iMap BC Tutorial
Maps for BC Parks Permit Applications

The following steps will guide you through the process of creating a digital map in the web-based iMap BC tool. If you need additional assistance orienting yourself to the functions of iMap BC, Reference Guides have been developed with guidance on basic and advanced use of iMap.

Reference guides:
http://www.data.gov.bc.ca/local/dbc/docs/geo/sdi/iMapBC_QuickReference_Basic.pdf
http://www.data.gov.bc.ca/local/dbc/docs/geo/sdi/iMapBC_QuickReference_Advanced.pdf

Issues with iMap BC can be reported to the Natural Resource Sector Business Service Helpdesk:
Hours of Operation: 8:00 a.m. - 4:30 p.m. (PST), Monday to Friday
Phone (within Victoria): 250-952-6801
Toll Free (within BC): 1-866-952-6801
E-Mail: NRSApplications@gov.bc.ca (to open a ticket)
NRSEnquiries@gov.bc.ca (to ask a question)

FrontCounter BC staff can also provide assistance in using iMap.
Contact FrontCounter BC:
Phone (toll free): 1-877-855-3222
Phone (outside North America): ++1-778-372-0729
Email: FrontCounterBC@gov.bc.ca
In Person: Come and visit one of our many locations across BC

1. Open Data BC portal:
   http://www.data.gov.bc.ca/dbc/geographic/view_and_analyze/imapbc/index.page
   a. On the right, under iMap BC 2.0, click on "Launch Application – Public"
      i. **Note: You may need to install Microsoft Silverlight (free) to access iMap**

   b. To see the location of park boundaries, under the "Maps and Data Sources" tab on the toolbar select "Add Provincial Layers" button on the far left. A box will pop up showing a list of layers. Click on the '+' next to "Administrative Boundaries" to expand the list.

   c. Scroll down to the "Provincial Parks, Eco Reserves, etc. – Tantalis" layer and click on the '+' sign to expand. Select all types of protected areas by clicking in the check box, except for "Wildlife Management Areas". Then hit the "Apply" button on the bottom right corner of the box.

   d. To see the basemap underneath the parks you can adjust the transparency on the toolbar on the left hand side menu:

2. Navigating to parks
   To specify the park or protected area you wish to apply for on the map, zoom into its location. You can do this by using the scroll button on your mouse, the zoom control on the upper left

corner of the map, or by using the buttons under the Navigation tab in the toolbar. The "Pan" button (represented by a hand) will let you move to different areas of the map.

   a.   Zoom in to an extent which will best allow you to depict the permit area in the Park you wish to apply for. If the proposed permit area is the entire Park, zoom so that the entire Park is in frame. If you don't know the Park's location you can also type in the name of the Park in the search box at the top right, although this tends to take longer.

3. Adding your application area to your map:
    To define the area you wish to apply for, you will need to create a 'mark-up' on the map showing the boundaries, or single point(s), of the proposed area for your permit, and the location of any trails/facilities/staging areas that you propose to use.

   a.   To allow yourself to 'draw' this information on the map, click on the "Markup" tab. ****Note**, if you are applying to use areas of more than one Park, after defining the permit area in one Park, you can use the "Hand" icon to pan to the next Park. This will allow you to only produce one map for all parks on your application.

4. Adding a polygon to your map:
    If your proposal is not a single point or line (see 5 and 6), you'll need to first define the area by adding a "**Polygon**" to the map showing the boundaries of your proposed operation.

   a.   Click the "Polygon" tool from Markup tab

   b.   Then click on the map for point one, then two, then three, etc. to make a permit area shape until the area you want is fully defined.

   c.   Then double click to stop defining the polygon.

   d.   When you finish the polygon, and realize you've made an error, or want to start again, click the "Erase" icon then click on the polygon. If you want to start over before you finish the polygon, just click on the polygon icon to erase it.

   Tip: If the polygon is larger than the area on the screen, you can finish the polygon as in step 'c' above and then navigate to another area of the map. You can then use the "Edit" tool on the Markup tab to expand and modify the polygon boundaries.

5. Adding lines to your map:
    To add a line to the map (i.e. to show any specific trails or routes that will be used), select the "**Line**" tool from the Markup toolbar.

   a.   Click on the map for point one, then two, then three, etc. to make a line on the map. The line should be within the proposed permit area which you defined with your polygon unless the line is the only proposed permit location.

   b.   Then double click to stop defining the line.

   c.   When you finish the line, and realize you've made an error, or want to start again, click the "Erase" icon then click on the line. If you want to start over before you finish the line, just click on the line icon to erase it.

Tip: If you are proposing the use of specific trails, use a polygon around the whole proposed area and list the trails in your application.

6. Adding points to your map:
    To add a point to the map showing the location of a specific site (e.g., an existing or proposed structure, staging sites, camp sites, etc.), select the "**Point**" tool from the toolbar.

    a. Click on the map to show the location of the site. The point should be within the proposed permit area which you defined with your polygon, unless the point is the only proposed permit location.

    b. When you finish the point, and realize you've made an error, or want to start again, click the "Erase" icon then click on the point.

7. Adding a shape file to your map:

    Although not required, you may want to add your own mapping or gps data to the map; for example to increase context or understanding. To do this, click the Maps and Data Sources tab, and select the "Add Shape file" tool from the tool bar.

    a. Beside the "select files" box, click on the "…" button. Navigate to where you have your shape file stored. Make sure to select all files associated with your shape file (i.e. .shp, .shx, .dbf). Click the Upload button. Name your layer and press OK.

        **Note, you will need to make sure your shapefile is in the correct projection for iMap.

8. Naming the feature you created:

    a. Click on the text icon; click beside the feature you'd like to name (e.g. staging area, camp, etc.)

    b. Type in the name of the feature; click the text icon again.

    c. When you finish naming the feature, and realize you've made an error, or want to start again, click the "Erase" icon then click on the name.

7. Saving Map for Submission:

    a. To save your map for submission as part of your park use permit application, click on the blue   disk to the far left of the tabs. Your computer's "Save As" box will open allowing you to choose where you'd like to initially save your map (Your desktop is handy). Ensure you are saving your map in .gvsp format.

    b. Click Save. You'll be prompted to add some information:
        Project: Your Company or Individual Business Name / Name of the Park(s) /
            Type of Permit / Type of Activity
        Created By: Name of person who is completed the permit application
        Description: Not required

    c. Click 'ok'.

Your map is now saved to your desktop or wherever you decided to save it. Attach the file to an email with your application and submit to FrontCounter BC.

8. Editing your map:
   If you wish to access your map again before attaching it to your application, open iMap (as described in #1), click on the "open folder" icon to the left of the tabs bar, beside the disk icon. Find and click on the .gvsp file you have saved.