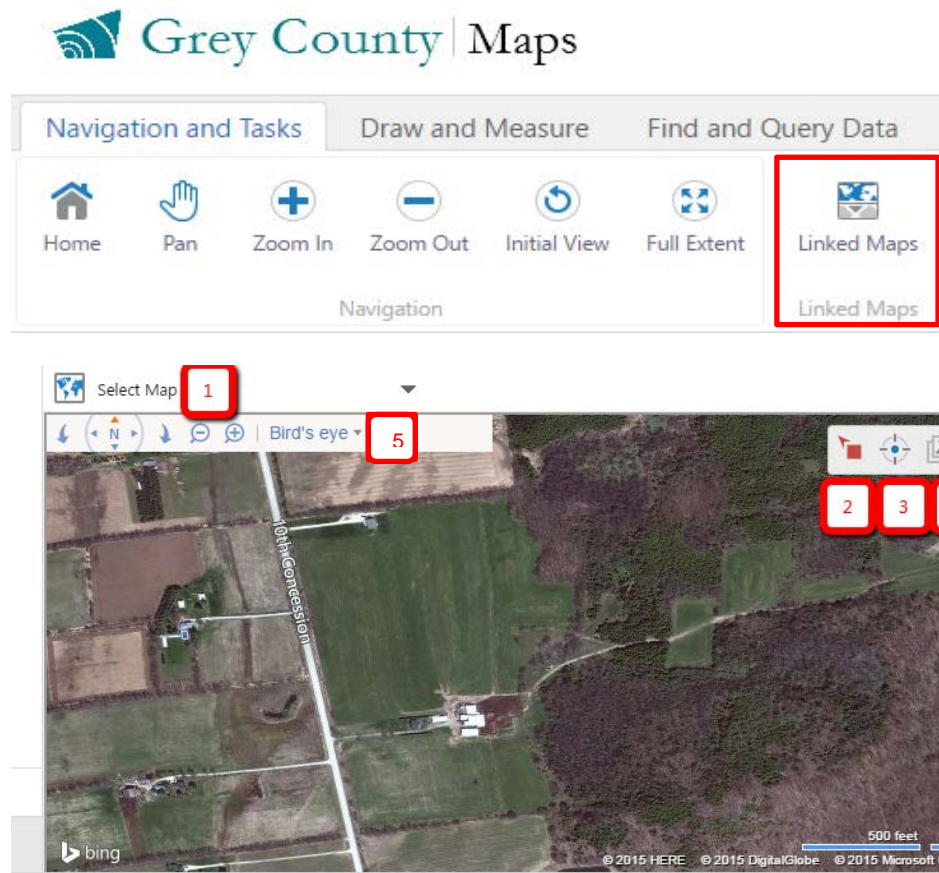
Coordinates are updated when you click on the map, or pause your mouse over the map.






## Open Linked Maps

You can open viewers to load Google maps at the location corresponding to your current Grey County maps view.



### Controls:

1. Drag this icon on the Grey County map to update the corresponding third-party map.
2. Press the *target* button to centre the third party map on the current Grey County map location.
3. Undock this window.
4. Use this drop down to change the basemap

You can open Google street view at the corresponding location, if available, by selection the small  icon.