



MCMA – POA Collections Committee Best Practices – **GEO Warehouse**

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BACKGROUND:

When a POA fine is found to be in default status, the Municipality may consider adding the fine to the Tax Roll. (See Best Practices Document – Addition of POA Fines to the Tax Roll). In order to ensure only eligible fines are applied to the tax roll, the Municipality may use various tools in order to research and cross reference details of a specific property and/or the ownership of the property to ensure compliance of the current regulations.

GeoWarehouse provides an on-line, web-based subscription service which is owned and operated by Teranet Inc. GeoWarehouse offers a number of customized and user-friendly reports to obtain information about a specific property. This information can include property ownership, listing of historical real estate sales and active instruments registered on title. GeoWarehouse data comes from three main sources, The Province of Ontario's Land Registry Information System (POLARIS), The Municipal Property Assessment Corporation (MPAC) and Bing which provides the Map data. The Parcel Registration feature allows the subscriber the option to review and verify lien information, including tax and construction liens as well as mortgages on the property.

DEFINITIONS & ACRONYMS:

Provincial Offences Act - POA

Province of Ontario's Land Registry Information System - POLARIS

Municipal Property Assessment Corporation - MPAC

Ontario's Electronic Land Registration System - ELRS

PROCEDURE:

1. **The Agreement:** The Municipality and/or Court Manager for each court jurisdiction will set up a subscription for the service provided by the GeoWarehouse Store.
2. **Contact Information for GeoWarehouse:**

Customer Service and Support
123 Front Street West, Suite 700
Toronto, Ontario M5J 2M2
Phone: 416-360-7542
gwinfo@teranet.ca
geowarehouse.support@teranet.ca

3. **Fee Schedule:** GeoWarehouse offers an annual subscription service which runs from April of each calendar year at a cost of \$3,300.00 per year per licence. New customers can subscribe at any point during the year and costs will be pro-rated. When the subscription expires, the subscription will be subject to an annual renewal fee. A license must be purchased for each user within the organization.
4. **Authorized Users:** Only licensed users should be accessing the account as specified in the GeoWarehouse terms and conditions of use.
5. **Logging onto GeoWarehouse:**
 - The following link can be used to log onto GeoWarehouse:
 - <http://www.geowarehouse.ca/marketing/index.php#login>
6. **Your Geo-Warehouse Profile:** After a subscription has been purchased, GeoWarehouse will invite you to complete an online profile. By completing the profile, GeoWarehouse reports can be customized to include the desired profile information. The user can also set GeoWarehouse default preferences to meet the user's specifications.
7. **Timeliness of Information:** It is important to understand the timeliness of the information found in GeoWarehouse. Users should note that it can take up to two weeks for new information to be uploaded from Teranet to GeoWarehouse.
8. **Services of GeoWarehouse:** Municipalities having access to a subscription from Geo Warehouse will find two reports of particular interest.
 - **The Properties Details** report contains valuable information about a property including the Land Registration information, MPAC assessment data, property ownership information, sales history data, images of the property and more. This report can be used when determining a properties market value and because it is completely customizable. Searches can be performed using the legal property description of the municipal property address.
 - **The Parcel Registers** report contains the property description and list of instruments registered against the property within the Land Registration System of Ontario (ELRS) as of the date of the property search. A real time up-to-date report for a property and the provincial ownership record. When obtaining information from this report, be sure to record the instrument number of the registered encumbrance.

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DISCLAIMER:

"The information provided is the interpretation of the members of the POA Collections Committee and do not necessarily reflect the opinions of MCMA. Any person relying on the information contained herein is doing so at his/her own risk and is advised to seek direction from his/her Municipality.

The MCMA does not endorse the use of any product or service. The information contained in the Best Practices procedures is provided as a reference tool to aid in the development of procedures in compliance with all applicable legislation. While every reasonable effort is made to ensure the information provided herein is accurate, there are no representations made with respect to the currency, accuracy or legality of the information. Due diligence should be performed when developing procedures."

Log of Changes

<u>Date</u>	<u>Specific Change</u>	<u>Editor</u>	<u>Reason</u>
May 10, 2019		Linda Beaver	Add to MCMA Template