

Instructions for Providing Infrastructure Geolocation Information

DESKTOP USERS

Option 1: Single point location (latitude and longitude) using Google Maps

1. Go to <https://maps.google.com>
2. Zoom in and find the location.
3. Right-click on the spot.
4. Click on the numbers at the top (e.g., 47.5100, -53.3450).
5. The coordinates are automatically copied to your clipboard.
6. Paste them into an email, spreadsheet, or document

Option 2: Single point location (KML file) using Google Earth Web

1. Go to <https://earth.google.com>
2. Click “+ New” > “New project”.
3. Click “Add placemark” icon (location pin).
4. Drop the point, give it a name (e.g., “Hydrant #1”).
5. Click “Done”.
6. Click the three dots to the right of “Map contents” > “Export as KML file” to download.

Option 3: Path or polygon locations (KML file) using Google Earth Web (for linear infrastructure or infrastructure with a footprint)

1. Go to <https://earth.google.com>
2. Click “+ New” > “New project”.
3. Click “Add path or polygon” icon (zigzag line).
4. Click to trace the length of linear infrastructure, clicking the final point twice (“Done”) to complete (e.g. pipes, sidewalks, roadways); or click to trace the footprint of the infrastructure shape, ending by clicking the first point again (“Close shape”) to complete (e.g. buildings, water treatment plants).
5. Click “Save to project”.
6. Give it a name (e.g., “Water Main, Harbour Drive”, “Water Treatment Plant”).
7. Click “Done”.
8. Click the three dots to the right of “Map contents” > “Export as KML file” to download.

FOR SMARTPHONE USERS

Option 1: Single point location (latitude and longitude) using Google Maps (Android or iPhone)

1. Open Google Maps.
2. Tap and hold on the location (or your blue GPS dot).
3. A red pin drops.
4. Scroll up – coordinates show under the place name.
5. Tap the coordinates – they’re automatically copied.
6. Paste into a note, message, or email.

Option 2: Single point location (latitude and longitude) using Apple Maps (iPhone only)

1. Open Apple Maps.
2. Tap and hold on the location (or your blue GPS dot).
3. A pin drops.
4. Scroll up – coordinates appear near the top.
5. Tap the coordinates and copy them.
6. Paste into a note, message, or email.

Option 3: Single point location (KML file) using Google Earth

1. Open Google Earth.
2. Tap “+ New” > “New project”.
3. Tap “Add placemark” icon.
4. Scroll the map until the placemark is on the correct location, and tap “Save to project”.
5. Give it a name (e.g., “Hydrant #1”).
6. Tap “Done”.
7. Tap “<” (Back) to return to project.
8. Tap the three dots to the right of the project name > “Export as KML file” to download.

Option 4: Path or polygon locations (KML file) using Google Earth (for linear infrastructure or infrastructure with a footprint)

1. Open Google Earth.
2. Tap “+ New” > “New project”.
3. Tap “More” > “Path or polygon” (zigzag line).
4. Scroll the map until the starting point is on the correct location, and tap “Add point”.
5. Scroll the map and tap “Add point” to trace the length of linear infrastructure, adding the final point twice (“Done”) to complete (e.g. pipes, sidewalks, roadways); or scroll the map and tap “Add point” to trace the footprint of the infrastructure shape, ending by clicking the first point again (“Close shape”) to complete (e.g. buildings, water treatment plants).
6. Tap “Done”.
7. Tap “Save to project”.
8. Give it a name (e.g., “Water Main, Harbour Drive”, “Water Treatment Plant”).
9. Tap “Done”.
10. Tap “<” (back) to return to project.
11. Tap the three dots to the right of “Map contents” > “Export as KML file” to download.