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### **FIVE YEAR MAINTENANCE AGREEMENT FOR PROPERTY AND OWNERSHIP INFORMATION 2010 - 2015**

**The Planning and Economic Development Committee recommends the adoption of the recommendations contained in the following report dated March 3, 2009, from the Commissioner of Planning and Development Services.**

#### **1. RECOMMENDATIONS**

It is recommended that:

1. Regional Council authorize the renewal of product maintenance agreements between the Region and Teranet Enterprises Inc. for provision of updated property and ownership information.
2. The term of the contract be for a period of five (5) years, for a cost not to exceed \$100,500 per year inclusive of PST and GST and a total contract value of \$502,500.
3. The Regional Chair and Regional Clerk be authorized to execute the renewal of the product maintenance agreements, subject to the approval of Legal Services as to form and content.

#### **2. PURPOSE**

This report seeks Council authorization to renew the maintenance agreements for a 5 year term with Teranet Enterprises Inc. to provide up-to-date information on properties and ownership to a maximum annual cost of \$100,500 for a term of five years. The purchasing by-law (Clause 18.1d) requires that Council authorize this expenditure because it is for a period longer than three years and will be a sole source purchase above \$500,000.

#### **3. BACKGROUND**

##### **Property and ownership information a valuable resource for Regional operations for infrastructure improvement projects**

As approved by Council (February 10, 2004, Report No. 3 of the Planning and Economic Development Committee – Property Ownership Transfer and Easement Reports) since 2004, the Region has acquired monthly updates for property and ownership information from Teranet Enterprises Inc., which includes transfer, right-of-way/easement and owner

databases to meet Regional needs. The existing five year maintenance agreements with Teranet Enterprises Inc. expire in 2009.

More than 5,000 new parcels are added in York Region every year, and there are ongoing real estate transactions, all having associated property and ownership information. This includes owner's name, transfer of ownership and right-of-ways/easements. This information is essential to a number of Regional operations.

Property transfer, right-of-way/easement and owner databases include the Polaris Identification Number (PIN) as a unique reference, which links to the both assessment and ownership parcels for spatial analysis.

All of this information is linked with the Region's parcel fabric. The property boundary data is used for change detection and quality control in editing the York Region parcel fabric. This verifies and improves the accuracy of the parcel boundary information.

The parcel and ownership information is made available to the corporation through the spatial data warehouse for use with other Regional information such as roads and orthophotography. Specific applications provide this information to users in the context of Regional operations such as, AtlasPlus and property viewing and notification tools.

Property and ownership information is required to support growth-related activity, particularly for infrastructure improvements, utility approvals and VIVA project planning and construction. It is also used by the Realty Services Branch in support of property acquisition, right-of-way/easement and land access negotiations for road-widening projects, sewer and watermain installations, and general public works.

### **Teranet Enterprises Inc. only authorized provider of property and ownership information**

Property and ownership information is only available through Teranet Enterprises Inc., the agent of the Ontario Government for land registry and associated data and documents since 1991 and whose current exclusive contract will expire in 2017. Through standard five year maintenance agreements York Region has received bulk delivery of owner information for all properties, followed by monthly updates, so that the Region's ownership information would be current within two months of the transactions, reported to the land registry office. Teranet Enterprises Inc. usually delivers right-of-way/easement information as a one-time delivery, but in recognition of the high level of growth in York Region that results in many new right-of-ways/easements, they agreed to supply annual updates reflecting any changes.

#### **4. ANALYSIS AND OPTIONS**

##### **Access to up-to-date bulk property and ownership information reduces staff time in generating owner lists and right-of-way/easement searches**

Mailing labels to property owners can be produced quickly and accurately based on ownership information. Such mailing labels are used extensively for environmental assessments, public hearings and infrastructure projects, including rapid transit projects. Prior to acquiring this information from Teranet Enterprises Inc. in 2004 and linking it with the Region's parcel fabric, the Region's staff and consultants spent significant time, resources and duplication of effort gathering owner/occupant information on a project by project basis.

Acquiring current bulk property and ownership information and linking these with the land parcel substantially reduces staff effort and consultant costs associated with notifying property owners of environmental assessments and public hearings related to infrastructure projects. With the rapid transit program advancing toward initial construction, and many parcels have to be checked for right-of-ways/easements, continuation of the delivery of the right-of-way/easement records represents support of the program to maintain efficiency and currency. For example, there are currently approximately 4,000 parcels on the Yonge and Hwy 7 corridors being considered by the VIVA project, which must be analyzed and reported on through use of the parcel fabric and linked property and ownership information.

Transfer and right-of-way/easement information continue to be available to all regional business processes and to local municipalities and their business processes. The data will continue to be used to generate products to support infrastructure and VIVA projects.

##### **Financial benefits generates efficiency and reduced staff time, consultant costs over pay per use option**

Ownership data can be acquired in bulk from Teranet Enterprises Inc, and linked with parcels and accessed by all in the corporation. This report advocates renewing the maintenance agreement with Teranet Enterprises Inc., to acquire property and owner information over a five year period based on a set annual fee. The annual cost of the agreement will be no more than \$101,500.

Property and ownership data linked with parcels significantly reduce pay-per-use costs on Teranet's Teraview application. The Realty Services Branch subscribes to this Internet viewer that allows for examination of ownership and right-of-ways/easements one record at a time. The pay per use on a parcel-by-parcel basis at \$18 per parcel, plus connection charges to the Teraview database, quickly becomes costly for most projects. The alternative approach through the Region's applications and spatial data warehouse as a primary viewing tool is more efficient and cost effective. Teraview may still be used for

individual property analysis because it links to the legal documents in the land registry office.

The financial and accuracy benefits relating to this information acquisition would mean more efficient data processing, reduced staff time and consultant costs around compiling ownership lists for notification of environmental assessments and public hearings, and lower costs incurred through the Teraview service as well as reduced visits to the land registry office by Realty Services Branch staff. Also, the property and ownership information is more accurate/current than using Municipal Property Assessment Corporation assessment data for property notification.

### **Freedom of Information and Protection of Privacy Act (FIPPA) and privacy laws restrict access**

Provincial restrictions and Teranet Enterprises Inc. licence agreements ensures that owner data is not made available to the private sector. Owner names are not to be released to the public in respect of information privacy laws.

## **5. FINANCIAL IMPLICATIONS**

The cost for the delivery of the property and ownership information from Teranet Enterprises Inc. will not exceed \$100,500 per year inclusive of PST and GST. The funds required for the five year maintenance agreement are budgeted in the annual Operating Budgets for Geomatics and no additional annual amount is required related to this item.

## **6. LOCAL MUNICIPAL IMPACT**

The Geomatics Branch has been working with the YorkInfo Partners to discuss the opportunities to share the Teranet Enterprises Inc. products to reduce costs to the taxpayer, avoid duplication and also provide a common database to assist with infrastructure projects. The maintenance agreement, as with the previous agreement, allows for the Region to share this information with its YorkInfo Partners, at no additional or royalty costs.

## **7. CONCLUSION**

The property and ownership information from Teranet Enterprises Inc. represent a good information investment for property owner notifications and for right-of-way/easement research for large projects such as the VIVA projects. This report recommends renewing on a five-year term with Teranet Enterprises Inc. to acquire property and ownership information at an annual cost not to exceed \$100,500.

For more information on this report, please contact Susan Chin Snelgrove, Manager, Information Management at (905) 830-4444 Ext. 1564 or Nancy Prout, Director, Geomatics at Ext. 1529.

The Senior Management Group has reviewed this report.