



## FrontCounter BC Discovery Tool Instructions

**NOTE: You must have Google Earth installed to use this tool.**

**These instructions are written for use with a Microsoft Windows Work Station.**

**This tutorial will step you through navigating to and viewing your area of interest, displaying other potential conflicting interests on the land, creating a shape/spatial file of your area of interest**

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# FrontCounter BC Discovery Tool Instructions

## PART 1: Launching the Discovery Tool

**NOTE:** You must have Google Earth installed to use this tool.

### Step 1.1

Using your internet browser, type: <https://portal.nrs.gov.bc.ca/web/client/-/frontcounter-bc-discovery-tool> (or use hyperlink)

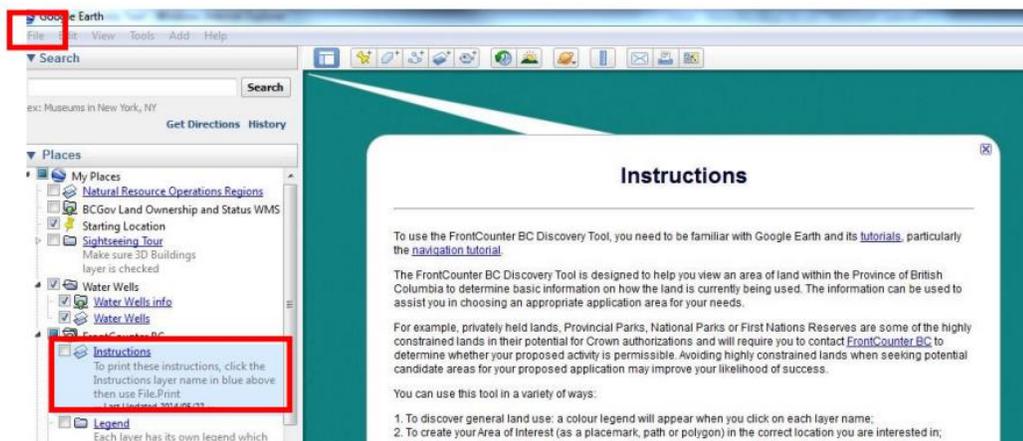
### Step 1.2

Click on the **Launch Discovery Tool** button.

Choose 'Open' when asked if you want to open or save the file.

### Step 1.3

A text 'balloon' containing basic overview instructions appears upon opening the tool, however, the tutorial you currently are reading contains detailed instructions and it is extremely likely you have already read and/or printed the basic overview instructions. To close the text balloon, click the X in the top right corner of it.



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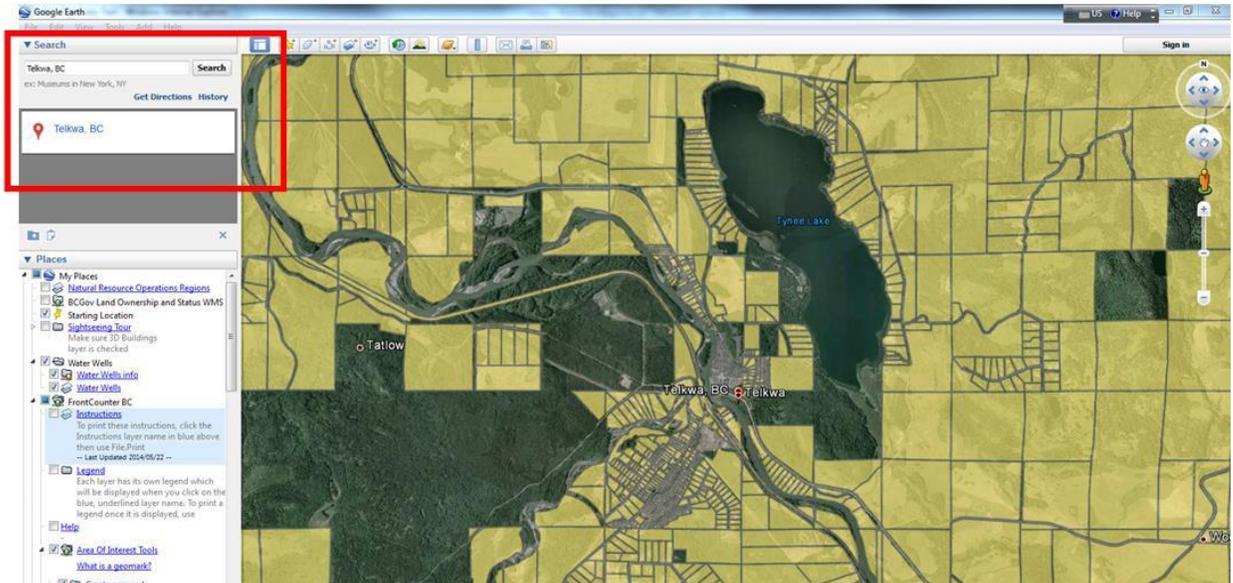
## PART 2: Navigating to your Area of Interest

### Step 2.1

You can navigate to your area of interest two ways:

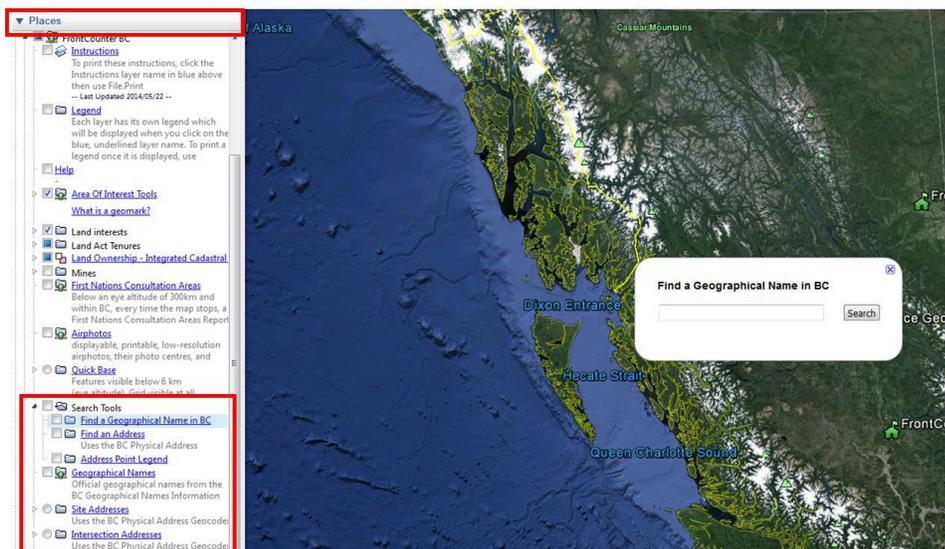
- A) The first option is using the Google Earth 'Search' section of the information column on the left of your screen.

Examples of searches are: name of a City; name of a Water Body; Postal Code; Latitude/Longitude coordinate (e.g. 49 22' 20.84"N, -122 19' 59.95"W or 43.23N, -117.34W)



- B) The second option is using the FrontCounter BC Search Tools folder located by scrolling down in the 'Places' section of the information column on the left of your screen.

The FrontCounter BC Search Tools will allow you to search by Geographical Name, Address, and Intersection by clicking on the blue hyperlinked layer name.

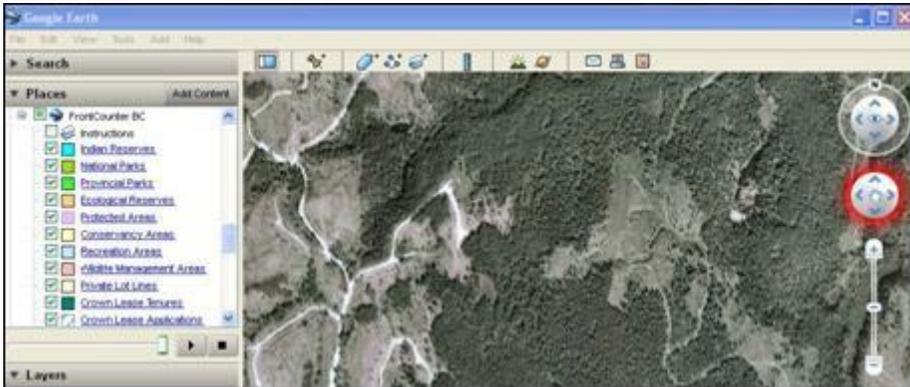


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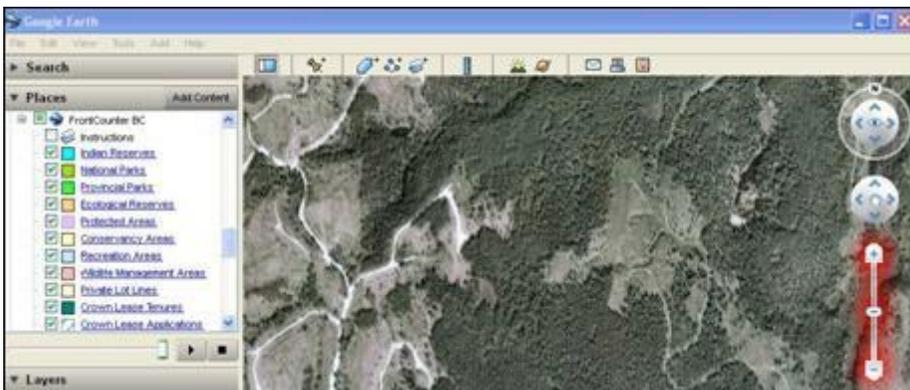
## Step 2.2

When you have found your area of interest, move your mouse onto the map and you will notice that the cursor becomes a 'hand' . By simply holding the left button of your mouse down and dragging it across the screen, you can navigate to another location.

One option for navigation is using the arrows as indicated by the red highlighted circle below:



Another option for navigation is using the slide bar as indicated by the red highlight below. Click on the "+" to zoom in or the "-" to zoom out.



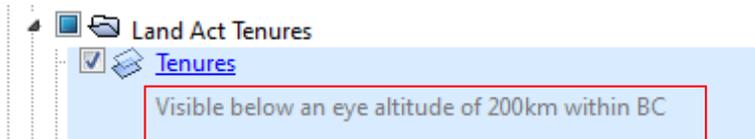
# FrontCounter BC Discovery Tool Instructions

## PART 3: Researching the Land Base

### Step 3.1

Now that you've found the area you're interested in, you may see that some areas are shown as coloured shapes.

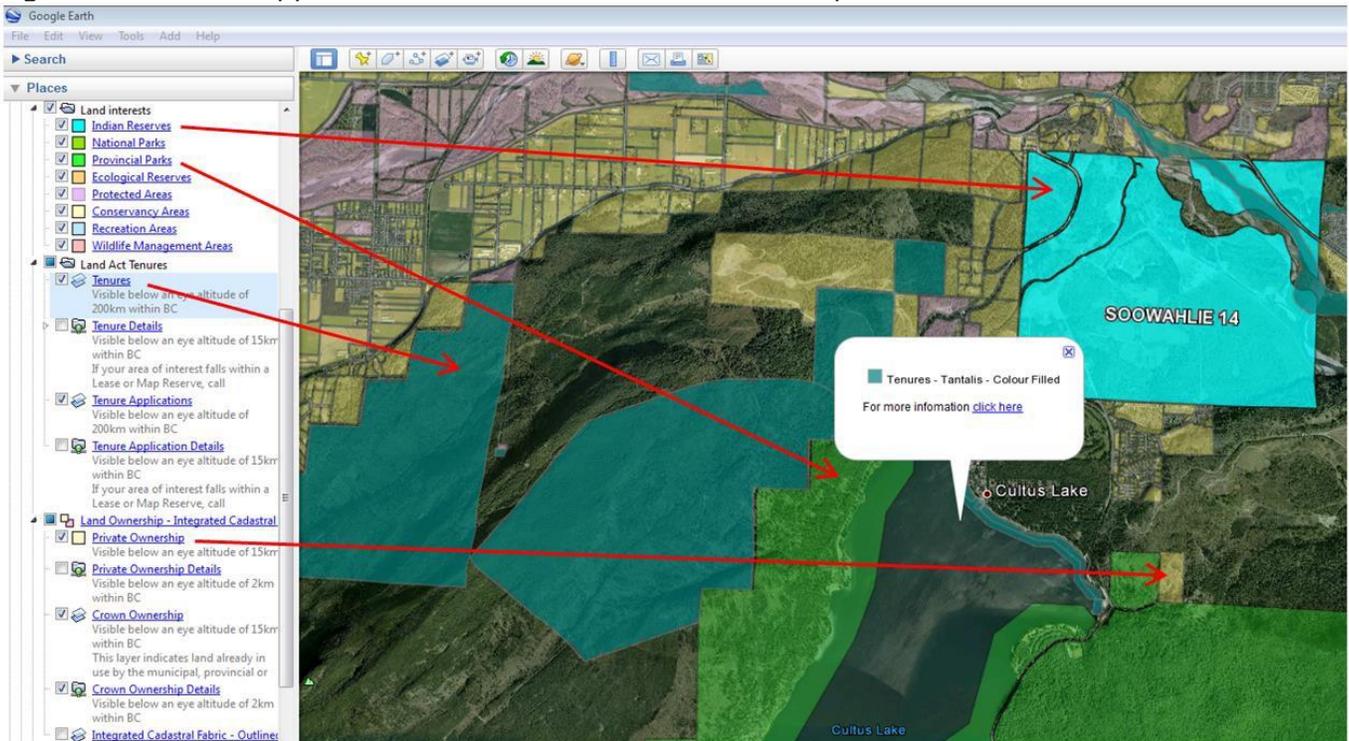
If you do not see coloured shapes, you might have to zoom in closer. Look at the message under the layer you have selected:



The coloured shapes represent the layer choices listed on the left under "Places" and indicate other land activities that have already been authorized in the area.

Areas that are not colour-filled indicate the land *may* be available for a natural resource application you are considering. Areas that are not colour-filled are not necessarily available. If you are unable to determine if the land is available, contact FrontCounter BC.

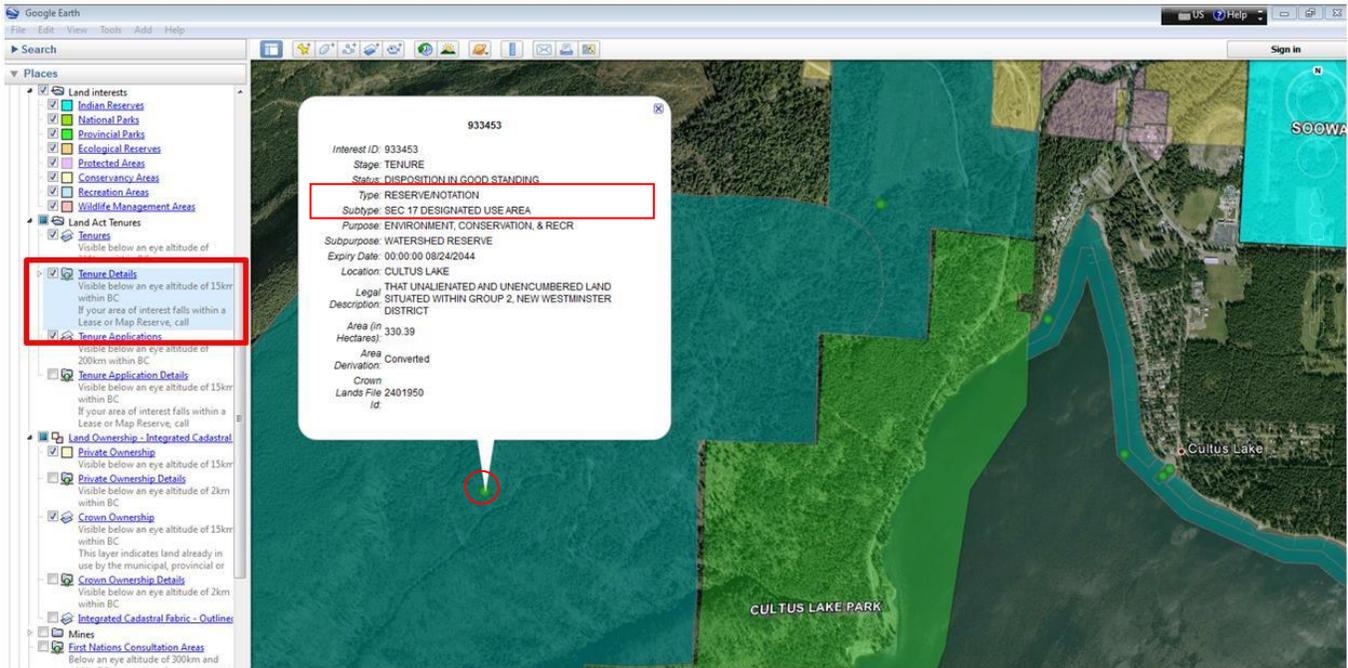
For layers that don't show the colour legend in the listing, click on the blue layer name and refer to the legend balloon that appears on the screen to learn the colour representation.



You will be able to use the information to determine if the land is available for the type of application you are interested in. FrontCounter BC is available at 1-877-855-3222 during business hours to assist you with this determination.

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If your area overlaps the teal colour representing Land Act Tenures, turn on the Tenures Details layer and zoom in below an eye altitude of 15km to display the 'details' green sphere. Click on the sphere to see an information balloon that explains the specifics of that particular land act tenure.



Among other things, the information balloon lists the type and sub-type of the Tenure. Some types and sub-types have more restrictions than others. For example, you cannot apply for Crown land within an existing tenure type of Lease, but you may be able to within an existing tenure type of Licence.

Additionally, you cannot apply for Crown land within a tenure sub-type of Section 16 Withdrawal, but you may be able to within an existing tenure sub-type of Notation of Interest.

The restrictions may be different for applications other than for Crown land. If your area of interest falls within any coloured area, it is recommended that you contact FrontCounter BC to verify if the conflict affects your application, however, it is particularly important to do so if your area of interest is showing as a Lease or a Section 16 Withdrawal.

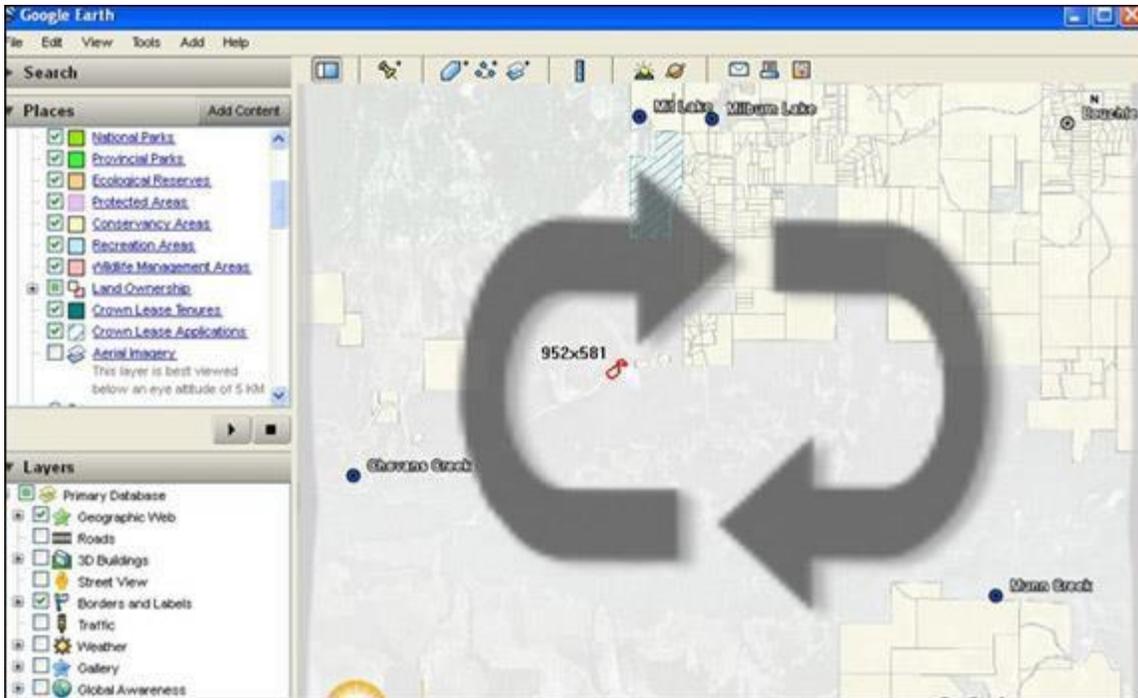
If you do not understand the information displayed on your screen or if you want to find out more information about the other authorized activities in the area, contact [FrontCounter BC](#) for assistance during business hours at 1-877-855-3222.



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## Step 4.2

As you navigate on the screen, you'll notice it takes several seconds for the screen to refresh and you may notice a white area appears on your screen (see the example provided below).



When your screen is covered by a white shadow, it means new land information is being retrieved and redrawn on your screen.

It will take several seconds for the FrontCounter BC Discovery Tool to retrieve and display new information – please be patient and allow time for your requested layers to load onto your screen.

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## PART 5: Marking the Map & Creating a KMZ/KML

(the KMZ or KML can also be converted to a GeoMark- see Part 8)

### Step 5.1

To identify your area of interest on the map, you have the option to create a placemark, path or polygon.



A placemark will simply be a point on the map.



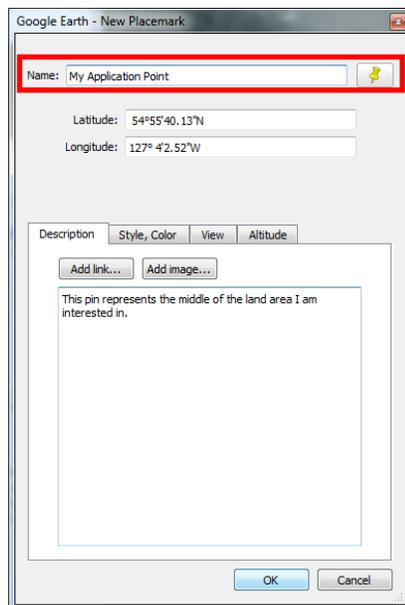
A polygon will allow you to outline the 'footprint' of the land if it is a basic shape.



A Path will allow you to show a linear shape (e.g. a road)

### Creating a Placemark:

Choose the push pin icon as outlined in red below for Add Placemark.



When the **Add Placemark** tool is selected, a new screen pops up. Use this screen to name your application point.

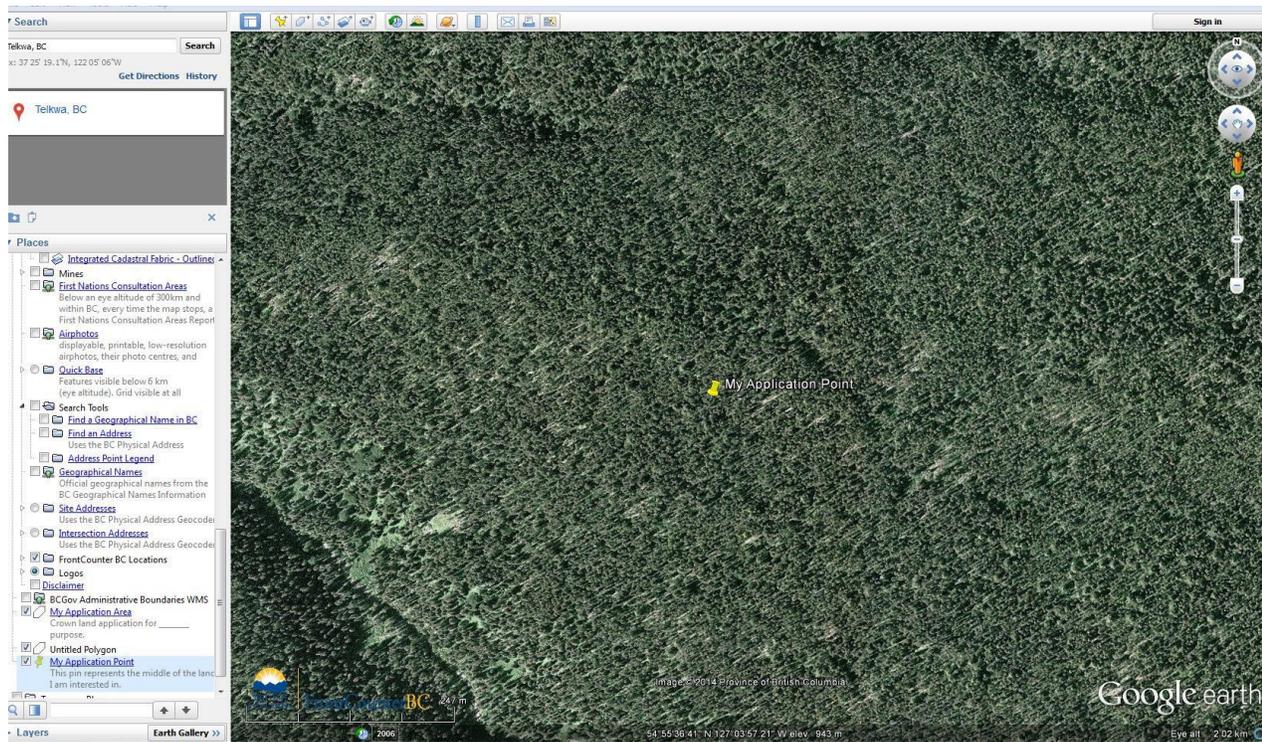
**DO NOT CLICK OK AT THIS TIME.**

You can fine-tune the specific location you want the pin in by using the mouse to left-click the pin and drag it to your preferred location.

Click OK after you have placed it where you want it.

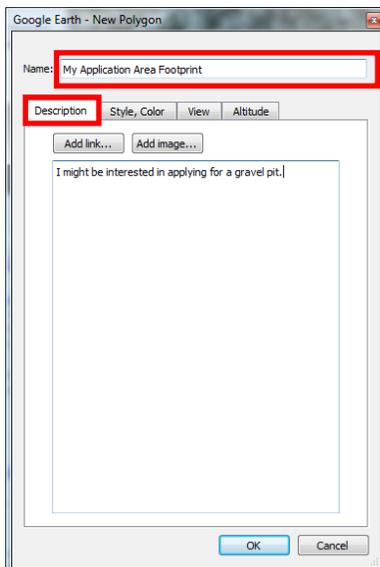
# FrontCounter BC Discovery Tool Instructions

Your finished Placemark will look like this:



## Creating a Polygon:

Choose the 6-sided shape icon as outlined in red below for Add Polygon.  
(Note: your polygon will not be limited to 6 sides)



When the **Add Polygon** tool is selected, a new screen pops up.

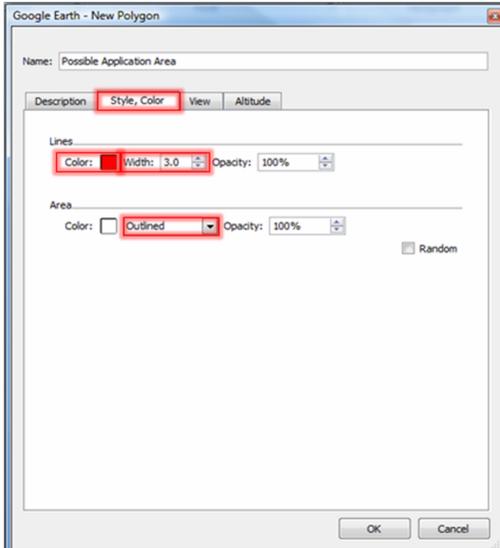
Use this screen to name your application area and to note important information about the area.

**DO NOT CLICK OK AT THIS TIME.**

# FrontCounter BC Discovery Tool Instructions

***\*Important - Do not close this box or press OK until your area is defined.***

***\*Tip - It is recommended to 'Name' your area so it is meaningful and can be recognized (eg: John Doe Private Moorage area of interest). Unique descriptions can be used to define multiple polygons (eg: Cutblock 1, Cutblock 2).***

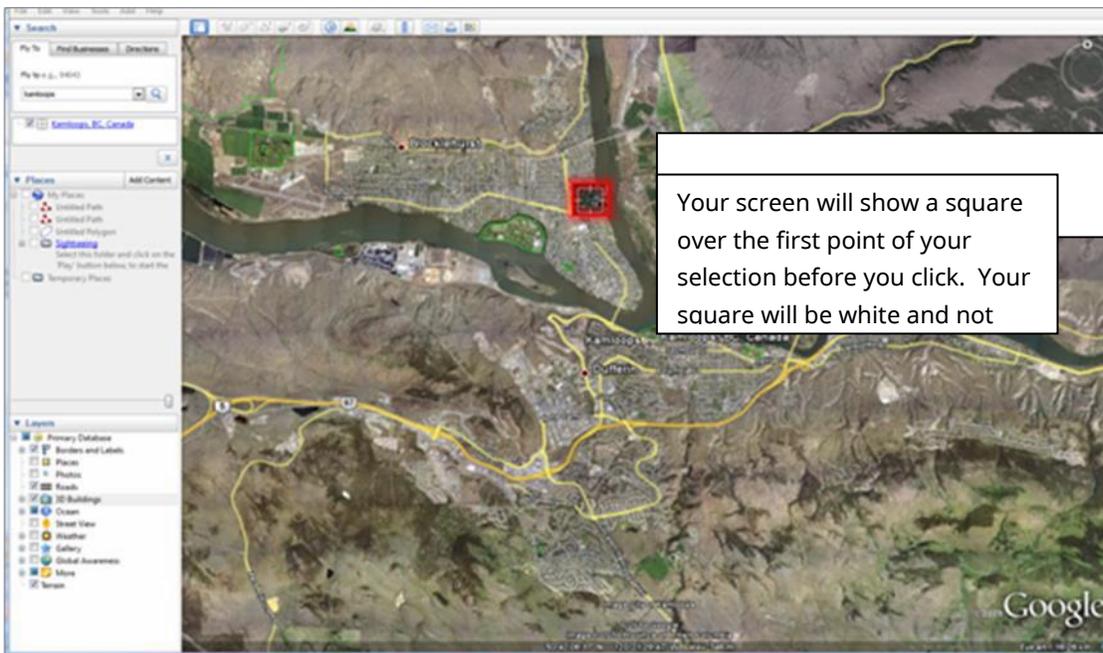


***\*Tip - To help capture and visualize the area you are drawing, you can change from 'filled' to 'outline' mode as well as change the line color and width.***

You may have noticed your mouse cursor now looks like a square . This means you are ready to start picking the points that will define the area you are interested in.

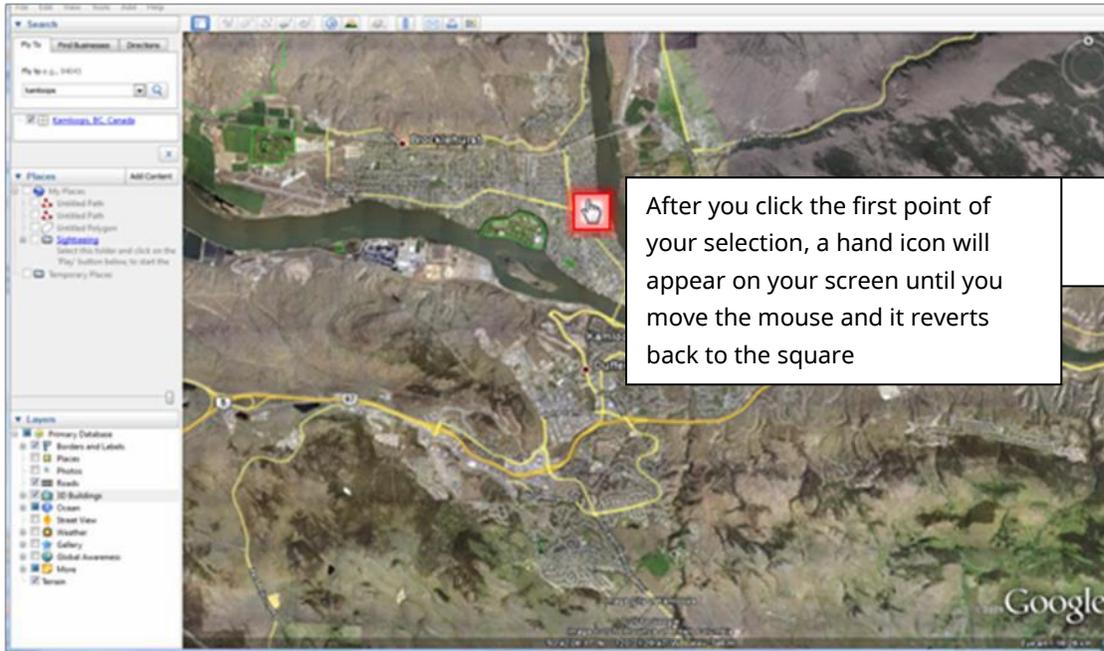
When defining your area, use the left button on your mouse to pick the points, pick points in a clockwise direction and do not create loops or overlaps.

Pick the point on the map to place your first point and click the left mouse button.

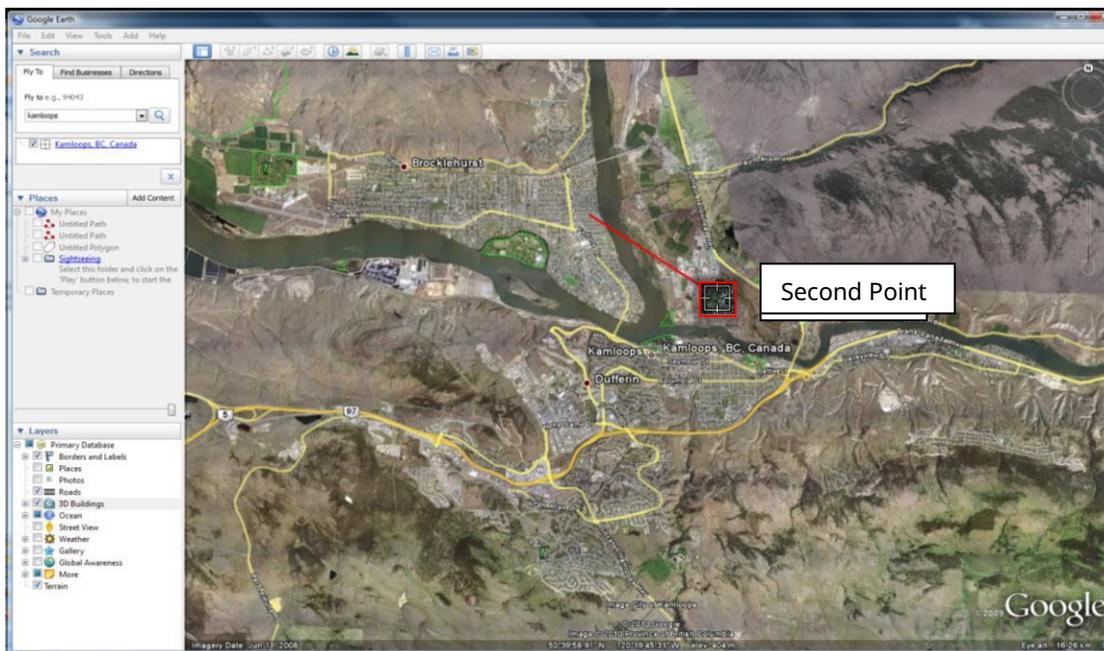


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When a point is drawn on the map, a 'hand' icon will appear. This hand icon also appears any time your cursor hovers over a digitized point.



Place the square cursor  at your second point and click the left mouse button again.

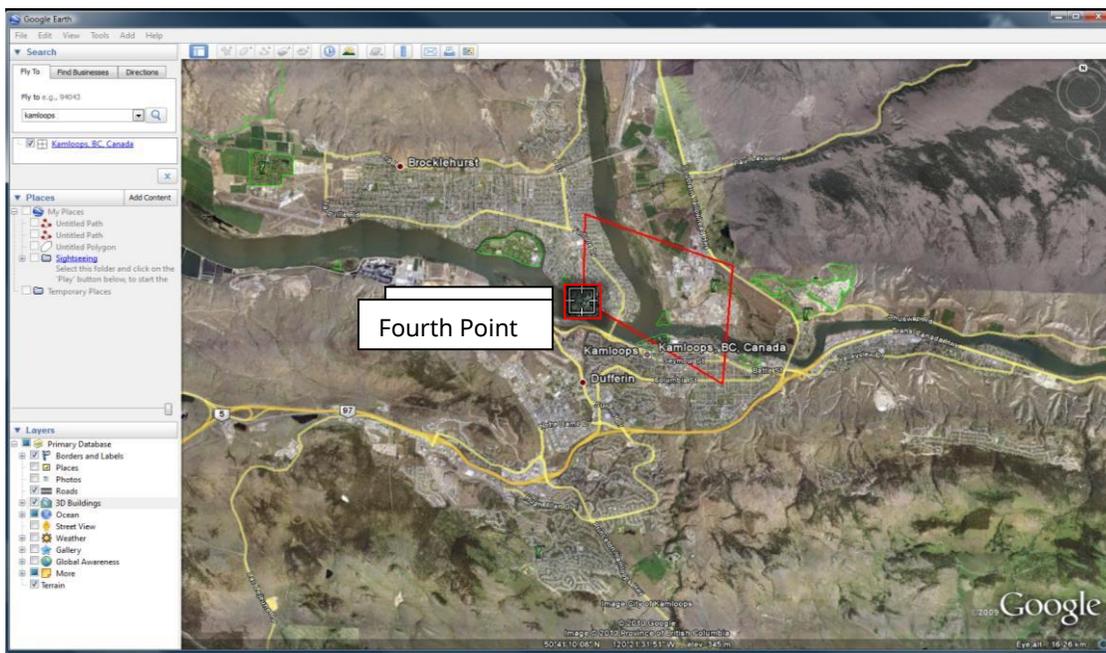


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Place the square cursor  at your third point and click the left mouse button. Do this for every point required to draw your area of interest.



Remember to draw the area of interest in a clockwise direction.



# FrontCounter BC Discovery Tool Instructions

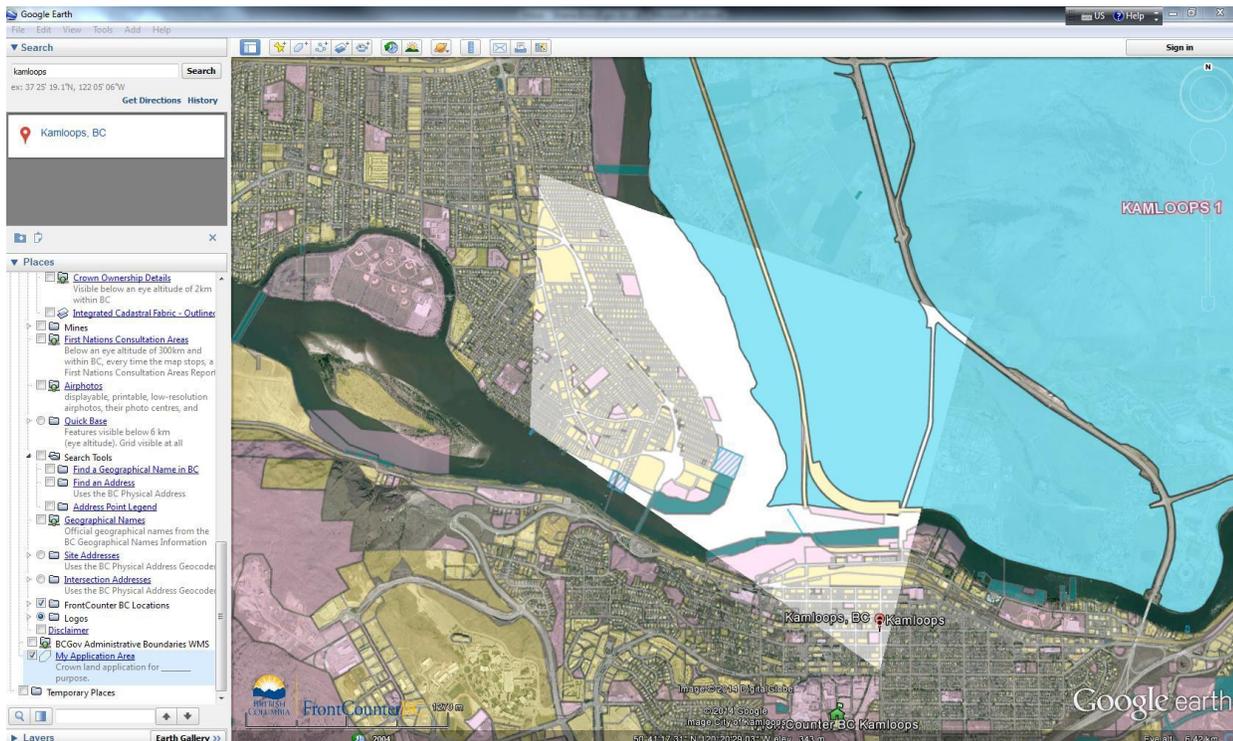
When defining a shape, you can go back and 'undo' a previous point by clicking the right button on your mouse. You then reposition the square cursor and left click to set the point.

Without adjustments, your shape will show as transparent white on the map, but you can use the "style, color" tab to adjust how you want your shape to display on the map.

When you are finished defining the area, click on 'OK'.



The points that you picked will form a "shape". A shape defines the area you are interested in. Your shape might look something like this example:



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## Creating a Path (Line):

Choose the 3-circle shape icon as outlined in red below for Add Path.



When the 'Add Path' tool is selected, a new screen pops up. Use this screen to name your application area and to note important information about the area.



**\*Tip - Do not close this box or press OK until your area is defined.**

**\*Tip - It is recommended to 'Name' your area so it is meaningful and can be recognized (eg: John Doe Private Moorage area of interest). Unique descriptions can be used to define multiple polygons (eg: Cutblock 1, Cutblock 2).**

You may have noticed your mouse cursor now looks like a square

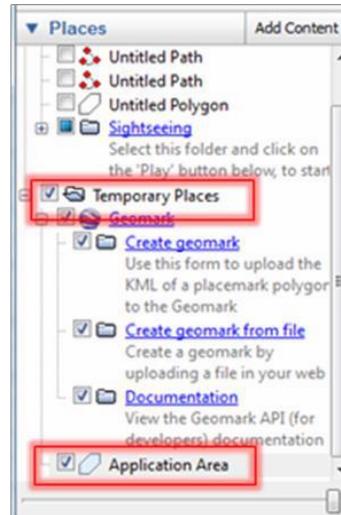


Use the left button on your mouse to pick the points that will delineate the path or line you are interested in. When you are finished drawing the path, click on 'OK'.

Follow the same steps here as outlined in the 'Add Polygon' section of this tutorial.

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*\*Tip - If you have navigated away from your area of interest and want a quick way to return to your original location, double-click on the file name you created in either the 'My Places' or 'Temporary Places' section of the left navigation window.*



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## PART 6: Deleting Shapes

To delete your shape, click on the name of the shape you created. You will find the shape name in the 'My Places' or 'Temporary Places' section of the left navigation window.



Once you've selected the shape name, click the right button of your mouse. From the list of options presented, choose **Delete**. The shape will be removed from your screen and the shape name will disappear. Use the **Polygon, Path or Placemark Tool** to outline the area again.

## PART 7: Saving onto your computer as a KML/KMZ

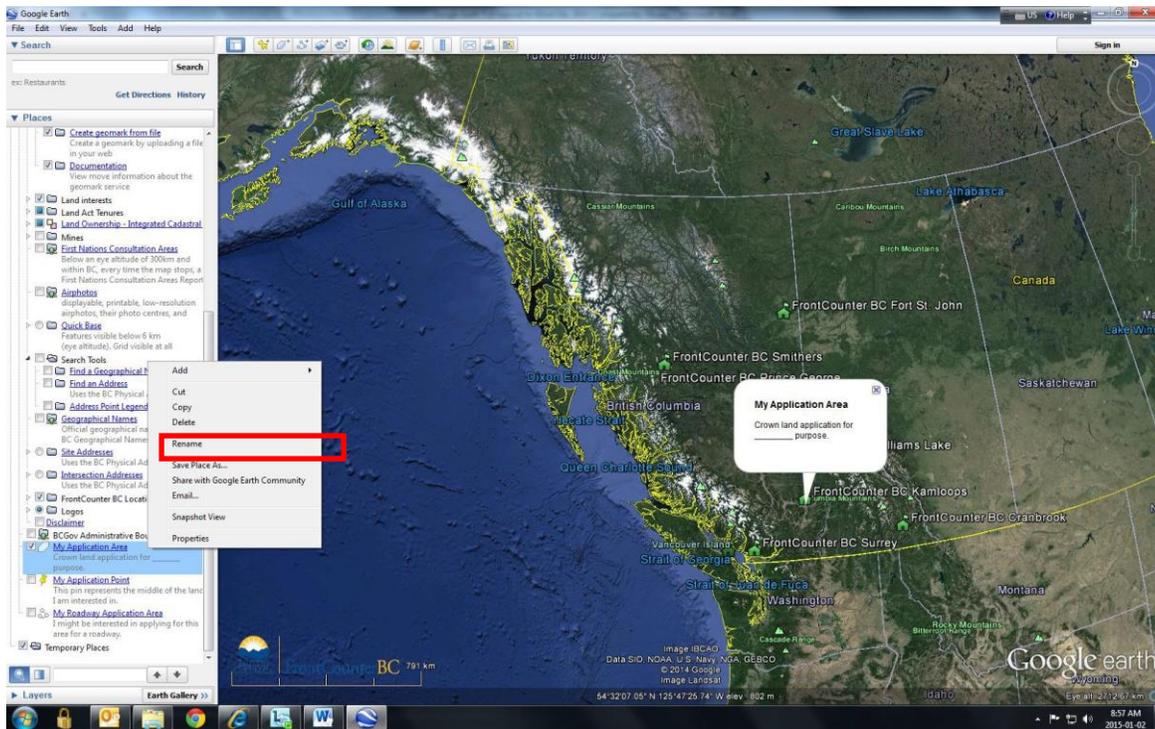
Once your area of interest is defined, you should save it on your computer for future use and reference.

You will be able to use the saved file for emailing to FrontCounter BC or for uploading to your electronic application through Virtual FrontCounter BC. For virtual applications, there will be a step in the process where you will be asked to upload your digital file which you can do from your saved location.

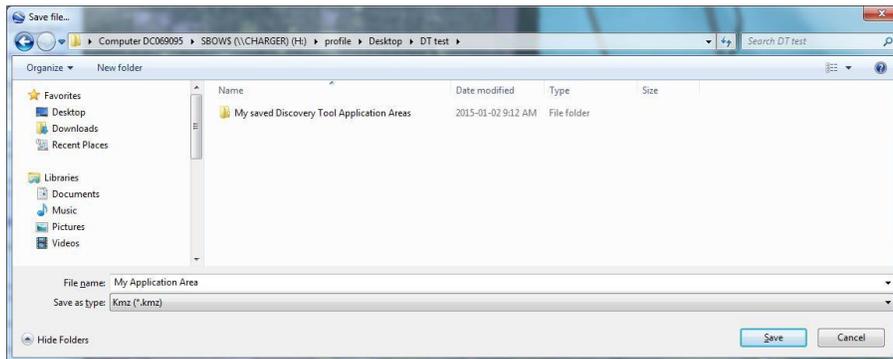
To save your shape, click on the name of the shape you created. You will find the shape name in the 'My Places' or 'Temporary Places' section of the left navigation window.

# FrontCounter BC Discovery Tool Instructions

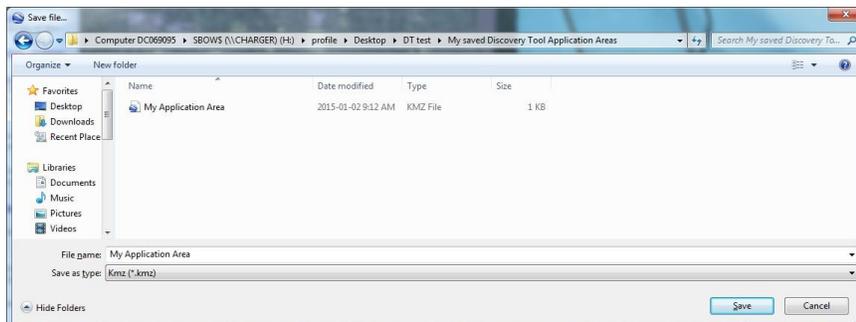
Once you've selected the shape name, click the right button of your mouse. From the list of options presented, choose **Save Place As**.



Save the file to a location where you will find it again.



You can use the drop down box for 'Save as type' to save the file as a .kmz or .kml extension.



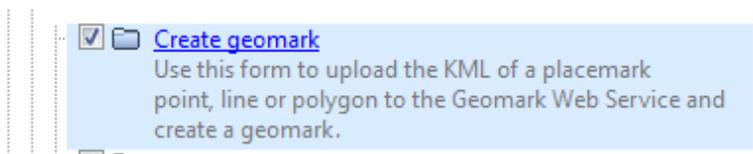
# FrontCounter BC Discovery Tool Instructions

*There is no requirement to complete Step 8 unless you would like to save your shape into a different digital format (Geomark) that will allow you to easily share it with others. If you submit your application through vFCBC (Virtual FrontCounter BC), you have the option of uploading a geomark.*

## PART 8: Creating a Geomark from your digital representation

### Step 8.1

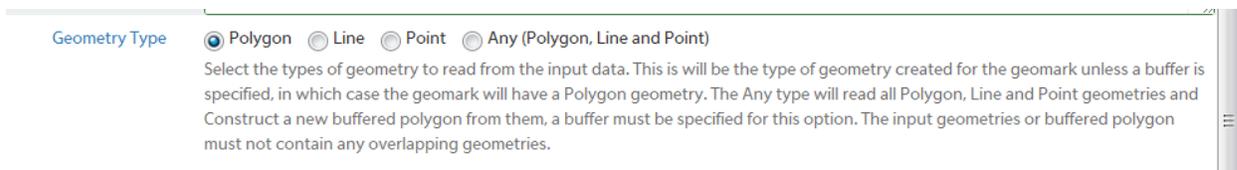
- In the Google Earth side-bar (aka layer list), right click on the name of the placemark, polygon or path you created, then select 'Copy'.
- Scroll up the layer list to the blue link called "Create geomark" & click on it.



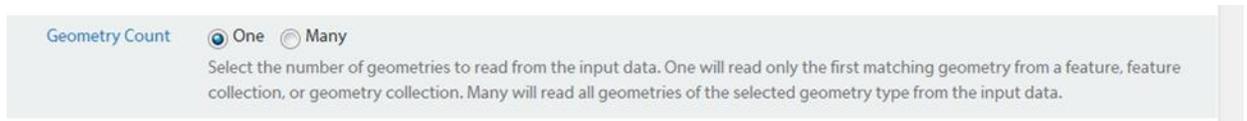
- For the Placemark KML heading, click once in the text box and paste the contents of clipboard into the text field by right-clicking and selecting 'Paste' OR holding down the Ctrl key and pressing the 'V' key.



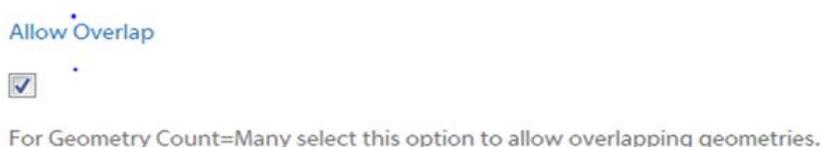
- For the Geometry Type heading, choose the appropriate radio button for your area of interest.



- For the Geometry Count heading, choose the appropriate radio button for what you have created. If you have copied a folder of placemarks to the clipboard, choose the radio button "many" in the Geometry Count field.



- If you have geometries that overlap, tick off the 'Allow Overlap' button



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- For the Buffer Width heading, enter a buffer if applicable

Buffer Width (Metres)

The amount to buffer the geometry in metres, must only contain numerical digits (e.g 10). Leave blank and no buffer will be added to input geometries.

[Advanced buffer settings](#)

**Press the 'Create Geomark' button.**



Once the Geomark is created, a web address will display:



Geomark gm-  
**77961952925D4C76AEDBF4EB885A0343**  
created

Save this URL to access this geomark in the future:  
<http://apps.gov.bc.ca/pub/geomark/geomarks/gm-77961952925D4C76AEDBF4EB885A0343>

- [View geomark in your web browser](#)
- [Open geomark in Google Earth](#)

This Geomark URL will remain active for 90 days. If you try access that geomark after 90 days, it will no longer be available. Click on the blue hyperlinked URL and then bookmark the page to your personal computer to be able to access your geomark for up to 90 days. If the web address is lost before it is saved, you will need to create another Geomark as there is no 'search' capability for retrieval.

For detailed information on geomarks, visit the Geomark Website:

<https://www2.gov.bc.ca/gov/content?id=F6BAF45131954020BCFD2EBCC456F084>