



# BROADBAND FUND

# MAPPING GUIDE

for the April 9, 2026  
Call for Applications



# Mapping Guide for the 9 April 2026 Call for Applications for the Broadband Fund

## Table of Contents

- 1. Call 4 geographic tools..... 4
- 2. Call 4 Reference Map ..... 4
  - 2.1. Call 4 Reference Map layers ..... 4
  - 2.2. Call 4 Reference Map’s interactive panes ..... 5
- 3. Eligibility Mapping Tool..... 6
  - 3.1. Creating maps for different project types using the tool ..... 7
    - 3.1.1. Universal Service Objective projects..... 7
    - 3.1.2. Satellite-dependent Community (SDC) projects..... 8
  - 3.2. Eligibility Mapping Tool workflow ..... 8
- 4. Accessing the Eligibility Mapping Tool ..... 9
  - 4.1. Location..... 9
  - 4.2. Have an account or register..... 9
  - 4.3. Choose your secure login provider.....10
  - 4.4. Sign in .....10
- 5. The Portal page .....11
- 6. Eligibility Mapping Tool page .....11
  - 6.1. Uploading files .....12
- 7. Drawing coverage .....13
  - 7.1. Groups.....14
    - 7.1.1. Adding groups .....15
    - 7.1.2. Changing the active group .....15
    - 7.1.3. Editing group metadata .....15

7.1.4. Changing group visibility .....	16
7.1.5. Deleting a group .....	16
7.2. Toolbar icons.....	16
7.2.1. View/navigate the map.....	16
7.2.2. Toggle shape editing .....	17
7.2.3. Delete shape .....	17
7.2.4. Free form shape .....	17
7.2.5. Draw a radial shape .....	17
7.2.6. Road shape generation .....	17
7.2.7. Erase part of a shape or road .....	18
8. Drawing sites .....	19
8.1. Site attributes .....	20
8.2. Locking sites .....	21
8.3. Moving sites .....	21
8.4. Deleting sites .....	21
9. Drawing routes .....	21
9.1. Reshaping routes to follow wired paths .....	22
9.2. Route attributes .....	23
9.3. Locking routes .....	23
9.4. Deleting routes.....	24
10. Finalizing coverage .....	24
10.1. Reviewing coverage .....	24
10.2. My coverage list .....	25
10.2.1. My coverage list - Status.....	25
10.2.2. My coverage list - Actions .....	25
11. Troubleshooting.....	26

## 1. Call 4 geographic tools

The Canadian Radio-television and Telecommunications Commission (CRTC) has provided two essential tools to help you assess geographic eligibility and prepare project maps for your Broadband Fund application:

- **Call 4 Reference Map:** This public, interactive web map, displays areas eligible for funding and provides valuable community-based information to help you identify potential project locations.
- **Eligibility Mapping Tool:** Designed for creating project maps, this tool guides users through the mapping process and is described in Section 3 and subsequent sections.

## 2. Call 4 Reference Map

### 2.1. Call 4 Reference Map layers

The following mapping data layers are found on the [Call 4 Reference Map](#):

- **Eligible Roads:** Road segments that are eligible.  
Road segments representing one or more households that do not have terrestrial service that meets the universal service objective for broadband Internet access service within an eligible geographic area.
- **Eligible But Funded Roads:** Road segments that are funded for high-speed broadband Internet access service.  
Road segments representing one or more households that do not have terrestrial service that meets the universal service objective for broadband Internet access service within an eligible geographic area and are funded for such service.
- **Eligible SDCs:** Satellite-dependent communities.  
Communities that rely on satellite transport capacity for one or more telecommunications services (such as voice, wireless and Internet services).
- **Eligible But Funded SDCs:** Satellite-dependent communities that are funded for terrestrial transport infrastructure.  
Communities that rely on satellite transport capacity for one or more telecommunications services (such as voice, wireless and Internet services) and are funded for terrestrial transport infrastructure.
- **OLMCs:** Official Language Minority Communities (source: [Official Languages and Communities](#)).
- **Communities:** Geolocated placenames in Canada (source: [Geolocated placenames in Canada](#)).

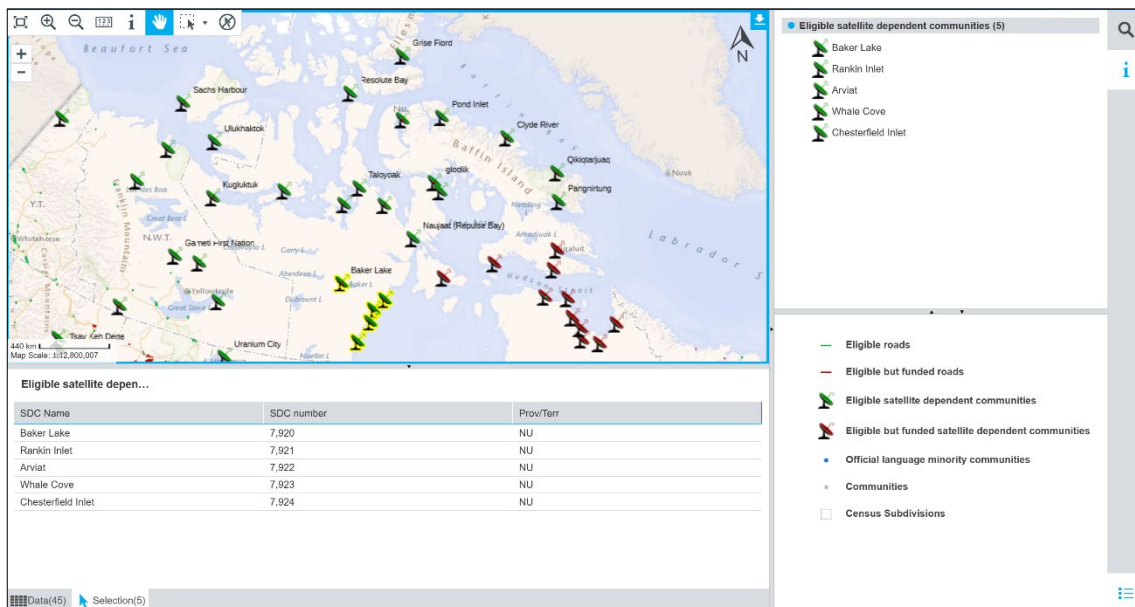
Communities that include large and small cities, villages, First Nations Communities, Small Hamlets, etc. as identified by Innovation, Science and Economic Development Canada (ISED).

- **CSDs:** Census subdivisions (source: [Census subdivision \(CSD\)](#)). Municipalities or areas treated as municipal equivalents for statistical purposes as identified by Statistics Canada.

## 2.2. Call 4 Reference Map's interactive panes

The [Call 4 Reference Map](#) has four main interactive panes: the map interface pane, the information pane, the legend pane, and the data and selection pane. This section describes the interactive panes, and how to use them.

For more detailed guidance on using the CartoVista tools please visit the [CartoVista Help Centre](#).



### Map interface pane (top left)

- **Map view window:** The map view window is where you can view and interact with the map. You can click and drag within the map view window to pan around the map or use your mouse scroll wheel to zoom in and out.
- **Mapping tools toolbar:** The toolbar in the top left corner of the map interface contains mapping tools that can be used to interact, control, and select objects within the map interface.

### Information pane (top right)

- **Information:** The information pane displays a list of selected features. Additional information for each selected feature is displayed when the feature name is clicked.

### Legend pane (bottom right)

- **Legend:** View the symbols that identify the features found on the map or display or hide a layer in the map interface by toggling the checkboxes beside each layer name.

### Data and selection pane (bottom left)

- **Data:** View the data set for each layer of the map. Select the layer of interest from the dropdown list by clicking the layer name. The Data tab indicates the total number of features of the current layer between the brackets.
- **Selection:** View the list of selected map features. The Selection tab indicates the total number of features that are selected between the brackets.

## 3. Eligibility Mapping Tool

The CRTC has partnered with ISED to develop the [Eligibility Mapping Tool](#) for applicants of the CRTC's Broadband Fund program. It was previously used for ISED's Universal Broadband Fund program and has since been customized for CRTC. The CRTC-specific link will take you to a version of the tool for applicants.

You must use the Eligibility Mapping Tool to create the maps required for your funding application. For fixed broadband projects, a funding filter is applied to CRTC's geographic eligibility in the Eligibility Mapping Tool. This assists you in submitting successful applications that fully consider existing funding and to ensure the efficient use of funds by avoiding overlap between projects or funding sources prior to applying.

This tool identifies:

- **Broadband-eligible areas:** geographic areas that currently lack high-speed broadband service and funding for such service.
- **Broadband-ineligible areas:** geographic areas that already have high-speed broadband service or funding for such service.
- **Satellite-dependent:** communities that rely on satellite transport capacity for one or more telecommunications services (such as voice, and fixed wireless and Internet services).
  - This mapping layer is not filtered for funded terrestrial transport projects. Such projects will cause some satellite-dependent communities to no longer be satellite-dependent in the future, as identified below:

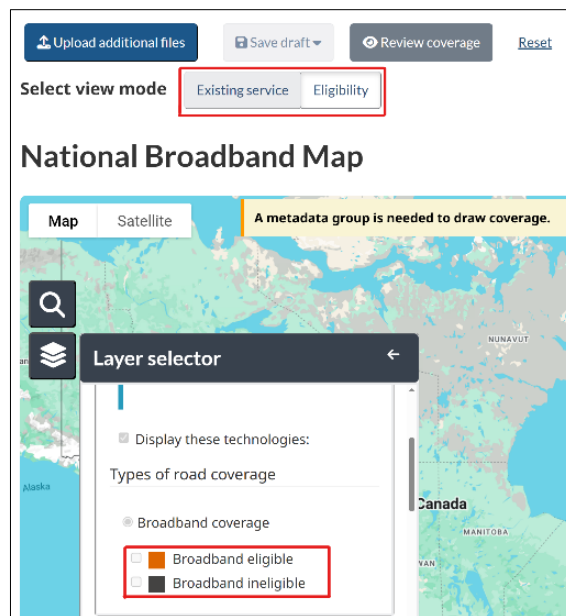
- The CRTC has approved funding for terrestrial transport projects to the Nunavut communities of Coral Harbour, Iqaluit, Kimmirut and Kinngait, as well as the Quebec communities of Aupaluk, Kangiqsualujuaq, Kangiqsujaq, Kangirsuk, Kuujuaq, Quaqaq, and Tasiujaq.
- ISED has approved funding for terrestrial transport projects to the Manitoba communities of Bloodvein and Mosakahiken Cree Nation (Moose Lake), as well as the Ontario communities of Fort Hope (Eabametoong First Nation), Martin Falls (Ogoki), Neskantaga First Nation, and Webequie.

### 3.1. Creating maps for different project types using the tool

#### 3.1.1. Universal Service Objective projects

You should refer to sections 2.1.3(a) and 2.1.4(a) of the Technical and Program Details Guide for geographic eligibility requirements for universal service objective projects. You should ensure that geographic areas that will be served by the project have coverage drawn in your coverage map. If funding is required to build or upgrade a site or route, you should also ensure that those sites or routes are drawn in the mapping data of your project and match those identified in the [Online Intake System](#).

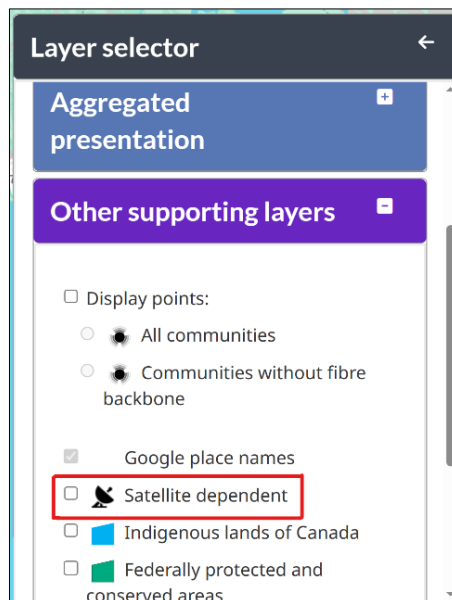
**Note:** Change the view mode by clicking on “Eligibility” next to “Select view mode” above the map window. This allows you to then select “Broadband eligible” and “Broadband ineligible” in the layer selector panel.



### 3.1.2. Satellite-dependent Community (SDC) projects

You should refer to section 2.1.5(a) of the Technical and Program Details Guide for geographic eligibility requirements for SDC projects. You should ensure that geographic areas that will be served by the project have coverage drawn in your coverage map. For SDC Capital projects, if funding is required to build or upgrade a site or route, you should ensure that those sites or routes are drawn in the mapping data of your project. You should also ensure that satellite earth station sites in the satellite-dependent communities where funding is requested for SDC Operational Expenditure are drawn in your coverage map. They must match those that are identified in the [Online Intake System](#).

**Note:** use the layer selector panel to select "Satellite dependent" to be able to view the satellite-dependent communities when using the tool.



### 3.2. Eligibility Mapping Tool workflow

The [Eligibility Mapping Tool](#) helps you prepare successful applications that fully consider existing funding and efficient use of funds prior to applying. By using the tool, you will gain insight into the underserved households within your proposed project coverage areas. You should use the tool to identify the areas where you plan to add or upgrade service and obtain coverage statistics on those proposed areas, as well as sites, and transport and feeder routes.

The following steps outline how the [Call 4 Reference Map](#), the [Eligibility Mapping Tool](#), and the [Online Intake System](#) are used together to support the application process.

1. **Call 4 Reference Map:** Identify roads that represent eligible households in areas of interest.
2. **Eligibility Mapping Tool:** Draw or upload coverage polygons of the specific areas you propose to serve.
3. **Eligibility Mapping Tool:** Generate and review the coverage statistics for your proposed area.
4. **Eligibility Mapping Tool:** Review the coverage statistics to determine whether the remainder of the application should be completed.
  - a. If **no**, return to the Call 4 Reference Map to identify another area of interest.
  - b. If **yes**, continue to the next step.
5. **Eligibility Mapping Tool:** Add your sites and routes to the mapping data.
6. **Eligibility Mapping Tool:** Download the .kmz map and the .xml statistics file.
7. **Online Intake System:** Upload the .kmz and .xml as part of your application documents.

## 4. Accessing the Eligibility Mapping Tool

### 4.1. Location

You must use the [Broadband Fund-specific link to access the Eligibility Mapping Tool](#).

This link is also found in Call 4 materials, such as the Call 4 webpages and [Online Intake System](#).

Using the link for the generic ISED Eligibility Mapping Tool, supplied for ISED's Universal Broadband Fund, will not generate what you need for a Broadband Fund application.

### 4.2. Have an account or register

Upon arriving at the tool's access page, you can choose either to sign in if you have already registered to use the Eligibility Mapping Tool or you can register. If you don't have an ISED account, click the "Register" button under "Don't have an account".

## Eligibility Mapping Tool

The Eligibility Mapping Tool uses the National Broadband Map to show where Internet service is available now and where it is expected soon across Canada. With this tool, you can add your own plans on top of the map, turn on different information layers, and design projects that will help bring Internet to areas that still need it.

To access the map, please sign in with your ISED account, or create a new account if you do not have one.

**Already have an account**

Sign in if you already have an ISED account

[Sign in](#)

**Don't have an account**

Register if you don't have an ISED account

[Register](#)

The following instructions assume that you already have an account and are using the GCKey approach.

### 4.3. Choose your secure login provider

The Eligibility Mapping Tool offers two ways to log in to the service. One is through GCKey and the other is by using your financial provider's authentication. You may choose either. The remaining directions assume you are going to use GCKey.

### Choose your secure login provider

To access this service, you must sign-in or create an account using one of the following options:

[GCKey](#)

A Government of Canada sign-in to conduct online business with various government programs and services.  
[More about GCKey >](#)

[Sign-In Partner](#)

Access government services using your online bank or participating Sign-In Partner with *Interac*® sign-in service.  
[View the list of Sign-In Partners >](#)

### 4.4. Sign in

After clicking on GCKey as your secure login provider, you will be asked to enter your username and password.

### Welcome to GCKey

#### Sign In

Username: (required)

Password: (required)

[Sign In](#)   [Clear All](#)

[Forgot your username?](#) • [Forgot your password?](#)

#### Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.  
One password.

[Sign Up](#)

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.

[Exit](#)

## 5. The Portal page

Once signed in, you will land on the portal page where the Eligibility Mapping Tool can be launched from the Tools menu or clicking on the Eligibility Mapping Tool panel below. The portal page also allows you to go to ‘My coverage list’ to find maps previously created.

The screenshot shows the CRTC Broadband Fund (BBF) Eligibility Mapping Tool Portal. At the top, it displays the Government of Canada logo and the text "Government of Canada" and "Gouvernement du Canada". Below this is a dark blue header with the text "CRTC Broadband Fund (BBF)". A navigation bar includes "Home", "Tools" (with a dropdown arrow), and "Username (CRTC Applicant) Logout". The "Tools" dropdown menu is open, showing "Eligibility mapping tool" and "My coverage list". The main content area is titled "Portal" and contains a welcome message: "Welcome to the Broadband Fund (BBF) Eligibility Mapping Tool. Using the Mapping Tool, you will be able to generate and download the mapping information needed for your BBF application. Under My Coverage List, you will be able to see the full list of maps you have created using the Mapping Tool. To submit your mapping information and your completed project, return to the CRTC's Online Intake System and follow the instructions. [Navigate to the CRTC's website to get more information on the Broadband Fund \(open in new window\).](#)" Below this is a section titled "About our Tools" with three columns. The first column, "Eligibility mapping tool", includes a map of Canada and text: "The Eligibility mapping tool will allow you to design and upload your proposed broadband coverage for analysis." The second column, "My Coverage List", includes a screenshot of a table with columns: "Coverage name", "Coverage file", "Status", "Created", "Access", and "Actions". The table contains one row with data: "BBF 2015 Coverage", "BBF 2015 Coverage", "Completed", "2015-10-26", "11:30", "CRTC", and "Download". The third column, "CRTC's Online Intake System", includes an image of a hand typing on a keyboard and text: "To submit an application to the Broadband Fund, use the [CRTC's secure online portal](#) through which applications must be completed, managed, and submitted."


## 6. Eligibility Mapping Tool page

When you click on the Eligibility Mapping Tool from the portal page, there are two options, **“Draw Coverage”** and **“Upload file(s)”**.

It is recommended to find an eligible area on the map first, draw a coverage area, and check the household statistics. You can create coverage in your own software as a kml/kmz file and import it or create the coverage in the Eligibility Mapping Tool. The tool must then be used to add any sites and routes.

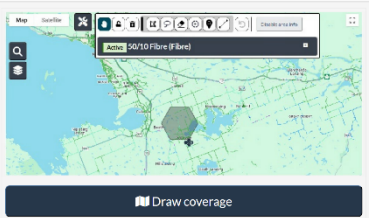
### Eligibility Mapping Tool

This tool must be used to create your maps to apply to the Broadband Fund. The tool will enable you to overlay or draw coverage shapes, sites, and routes on ISED's National Broadband Map. Applicants must subsequently download their completed map and upload it to the CRTC's Online Intake System. For more information regarding the National Broadband Data, please see the National Broadband Data Information page on ISED's website.



**You already have one or more KML coverage files?**

Upload one or more KML files. Validate and overlay them on the National Broadband Map. Download a normalized coverage file.



**You need a coverage file?**

Draw your proposed coverage on the National Broadband Map and generate a normalized coverage file.

## 6.1. Uploading files

### 1. You can upload files for three situations:

- Uploading a kml/kmz created by the Eligibility Mapping Tool
- Uploading a kml/kmz of coverage polygons generated in other software
- Uploading a kml/kmz of roads arcs for the tool to create coverage polygons

### 2. Uploading maps generated by the Eligibility Mapping Tool

In the case of uploading maps created by the Eligibility Mapping tool, all the attributes associated with sites, routes, and coverages will remain intact. The following is the screen on which you will drop or browse for the file that you want to upload.

#### Eligibility Mapping Tool

#### Upload Files

Please identify the files you wish to upload and process.

Drag and drop KML/KMZ files here, or [Browse for files](#)

**Files pending processing:**

No files pending.

**Files processed: 1**

1 file(s) already processed.


[Validate files](#) [Reset](#)

[Report a problem on this page](#)



[Share this page](#)

### 3. Uploading coverage polygons generated in other software

In this case, the coverage polygons lose any attributes that they may have. Instead, you will need to supply the attributes on a per file basis.


Click the  under the Actions column for a specific file upload and a panel will open with blanks for the maximum download/upload speeds, the access technology, and the transport technology for all polygons in that file.

### Upload Files


Files processed					
File name	File size	Total features	Valid status	MetaData status	Actions
My Places.kmz(doc.kml)	2023	1	Passed with warnings	Missing metadata information.	 

**Total features**      **Polygons** 1      **Sites** 0      **Routes** 0

#### Validation results

 **Passed with warnings**  
Contains custom stylings that will not be applied

#### Meta data

 **Missing metadata information.**

\* Maximum download speed (Mbps)  
  
**Positive decimal number is required.**

\* Maximum upload speed (Mbps)  
  
**Positive decimal number is required.**

\* Access technology (last mile)  
  
**This field is required.**

\* Transport technology (backbone)  
  
**This field is required.**

#### 4. Uploading road arcs for the tool to create coverage polygons

DSL, fibre, and coax projects often use road centrelines to identify where their service runs. As a result, if you have the road centerlines for the roads where you plan to deploy service, you can upload them and the mapping tool will generate the necessary polygons for the linear coverage areas.

### 7. Drawing coverage

1. Click on the “Draw Coverage” button on the “Eligibility Mapping Tool” page. This will open a new page with a map, similar to ISED’s “National Broadband Internet Service Availability Map”.

#### Eligibility Mapping Tool

##### Draw coverage

The map below will enable you to draw, edit and/or delete polygons to represent your proposed coverage area(s). To aid you in the identification of targeted regions, please use the layer selectors to the left of the map to overlay existing coverage and population centres.

[Reset](#)

Select view mode:

#### National Broadband Map



2. Click on the “Add a group” button at the top of the map. If there is an existing group, skip to section [8. Drawing sites](#). Further information on groups can be found in the next section, section [7.1 Groups](#).

**A metadata group is needed to draw coverage.** + Add a group

3. An “Add metadata for group:” window will appear. Fill in the fields as required.

**Add metadata for group:**

Maximum download speed (Mbps)	Access technology (last mile)
<input type="text"/>	<input type="text"/>
Maximum upload speed (Mbps)	Transport technology (backbone)
<input type="text"/>	<input type="text"/>

Save Cancel

4. Click the “Save” button, once the fields have been filled.
5. A toolbar will appear at the top of the page. Below the toolbar is text identifying the active coverage group.

**Active** 120/10 Fixed wireless (Fibre) +

## 7.1. Groups


Groups are used to keep coverage polygons with the same attributes together. For example, the group *120/10 Fixed wireless (Fibre)* contains coverage polygons for areas where fixed wireless access technology will be deployed with speeds of 120 Mbps download and 10 Mbps upload, with fibre backbone technology.

Not all parts of a deployment will necessarily have the same speeds and technologies. To address this, you can create multiple groups, each with their own combination of download and upload speeds, and access and transport technologies.

Every group’s combination of download and upload speeds, access technology and backhaul technology must be unique. That is, you cannot have two groups, both of which contain polygons for fixed wireless at speeds of 120/10 Mbps and fibre backhaul.

### 7.1.1. Adding groups

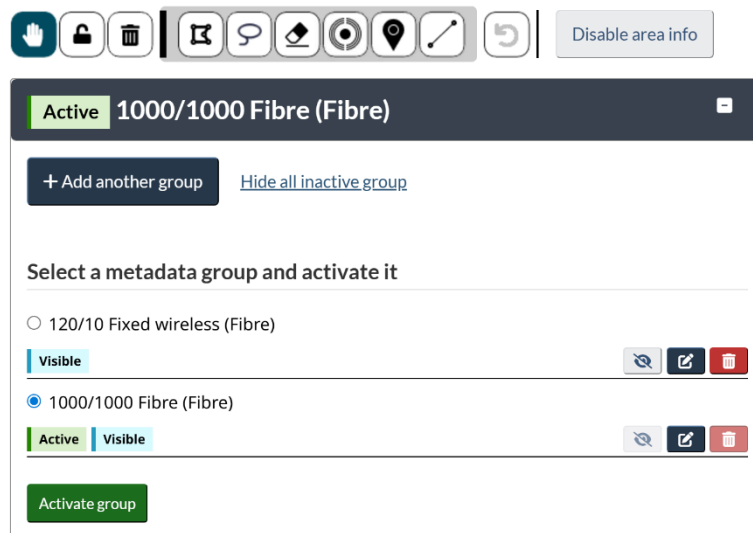
To add another group, click on the ‘+’ icon at the far right of the text describing the active group. This expands the tool bar downward to reveal all groups that have been created and a button to add another group.

Click on the  and the ‘Add metadata for group:’ dialog opens to let you fill in the attributes for this new group of coverage polygons.

### 7.1.2. Changing the active group

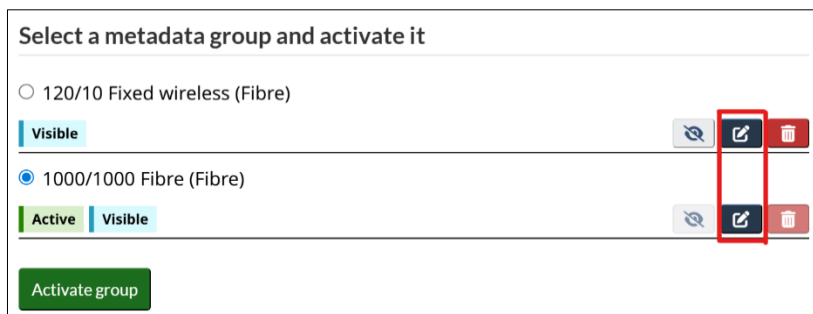
There is always one group that is designated as *active*. The *active* group identifies the attributes for any coverage areas that are created until you designate another group as *active*.

1. Click on the name of the group that you want to make active. This triggers the radio button to become filled.
2. Click the “Activate group” button in the bottom left of the window.



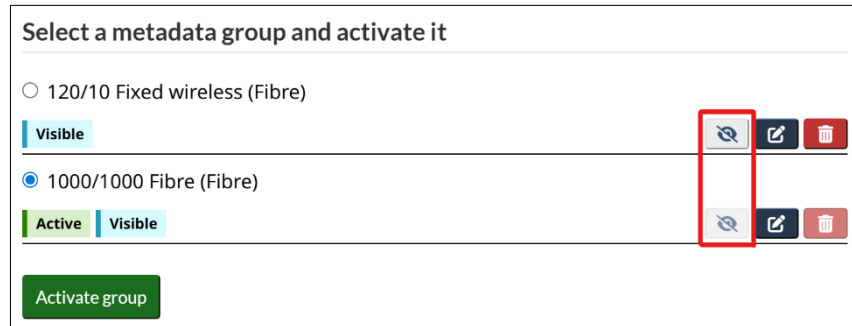
### 7.1.3. Editing group metadata

To the right of each group are three icons. The middle icon with the pen on paper lets you edit the attributes for the group.



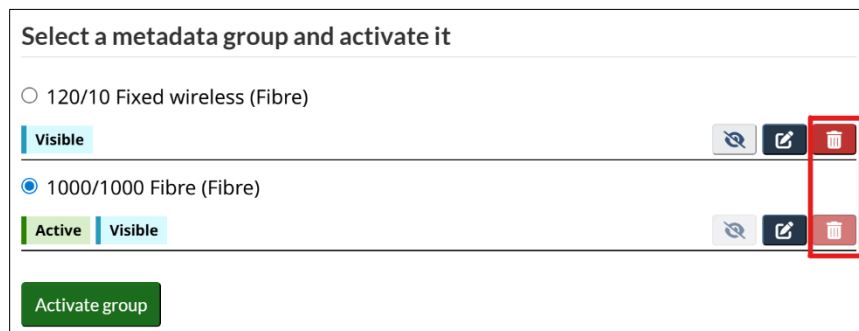
#### 7.1.4. Changing group visibility

Click on the eye icon, to the right of a group, to hide the group. Note, the active group cannot be hidden so if the group you want to hide is active, you must first make another group active.



#### 7.1.5. Deleting a group

Click the garbage icon to delete the group. Only an empty group can be deleted. So if you had any polygons in a group that you want to delete, you must delete the individual polygons first.



## 7.2. Toolbar icons



### 7.2.1. View/navigate the map

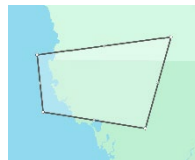
The hand icon, the first icon from the left, allows the user to move the view window by left clicking and holding down while dragging. It also allows you to zoom in and out by scrolling the mouse wheel.

### 7.2.2. Toggle shape editing

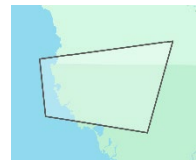
The lock icon, the second icon from the left, allows any of the created shapes, sites, or routes to be locked by left clicking the desired shape; this will prevent a shape from being accidentally modified. Keep in mind that locked shapes can still be deleted.

A shape is locked when the dots along its perimeter have disappeared.

**Unlocked**



**Locked**



### 7.2.3. Delete shape

The delete icon, the third icon from the left, allows deletion of a shape by clicking anywhere on it.

### 7.2.4. Free form shape

The free form shape icon, the fourth icon from the left, allows creation of polygon coverage areas via creating line segments, which must eventually form a closed loop.

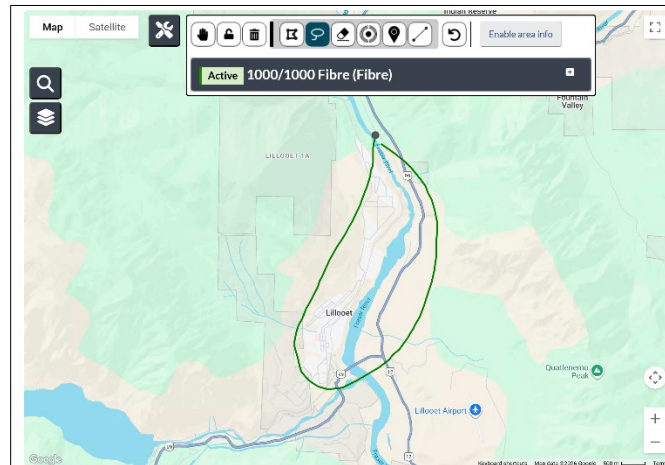
### 7.2.5. Draw a radial shape

The tower centered circle icon, the seventh icon from the left, allows placing of a tower centered circle when you click on the map. A tower creates a circular coverage area. The circle can be increased in size, by holding left click and dragging the dot on the perimeter of the circle. Note that creating a tower centered circle does not create a site and a site may need to be created with the appropriate attributes. See section 8. Drawing sites for details on how to create a site.

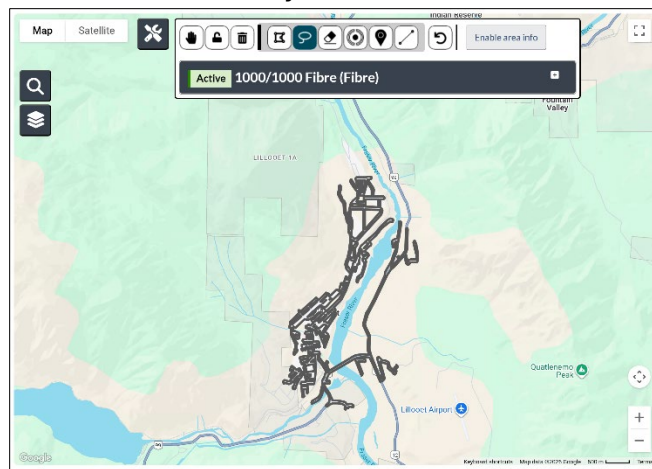
### 7.2.6. Road shape generation

Click on the road shape generation icon, the fifth icon from the left, to allow the selection of existing roads.

1. Circle an area in a closed loop to select existing roads. If you are receiving an error, it may be that you need to select a road segment that is greater than 250m.



2. You now have the buffered area around the roads generated. The shape generated with this tool is locked by default.

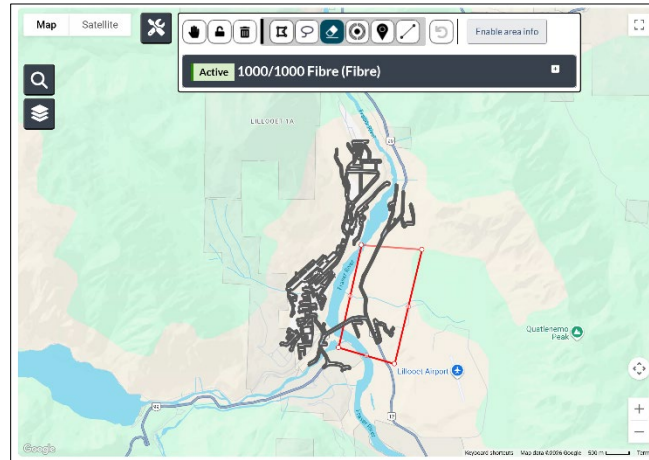


### 7.2.7. Erase part of a shape or road



1. The eraser icon, the sixth icon from the left, can be used to erase part of a drawn freeform shape or buffered road segments.
2. In the example above, we created coverage polygons by selecting roads. However, we inadvertently included some roads that run along the railroad where there are no homes.

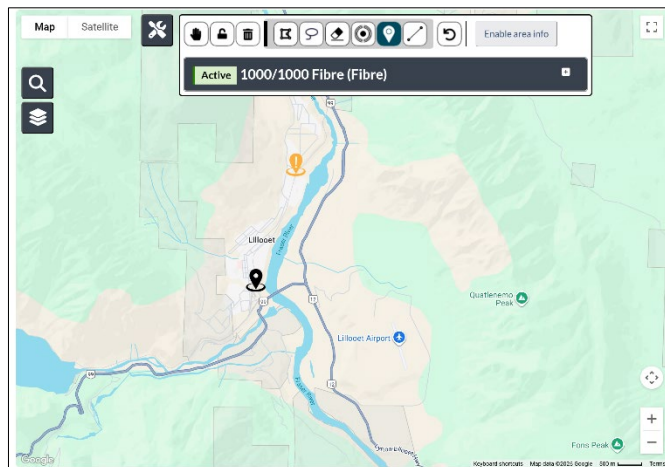
- To trim the coverage polygon and exclude the area along the train tracks, click the eraser tool, then click one point-at-a-time to form a closed-polygon around the unwanted coverage. See image below.




- Please note, erasing polygons does not work with the circular coverage created from the Tower-centred circle tool.

## 8. Drawing sites

- To add sites for your network map, you must have created at least one coverage group. If you have not created any coverage groups, follow the instructions at 7. Drawing coverage.
- Click the draw sites icon on the toolbar to activate it. Click on the map at the location of a site.

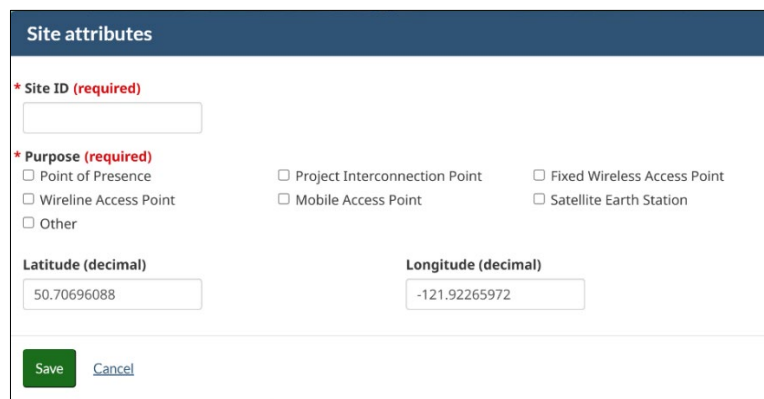


When you place a site, the  marker appears. The yellow marker with an exclamation mark appears anytime a marker is created and identifies that there is missing attribute information that needs to be added.

You can also place a site at the centre of a tower-based circle by choosing the site tool and clicking on the tower of a tower-based circle. Sites that are placed at the centre of a tower-based circle are linked so that when one is moved, the other moves with it, constantly maintaining the site at the centre of the circle.

## 8.1. Site attributes

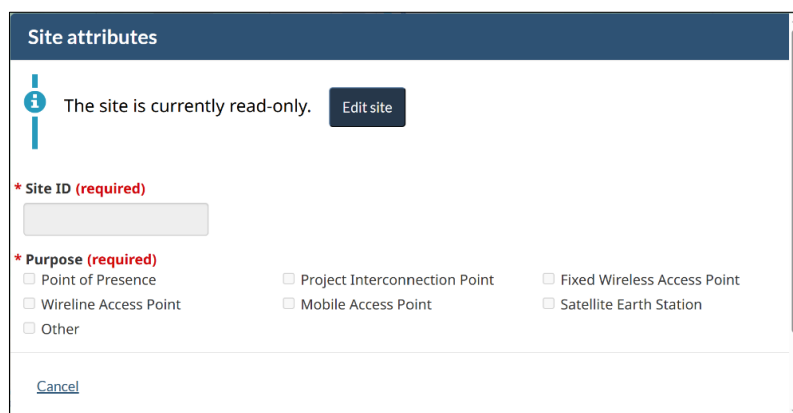
1. Double-click the site marker on the map to open the Site attributes window. Type the Site ID and select at least one Purpose for the site. If the site has multiple purposes, select multiple. Note, the Site ID must be unique for each site on the map. Ensure the information aligns with that submitted to CRTC in other application materials.



The screenshot shows a 'Site attributes' form with the following fields and options:



- \* Site ID (required)**: A text input field.
- \* Purpose (required)**: A group of six checkboxes:
  - Point of Presence
  - Wireline Access Point
  - Other
  - Project Interconnection Point
  - Mobile Access Point
  - Fixed Wireless Access Point
  - Satellite Earth Station
- Latitude (decimal)**: A text input field containing '50.70696088'.
- Longitude (decimal)**: A text input field containing '-121.92265972'.
- Buttons: 'Save' (green) and 'Cancel' (blue).

2. If the site is locked, you will see a button at the top that says “Edit site” that can be clicked to unlock the editing feature in the Site attributes window.




The screenshot shows the 'Site attributes' form with a read-only message at the top:

- Message:** 'The site is currently read-only.' with an information icon and an 'Edit site' button.
- \* Site ID (required)**: A disabled text input field.
- \* Purpose (required)**: A group of six disabled checkboxes:
  - Point of Presence
  - Wireline Access Point
  - Other
  - Project Interconnection Point
  - Mobile Access Point
  - Fixed Wireless Access Point
  - Satellite Earth Station
- Button: 'Cancel' (blue).

3. If all attributes required for a site are entered, the  marker changes to  indicating that the feature is complete.

## 8.2. Locking sites

1. You can lock a site by activating the Lock tool with a click and then clicking on any site that you have placed to keep its position from being changed inadvertently.
2. When you lock a site, the site icon on the map will change to . You cannot modify any of its attributes in the Site attributes page until you unlock the site by clicking on the "Edit site" button in the Site attributes window.
3. If you want to unlock multiple sites, activate the Lock icon in the toolbar and click on each site that you want to unlock.

## 8.3. Moving sites -----

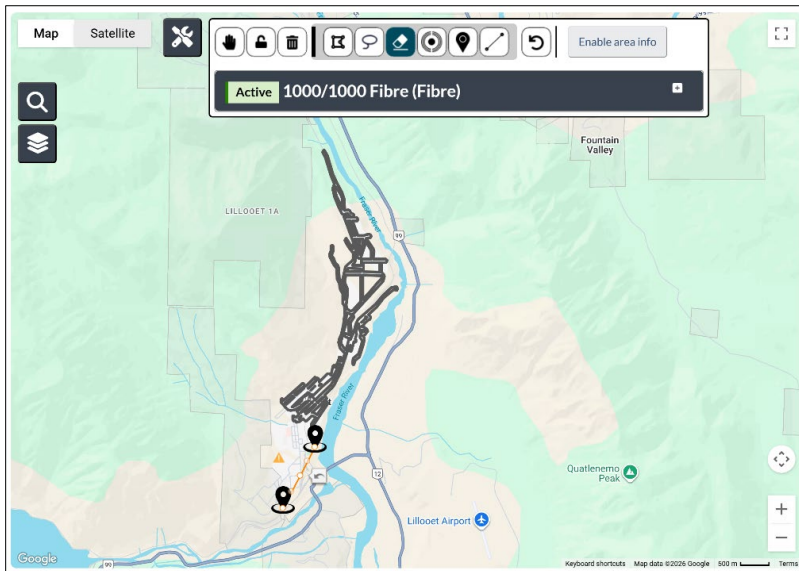
1. Sites can be moved by dragging the site marker. Left click and hold the site marker and do not release the button until the marker is in the position that you want.
2. If a site is attached to one or more routes, the attached routes will adjust to align with the new site location.

## 8.4. Deleting sites

1. Sites can be deleted by using the Delete Shape tool. Activate the tool by clicking the third icon from the left. The site that will be deleted will turn red when hovered over and left clicking on the site will delete it.
2. If a site is attached to one or more routes, every associated route will also be deleted.

## 9. Drawing routes

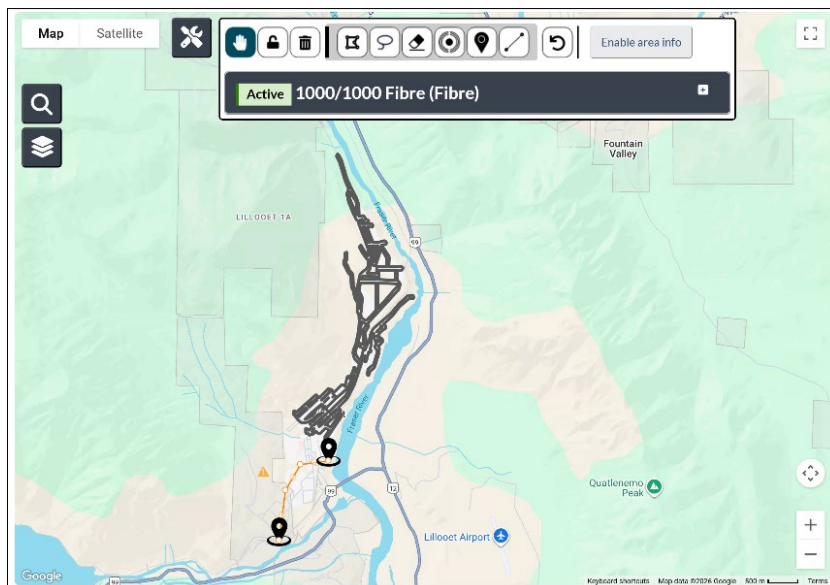
1. To add transport or feeder routes to your network map, there must be at least two sites already on your map. This is because routes are created by connecting sites.
2. To activate the draw routes tool, click the ninth icon from the left on the toolbar. Click the first site for the route and then click another site. A route is placed on the map, joining the two sites.
3. Routes appear as yellow straight lines between two sites when they are created (see image above). They generally contain a vertex in the middle of each straight segment, with the initial route containing three vertices along the straight segment.



### 9.1. Reshaping routes to follow wired paths

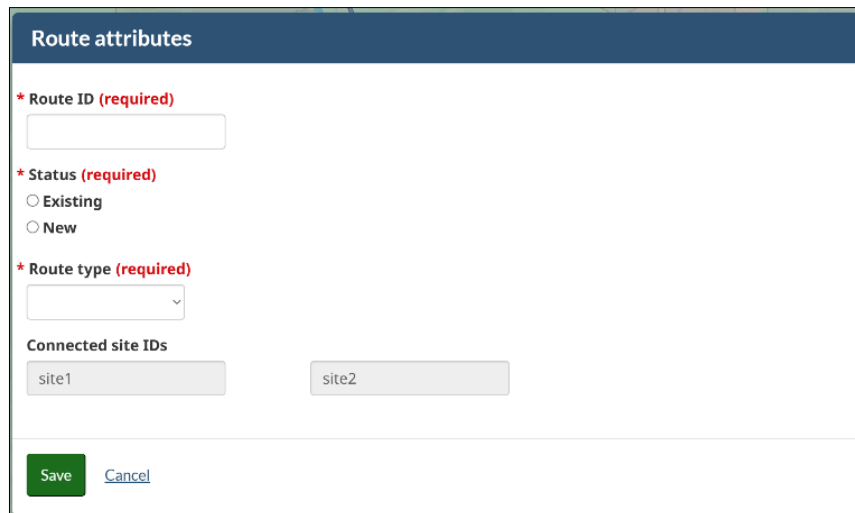
1. The straight-line route initially created is perfect for wireless routes. However, for wired routes, you will need to reshape the route to follow the actual path the route will take.
2. To reshape a route, left click and hold any of the vertices along the route and drag it to the desired position.
3. After moving a vertex, each additional straight-line segment will have a vertex in its centre. Continue reshaping the route by moving each subsequent vertex to the next position along the desired route's path.

Notice in the following image that the straight line between the two sites has now been altered to follow the road, its true path.



## 9.2. Route attributes

1. Double-click a route to open the Route attributes window. Type the Route ID and choose a Type from the dropdown. Note, the Route ID must be unique for each route on the map. Ensure the information aligns with that submitted to CRTC in other application materials.
2. If the route is locked, you will see a button at the top that says “Edit route” that can be clicked to unlock the editing feature in the Route attributes window.
3. If a site joined to the route is incomplete, specifically if the Site ID has not been entered, then you will see placeholder keys in place of the Site IDs. You will need to complete the site attributes in the respective Site attributes window, at which point the Site IDs in the Route attributes window will automatically update.



4. When all attributes for a route have been entered, the color of the route will turn black to identify that the feature is complete.

## 9.3. Locking routes

1. You can lock a route by activating the Lock tool with a click and then clicking on any route that you have placed to keep its shape and position from being changed.
2. When you lock a route, all the vertices of the route disappear. You cannot modify any of its attributes in the Route attributes page until you unlock the site by clicking on the "Edit route" button in the Site attributes window.
3. If you want to unlock multiple routes, activate the Lock icon and click on each route that you want to unlock.

## 9.4. Deleting routes

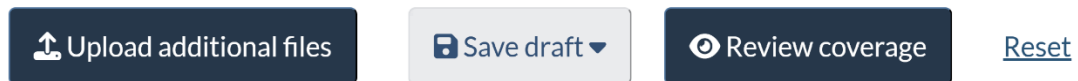
1. Routes can be deleted by using the Delete Shape tool. Activate the tool by clicking the third icon from the left. The route that will be deleted will turn red when hovered over and left clicking on the route will delete it.

## 10. Finalizing coverage

### 10.1. Reviewing coverage

When you have added all your project's sites, routes, and coverage areas, you will want to review the coverage to make sure that you have the correct number of features in your map and that all the features are assigned values for their required attributes.

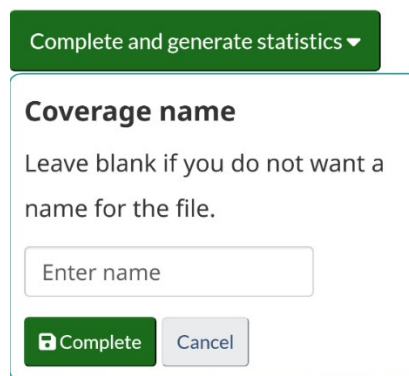
1. Click "Review coverage" button above the map.



2. On the coverage review page you will see a summary of your map's assets including the number of sites, routes, coverage polygons and whether they are complete in terms of providing the required attribute values for each feature.
3. "Edit Coverage" returns to editing the coverage area(s).
4. "View Coverage Listing" provides the list of completed coverage areas. "Complete and Generate statistics" requires the coverage to be named.



5. Click "Complete and Generate statistics".
6. Enter a name for the coverage.
7. Click "Complete".



The image shows a dialog box with a green header bar containing the text 'Complete and generate statistics' and a dropdown arrow. Below the header, the text 'Coverage name' is displayed in bold. Underneath, there is a line of text: 'Leave blank if you do not want a name for the file.' Below this text is a text input field with the placeholder text 'Enter name'. At the bottom of the dialog box, there are two buttons: a green button with a save icon and the text 'Complete', and a light grey button with the text 'Cancel'.

8. The "My Coverage List" page will be opened, displaying your completed coverages.
9. An email detailing the completed coverage will be sent to the email address associated with the account used to create the coverage.

## 10.2. My coverage list

### My coverage list

List of created coverage files and statistics.

[Refresh list](#) [Eligibility mapping tool](#)

**Filters**  
[Completed](#) [Draft](#) [All](#)

Last refreshed **9:05:01 AM**

Coverage name	Coverage file	Statistic file	Created date and time ▼	Status	Actions
My CRTC Coverage <a href="#">Edit</a>	My CRTC Coverage - Ma couverture de CRTC -20260106090501.KMZ <a href="#">Download</a>	My CRTC Coverage Statistics - Mes statistiques de couverture CRTC -20260106090501.xml <a href="#">Download</a>	2026-01-06 09:05	Pending processing	<a href="#">Download</a> <a href="#">Mail</a> <a href="#">Map</a> <a href="#">Trash</a>

### 10.2.1. My coverage list - Status

- The status will initially be marked as “Pending processing”, which could take from a few seconds up to a couple of minutes. Please be patient. The complexity of the project as well as how many users are using the system can affect the amount of time required.
- Click the [Refresh list](#) button to refresh the status. The status will update to “Processed” once it has been completed.

### 10.2.2. My coverage list - Actions

The following icons can be found in the Actions column, explained from left to right:

- The download icon will download the .xml and .kmz versions of that specific coverage.
- The mail icon will resend the email detailing the completed coverage. Note, no indication that the email is sent will be provided. Clicking the mail icon multiple times will send multiple emails.
- The map icon will open the coverage in the eligibility mapping tool. **Note that opening a coverage will overwrite any existing coverage already opened.**
- The trashcan icon will delete the specific coverage.



## 11. Troubleshooting

### **I can't access the web page – am I using the wrong link for the Eligibility Mapping Tool?**

Make sure you are using the [CRTC Broadband Fund version of the Eligibility Mapping Tool](#).

### **The page is refreshing constantly after I logged in with my GCKey, what should I do?**

Make sure to [register with ISED Broadband Connection \(IBC\)](#) by following the registration process to create an ISED account. If you have registered with IBC in the past, the IBC role will need to be changed by IBC IT services.

Contact the [CRTC Broadband Fund support email](#) with a description of the issue if login issues continue after registering with IBC.

### **I'm having issues with registration in the Eligibility Mapping Tool.**

If the email address you are using to register has any uppercase letters, remove all uppercase letters in the email address and try again.

### **Can I use a small screen (such as a mobile phone) to access the Eligibility Mapping Tool?**

There may be slight differences between the screenshots in this guide and what is displayed. It is recommended that you use a browser on a device with a full-sized screen capable of displaying a resolution of at least 1024 x 768.

### **An error occurred and I can't resolve it on my own.**

It is recommended that you delete your browser's cache and refresh the Eligibility Mapping Tool application.

### **I'm having difficulties understanding how to use the tool to create my maps.**

Contact the [CRTC Broadband Fund support email](#) with a description of your issue or any questions you may have on how to use the Eligibility Mapping Tool.