The Provincial Survey Records Index

A Guide to Features and Functions

User Guide Updated March 1, 2022

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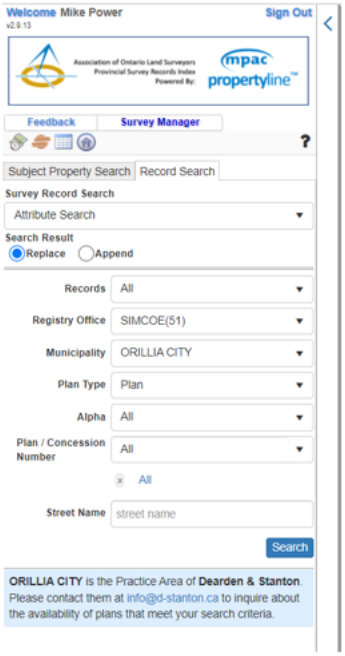
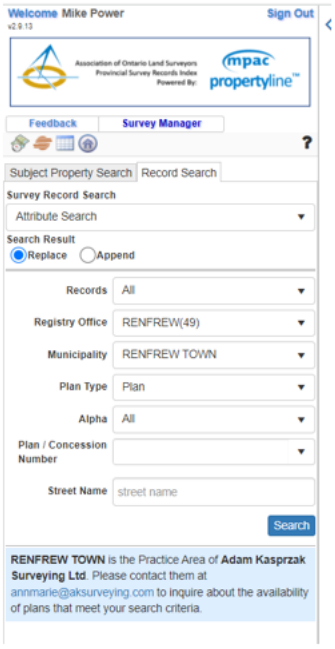
I. What's New – Latest Update

Release Notes – October 24, 2021

Practice Areas

Individual Survey Firms may make application to Council to identify the area in which they are principally the only Surveyor as a designated Practice Area. This negates their requirement to index their historical records, pre June 24 2021, to the PSRI but does not relieve them of the responsibility of indexing their day forward survey records following that date. In being approved for a Practice Area, the designated firm will have their contact information displayed to all surveyors embarking upon a records search within the municipality that is so-designated. Two examples of existing Practice Areas follow,





In each case that the designated municipality is selected, the Surveyor's email contact information is displayed suggesting that the searcher contact the firm **in addition** to performing a search in the area for records of other firms. It is important to note that the Surveyor designated as having a Practice Area may not necessarily present their records in the broader search request or subsequently appear on the Survey Records

Search Results page. Contact through the displayed email address must be made independent of any other search.

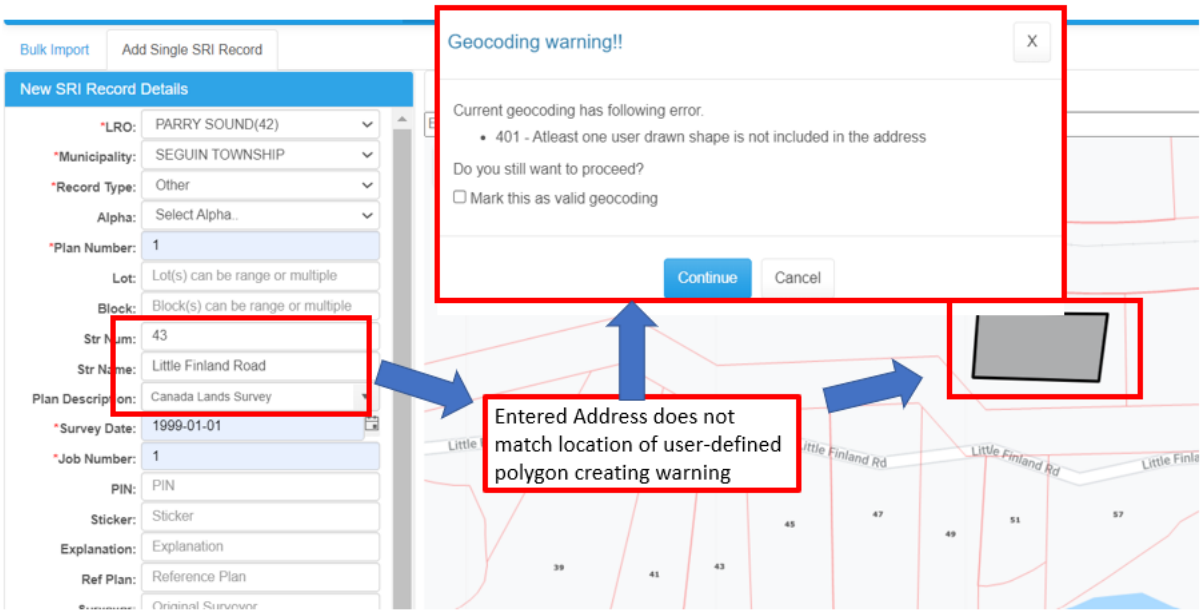
Release Notes – September 24, 2021

Geocoding a Record to Multiple Locations

1.0 Geocoding to Multiple Locations

Situations can occasionally exist where a single record is associated with multiple locations. When entering records using the Bulk Load Template, the user can enter multiple PINs, separated by a comma, to identify this type of event. When using the Add Single Record template, the user can select multiple parcels from the map view.

In situations where a user has entered a valid address or a valid PIN and selected or created a polygon for one record that point to different geographic locations, the system will alert them to this situation before accepting the entry. If the user acknowledges that the entries were intentional, a green triangle will appear within the Geocoding column of the record that was entered messaging others that the warning was overwritten by the user.

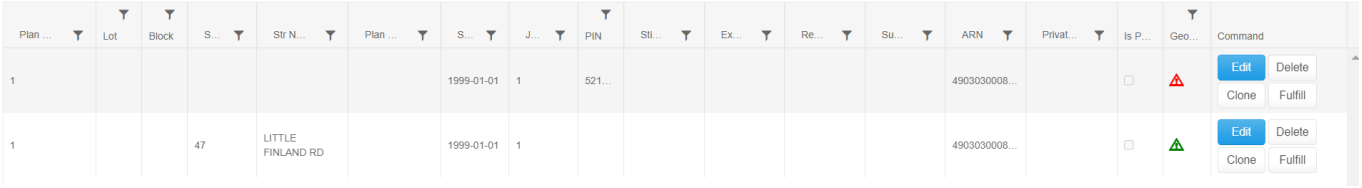


Where the user selects the box and marks the records as having 'valid geocoding', the system will acknowledge the user's interaction and place a green triangle beside the record in the Geocoding column signifying that the user identified the multiple parcel, address or PIN geocoding was valid.

If the user does not select the box, the system will place a red triangle in the record's Geocoded column with the message that At least one PIN of the record does not match the area of the ARN as reflected below.

At least one PIN of the record does not match the area of the ARN

Geocoding warning overwritten by the user

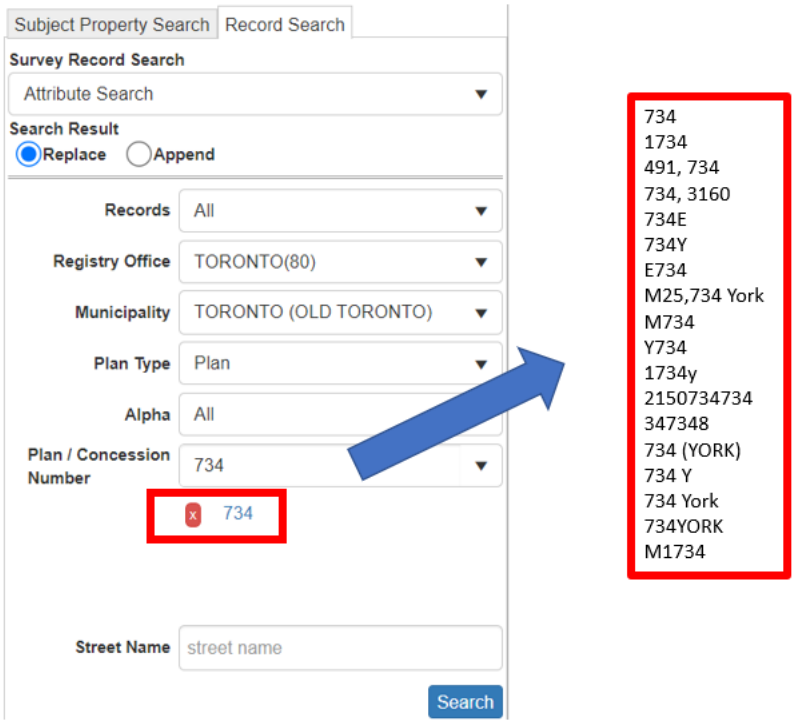


Release Notes – August 25, 2021

Multiple Plan and Concession Search Functionality

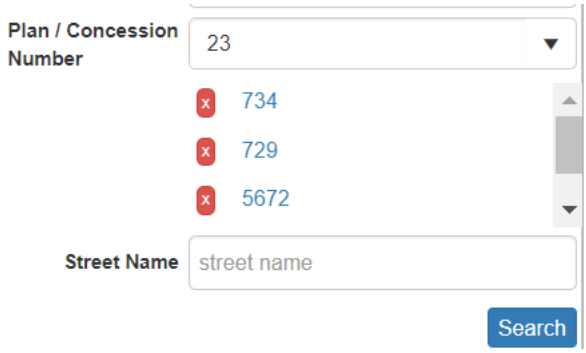
1.0 Searching Multiple Plan Numbers and Concessions

At the request of several Survey Firms, functionality has been developed and added to the PSRI that will support a firm's users in conducting searches against multiple plan numbers or concessions as a single search operation. This expanded search will support a user intending to find records listed separately, in this example for plan 734 to select them individually from the drop down list. The below image is an example of the returns for this plan number for a search in Toronto (Old Toronto).



Prior to this release, system constraints would have necessitated that a separate search be conducted for each listed plan. The current configuration now sorts all available selections, in which the plan number is incorporated, by the first digits entered into the search bar and allows the user to select multiple plan numbers as part of a single operation.

The functionality can also be applied to completely different plans where the user is intending to combine multiple searches as part of a single operation.



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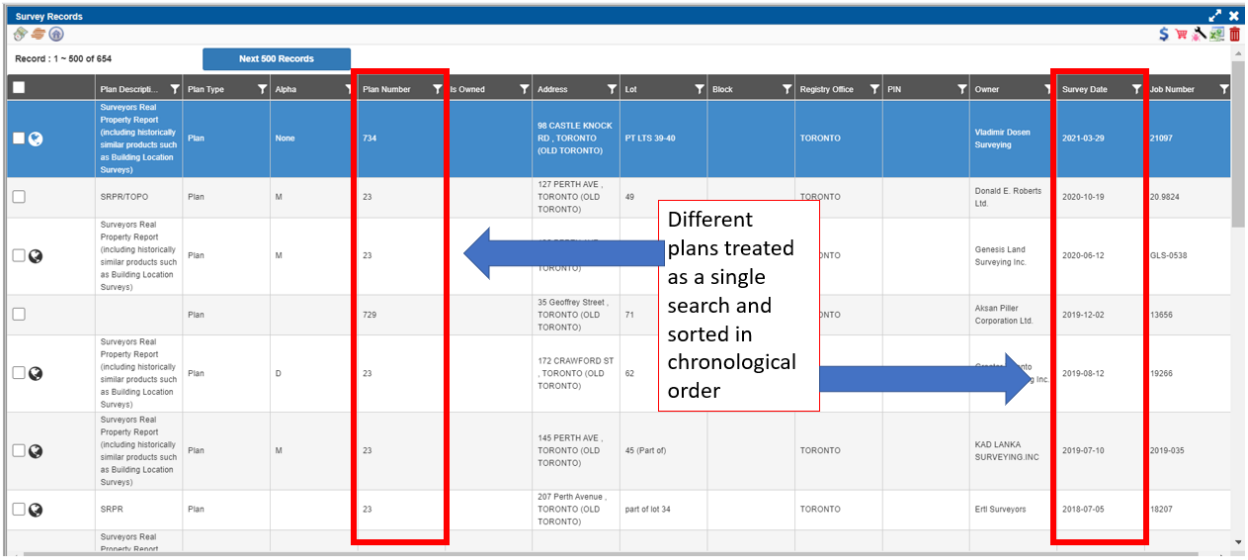
Please note the following constraints remain in place;

- **The system will continue to return 500 results from any combined plan search, all results from which will be sorted chronologically based on the survey date field. The user will be required to page through or filter the results as with the previous functionality.**
- **The plan numbers will persist in the search field until individually de-selected by clicking the red X.**



2.0 Searching via Record Attribution

Upon the selection of the Record Search function followed by the Attribute Search, the user is required to enter the basic parameters of LRO, Municipality, Plan Type and Plan Number (if not a concession based search) to initiate a search. Upon the entry of a plan number, the application will automatically sort all other plans with the same number to allow the user to quickly review all other entries to ensure that their search should not also include another plan number that may refer to the same area as the initial search.

Subsequent plan searches that are intended to be combined with the initial search require the user to begin the re-entry of the plan number in the appropriate box to cause the re-generation of the list of plans from which to make a selection.

PSRI Features and Functions

User Guide Updated March 1, 2022

1.0 PSRI Applications

The PSRI is implemented with three discrete functions which will be individually addressed within this User Guide.

The **Survey Manager** is focused on the management of a firm's own records and provides tools for bulk loading records or entry of them individually on a record-by-record basis. Survey Manager additionally provides record validation, record editing and geocoding functionality.

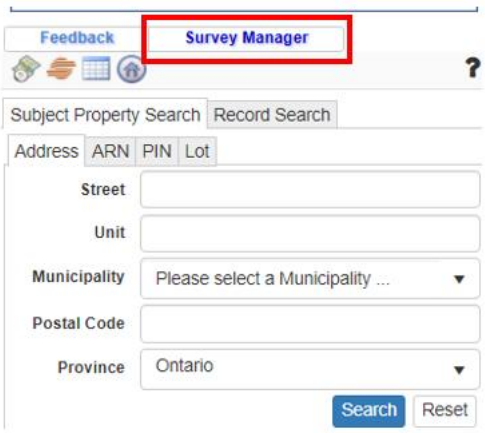
Propertyline™ is the surveyor's primary resource and supports research, access to third party content and record search and plan image ordering.

Propertyline™ has pre-existing functionality geared towards the display of parcel geometry, related geography and imagery which will enhance the Surveyor's research experience when using the PSRI. It is important to note that Propertyline™ and Survey Manager share a common database.

The **Administration Site** provides basic account administration capabilities to the designated Firm Administrator. Users can be added or expired, profiles for Search and Data Entry can be assigned as required and a number of Firm Reports are available that provide a record of activity of the Firm's users on the PSRI site.

2.0 Survey Manager (sm.aolspsri.com)

The Survey Manager site may be accessed through the URL in parentheses above, or through the hotlink on the PSRI Search screen as shown below;



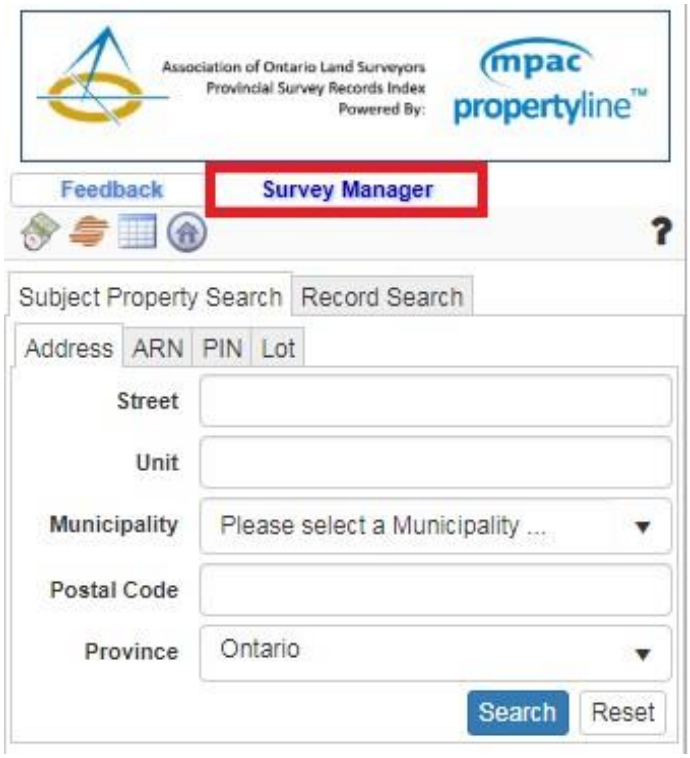
The Survey Manager is the entry point for importing a firm's records into the PSRI in bulk or on a record-by-record basis. It is also the utility for correcting a record's metadata to validate it against the rule base, allow it to be geocoded through any of several tools and is the ultimate repository for a listing of all records that a firm has input to the PSRI directly or through one of the approved affiliated providers; LSRI, Pimarc or historically through a migration of the records from the South Central Regional Group SRI or the Ottawa Registry.

Each Survey Firm has an instance of the Survey Manager that can only be viewed by users with that firm's credentials. These credentials can only be provided by the Firm's Administrator. No other Survey Firm can view a complete set of any other firm's records.

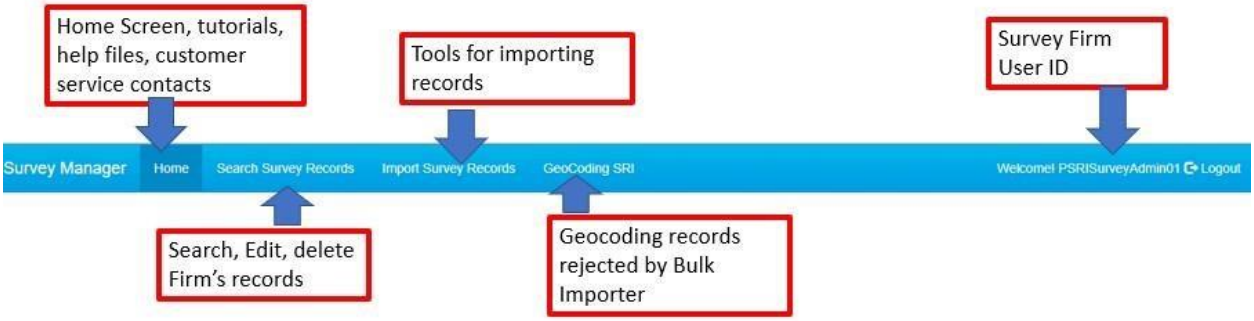
As a firm may want to restrict members of its staff to the search functions only, aspects of Survey Manager require the Firm Administrator to establish each user with the appropriate permissions.

2.1 Access to Survey Manager

The Survey Manager is accessed from within the Propertyline™ site by selecting the Survey Manager tab from the Toolbar or through the url: sm.aolspsri.com.

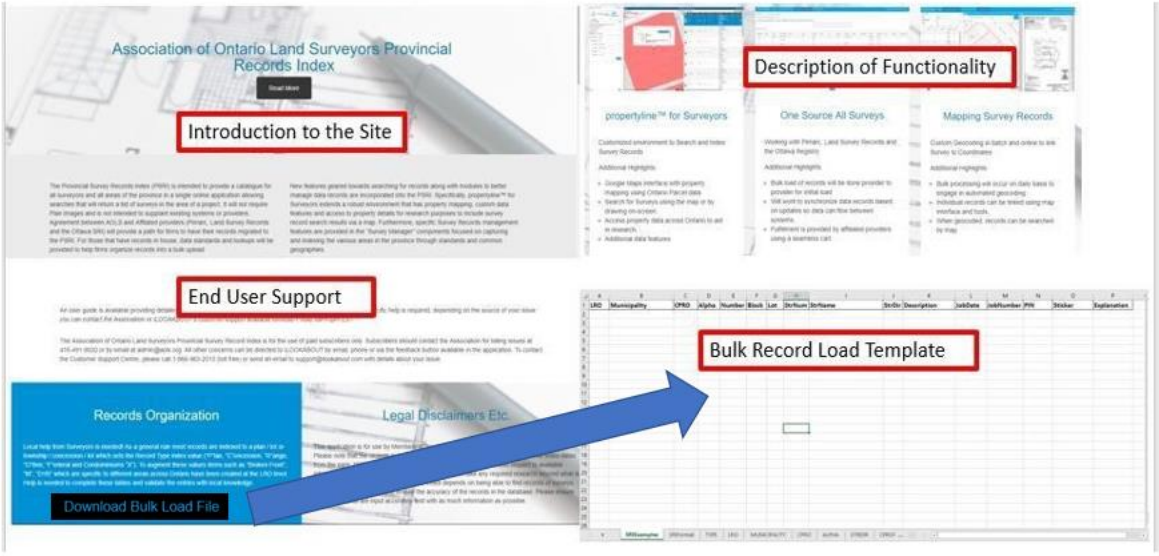


The Survey Manager has several functions across a Tool Ribbon within the PSRI as depicted below.



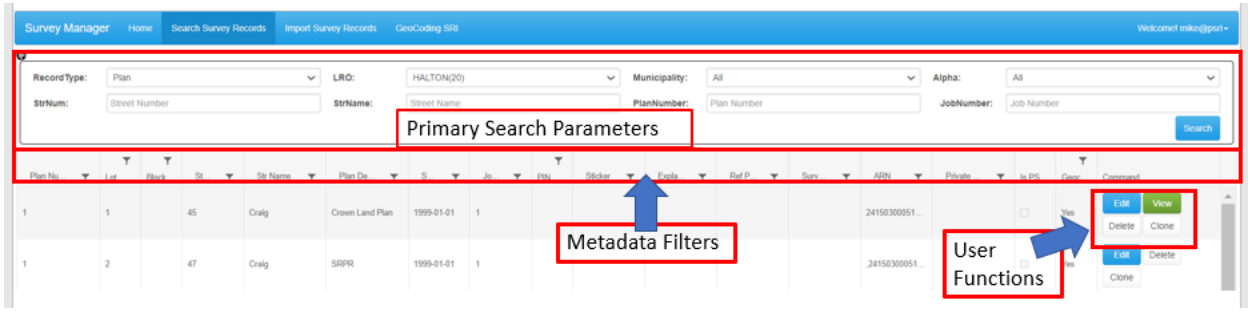
2.2 Home Screen

The Home Screen contains basic information related to the site, description of functionality, points of access for end-user support, frequently asked questions and training materials. A bulk-load template is available as a downloadable excel workbook and can be found at the bottom left corner of the Home Page.



2.3 Search Survey Records

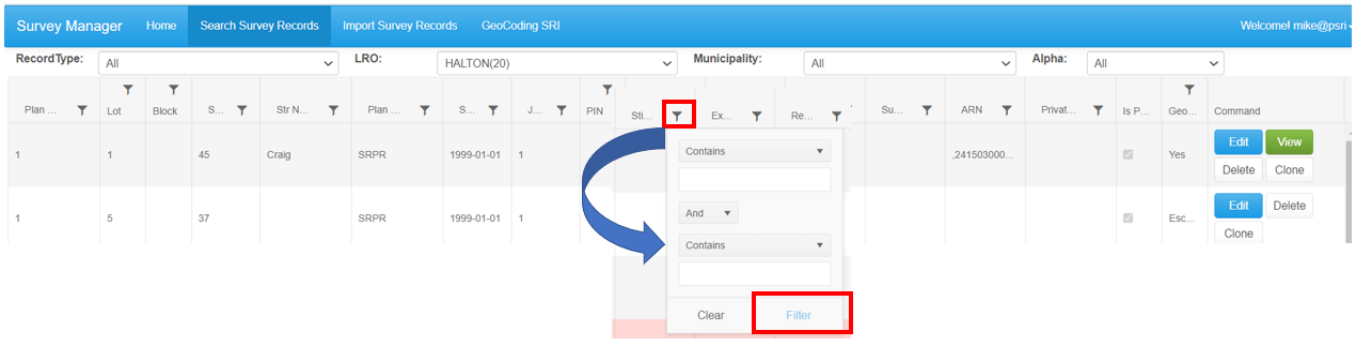
Once a Firm has bulk loaded a set of records into the PSRI, or has had the records transferred from an Affiliated Provider (LSR, Pimarc, Ottawa, SCRG SRI), the records associated with that Firm will be viewable under this tab. On a day forward basis, any new record entered into the system by the Firm, or received as an update from an Affiliated Provider, will be available to the Firm under this tab.



The firm can assign user privileges to members of its firm through the Administration Module to allow them to Edit or Delete records. While all records are searchable, only a firm member with edit/delete privileges can modify records from its own firm. The Firm Administrator has control over the User Profiles to determine which staff member can edit or delete a record.

Each of the Firm's valid survey records is available to Firm PSRI users within the Search Survey Records function of Survey Manager. Records are organized by LRO and the user can then further filter them by Municipality, Alpha, Record Type, Plan and Job Number.

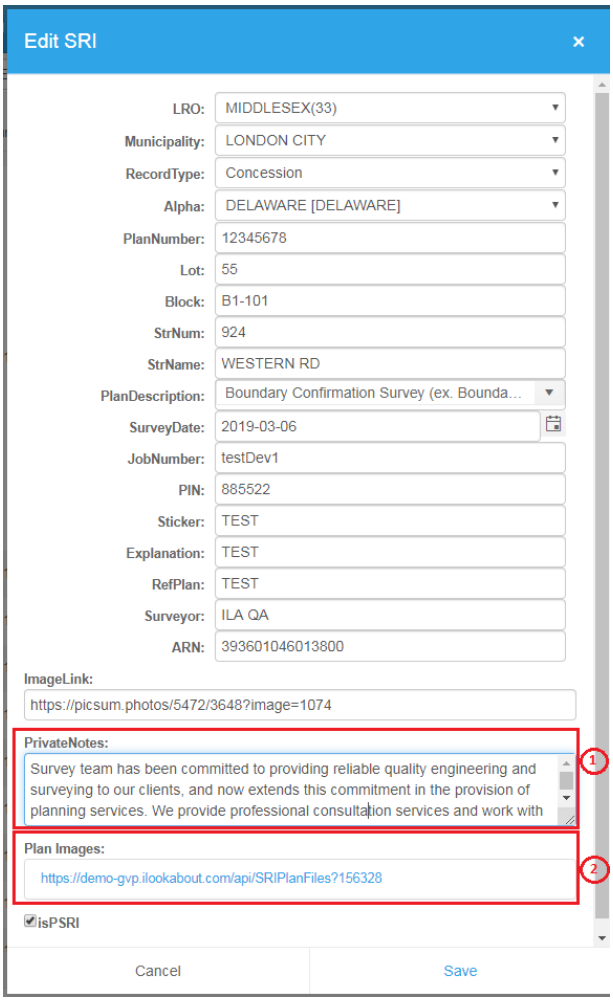
Each of the fields populated in the Bulk spreadsheet are also available to the Firm User as a list of sub-headers, with each header abbreviation being visible when the mouse hovers over it. Each header also includes a filter to assist in searching for records.



2.3.1 Editing a Record

Editing a Survey Record can be accomplished by invoking the Edit command highlighted in blue at the right of the screen as shown above.

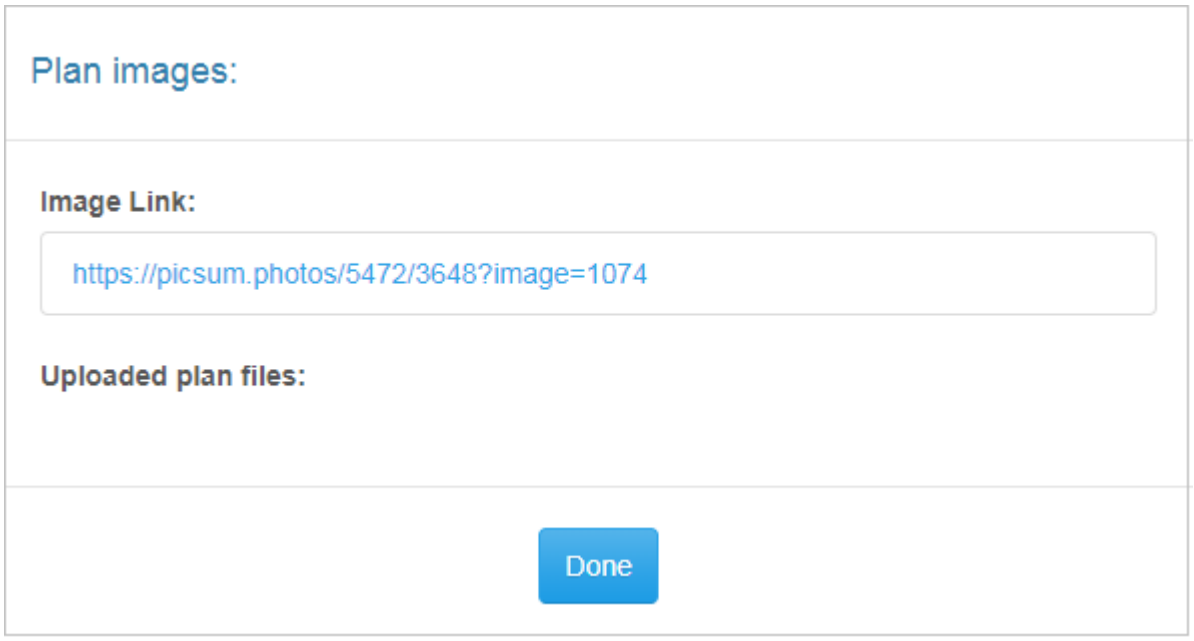
The Edit function will allow the User to modify any of the fields in the record, add notes and attach plan images by copying the link to the User's cloud repository for that image.



This function also allows a user to make a private record public to other surveyors, or the reverse by selecting the IsPSRI check box at the bottom left corner of the Edit screen shown above. The User must select the Save function before leaving the Edit feature or the changes will be lost.

2.3.2 Linking a Plan Image

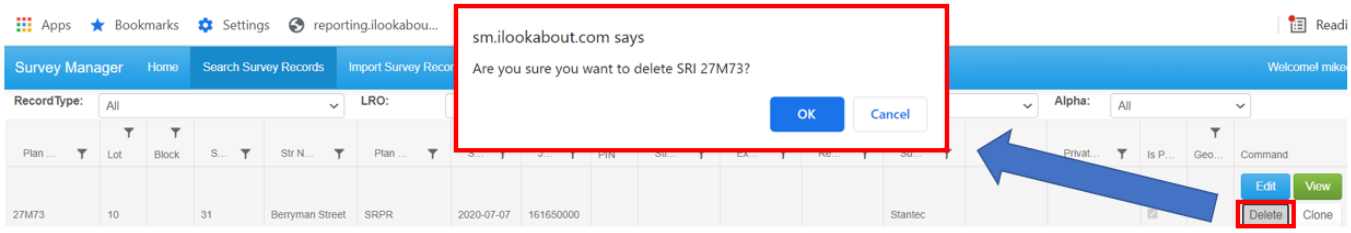
When the user selects the View button, a new window will be opened with the URL of the Image and/or the Uploaded plan files (if they have been linked).



Selection of the Image Link will allow the User the ability to view the image(s) that have been linked to the record.

2.3.3 Deleting a Record

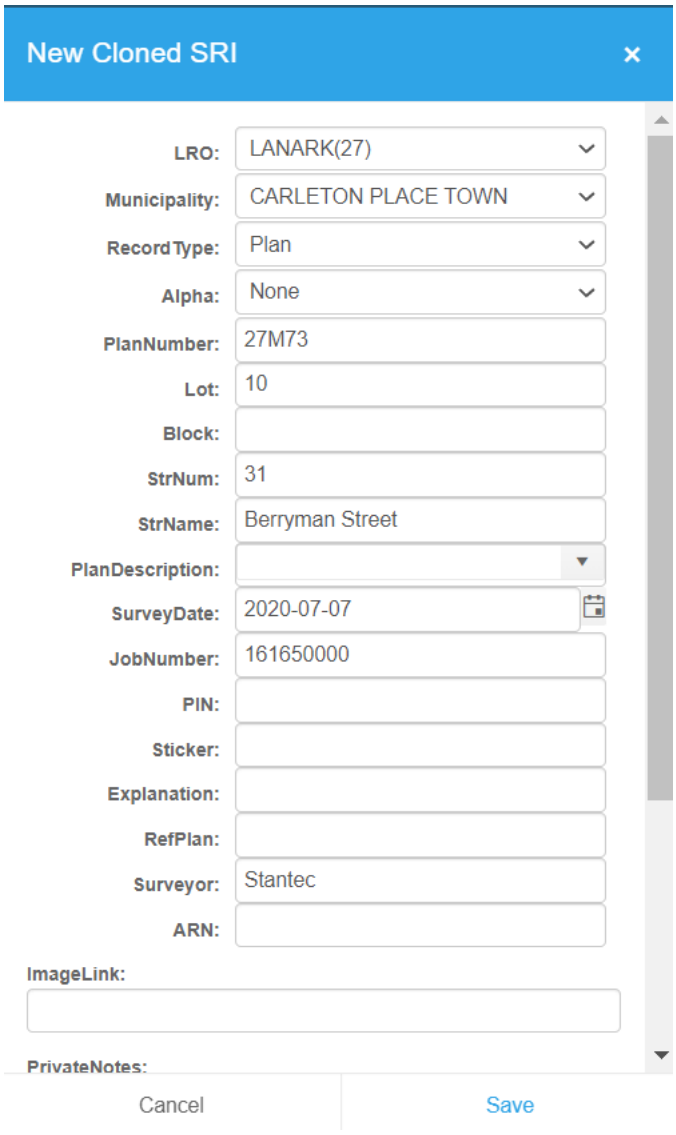
Selection of the Delete function will present the User with a confirmation message which, once acknowledged, will allow the User to delete their record.



2.3.4 Cloning a Record

Where a user wants to generate a new record that is substantially the same as an existing record, they can select the Clone function. The Clone function will replicate the

metadata of the selected record allowing the user to add/change any salient data elements to create a new record without having to use the record import function.



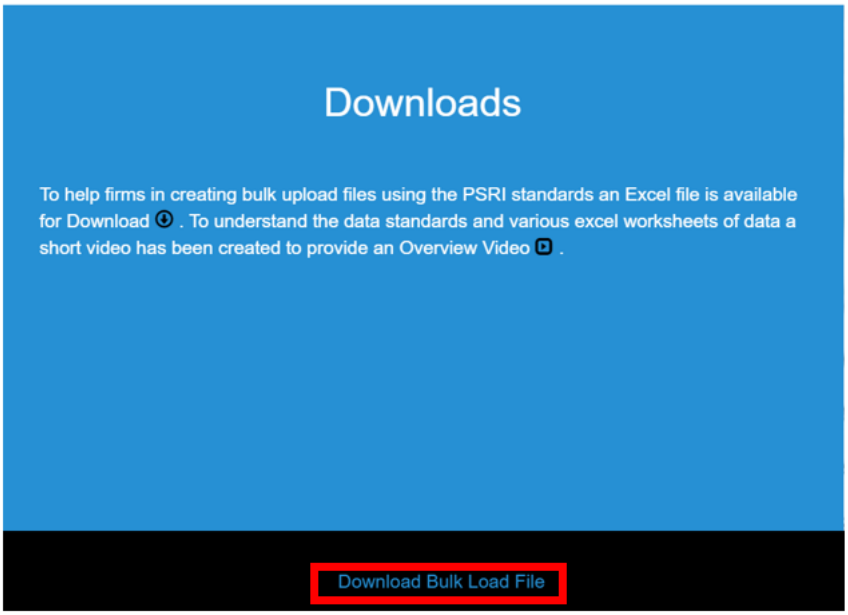
2.4 Import Survey Records

The import tab is used for the Bulk Loading of Survey Records by excel, or the day forward loading of individual records. It also acts as a repository for any records

that do not pass the data validation tables established by the system and require correction by members of the Survey Firm.

2.4.1 Bulk Loading

To begin to prepare your records for bulk file download, access the link to the Bulk Load File which is located at the bottom of the Survey Manager Home Page under Downloads, as shown below.



The Bulk Load File worksheet contains a number of fields which are both mandatory and optional for the Firm's completion. Those columns with a green header, reflected below, are mandatory metadata fields, failure to complete will result in the record being deemed invalid and prevented from being loaded. The fields with a white header are optional but will assist the PSRI in determining the record's location and performing automated geocoding on the record. The column headers in orange are also optional and have been requested by users to help the Firm in expanding its record metadata. The grey header will allow the user to designate their record as private by entering 'No' in the field or public by leaving it blank or entering 'Yes'.

The User must note that the LRO, Municipality, Record Type and Alpha must be selected from or copied from the 'pick list' within the worksheet. Hovering over the column name will reveal the eligible selections based on first selecting the LRO then Municipality and so on. Changing the font or name of the Municipality or Alpha from those presented in the drop down will cause the record to be marked invalid.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
LRO	Municipality	Record Type	Alpha	Plan Number	Lot	Block	Str Num	Street Name	Plan Description	Survey Date	Job Number	PIN	Sticker	Explanation	RefPlan	Surveyor	ARN	ImageLink	Private Notes	IsPSRI
20	HALTON HILLS TOWN	P	None	1	22		45	Craig	SRPR	1999-01-01	1	250430711								Yes

The complete data model is available as the second sheet in the workbook as shown below.

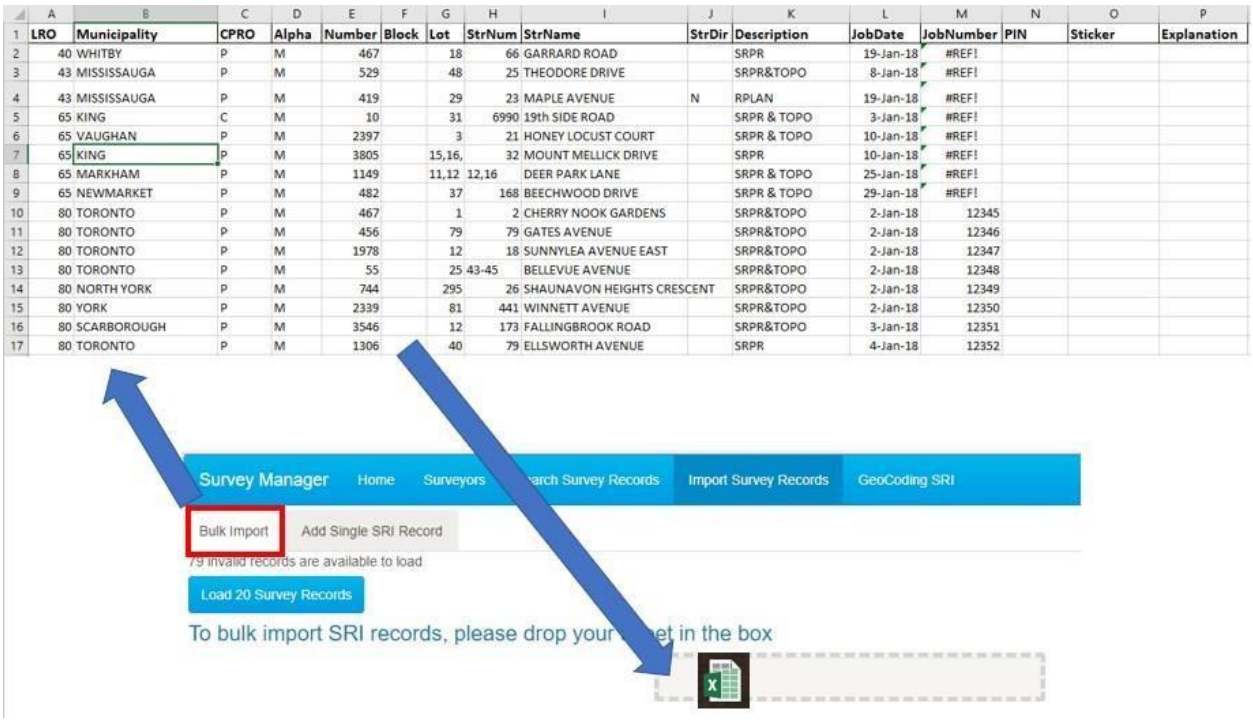
	A	B	C	D	E	F
1	PSRI Field	Mandatory	Description	xRef	Type	Ranged
2	**LRO**	Yes	Land Registry Office Number	Yes	Number	
3	**Municipality**	Yes	Current Municipality	Yes	Text	
4	**RecordType**	Yes	Survey Record Type (old CPRO)	Yes	Text	
5	Alpha	Yes	Survey Record Prefix (old ALPHA)	Yes	Text	
6	**PlanNumber**	Yes	Survey Record ID (Plan #, Concession #)		Text	
7	Lot	Yes*	Lots effected by Survey Record		Text	Yes
8	Block	Yes*	Blocks effected by Survey Record		Text	Yes
9	StrNum		Street Address / Can be Range		Text	Yes
10	StrName		Original Survey Address Data		Text	
11	PlanDescription		Plan Type User Comments		Text	
12	**SurveyDate**	Yes	Date Survey was completed		Date	
13	**JobNumber**	Yes	Survey Firm Record ID / Job Number		Text	
14	PIN		9 digit PIN(s)		Text	Yes
15	Sticker		AOLS Sticker		Text	
16	Explanation		Additional User Comments		Text	
17	RefPlan		Reference Plan Number (New Field)		Text	
18	Surveyor		Original Surveyor / Firm		Text	
19	ARN		15 digit ARN(s)		Text	Yes
20	ImageLink		Plan Image File Name / Path		Text	
21	PrivateNotes		Surveyor/user private notes.		Text	
22	IsPSRI		Include record in PSRI (Yes / No)		Bool	
23						
24						
25						
26						

Bulk Load Template | **PSRIDataModel** | PSRI Data Examples | xRefRecordType | xRefl

The other worksheets at the bottom of the workbook, and listed below, provide valuable reference information useful to those with the responsibility for uploading plans into the PSRI.

2.4.1.1 Bulk Loading

When selecting the Bulk Load functionality, the User must only drag and drop a completed excel file to the appropriate location in the screen as depicted below;

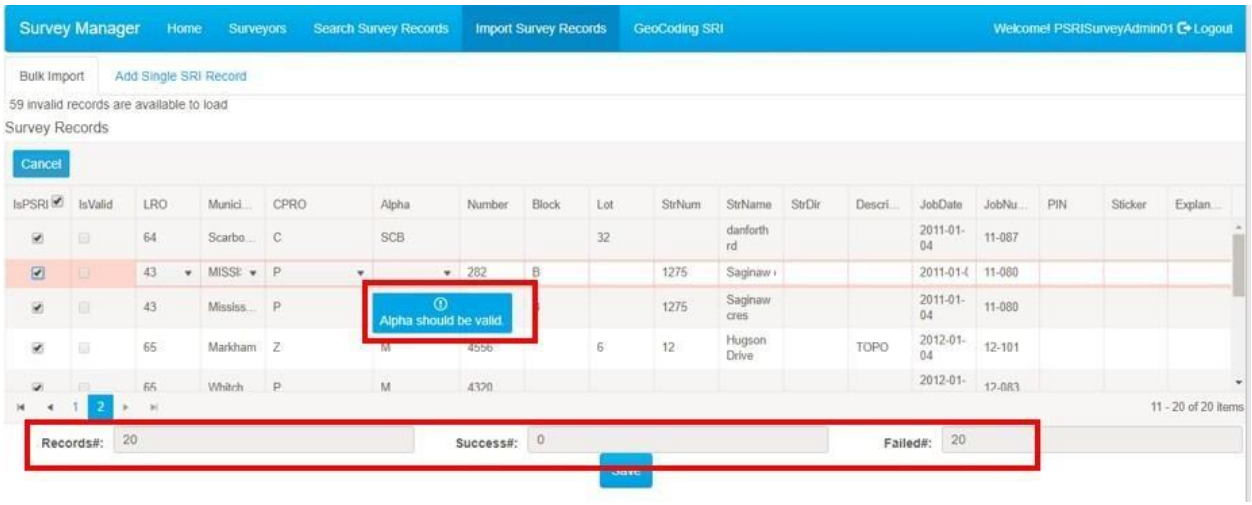


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	LRO	Municipality	CPRO	Alpha	Number	Block	Lot	StrNum	StrName	StrDir	Description	JobDate	JobNumber	PIN	Sticker	Explanation
2	40	WHITBY	P	M	467		18	66	GARRARD ROAD		SRPR	19-Jan-18	#REF!			
3	43	MISSISSAUGA	P	M	529		48	25	THEODORE DRIVE		SRPR&TOPO	8-Jan-18	#REF!			
4	43	MISSISSAUGA	P	M	419		29	23	MAPLE AVENUE	N	RPLAN	19-Jan-18	#REF!			
5	65	KING	C	M	10		31	6990	19th SIDE ROAD		SRPR & TOPO	3-Jan-18	#REF!			
6	65	VAUGHAN	P	M	2397		3	21	HONEY LOCUST COURT		SRPR & TOPO	10-Jan-18	#REF!			
7	65	KING	P	M	3805		15,16,	32	MOUNT MELLICK DRIVE		SRPR	10-Jan-18	#REF!			
8	65	MARKHAM	P	M	1149		11,12	12,16	DEER PARK LANE		SRPR & TOPO	25-Jan-18	#REF!			
9	65	NEWMARKET	P	M	482		37	168	BEECHWOOD DRIVE		SRPR & TOPO	29-Jan-18	#REF!			
10	80	TORONTO	P	M	467		1	2	CHERRY NOOK GARDENS		SRPR&TOPO	2-Jan-18	12345			
11	80	TORONTO	P	M	456		79	79	GATES AVENUE		SRPR&TOPO	2-Jan-18	12346			
12	80	TORONTO	P	M	1978		12	18	SUNNYLEA AVENUE EAST		SRPR&TOPO	2-Jan-18	12347			
13	80	TORONTO	P	M	55		25	43-45	BELLEVUE AVENUE		SRPR&TOPO	2-Jan-18	12348			
14	80	NORTH YORK	P	M	744		295	26	SHAUNAVON HEIGHTS CRESCENT		SRPR&TOPO	2-Jan-18	12349			
15	80	YORK	P	M	2339		81	441	WINNETT AVENUE		SRPR&TOPO	2-Jan-18	12350			
16	80	SCARBOROUGH	P	M	3546		12	173	FALLINGBROOK ROAD		SRPR&TOPO	3-Jan-18	12351			
17	80	TORONTO	P	M	1306		40	79	ELLSWORTH AVENUE		SRPR	4-Jan-18	12352			

The excel file must be prepared in the designated template with as much information as listed above as possible to heighten the probability that it can be geocoded, searched spatially and ordered correctly by the firm interested in the record. Where firms do not have all the information available to complete the full table, they are encouraged to load the record and where it does not geocode, it will still be searchable by its attribution and can be geocoded by the firm in the future. Once the User's completed excel worksheet is dragged over the box, the colour of the box will turn blue to indicate that the records have been accepted and are being loaded.

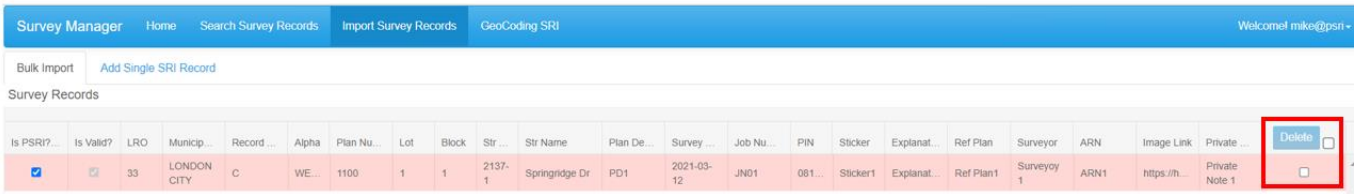
2.4.1.2 Bulk Processing

Once loaded, the System will return to the user an indication of how many records in the excel table were successfully processed. The system will identify which records were not validated, which when selected will provide the user with an indication of what field was missing or was incorrect that prevented the record from being uploaded.



A record does not have to be geocoded to be searchable, but the mandatory metadata fields must be valid and not conflict or the record will not load.

The Import Survey Records tab can be used to correct the metadata fields or delete the record.



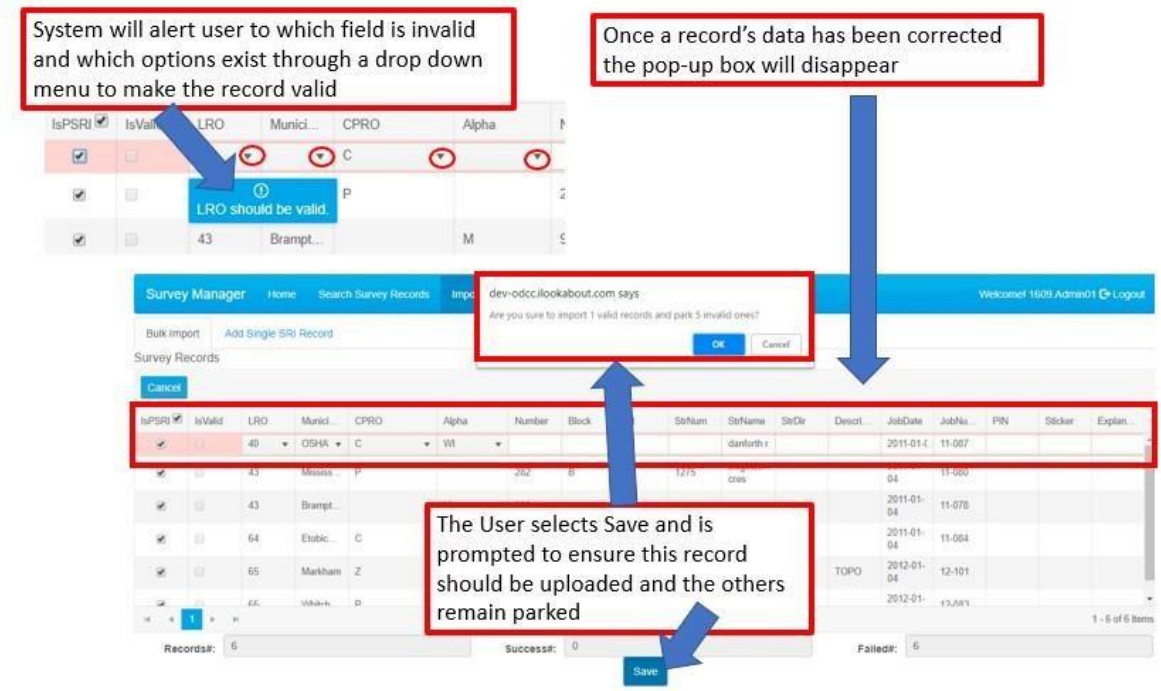
Once a record has been loaded and is validated, it will appear under the Search Survey Record and Geocoding SRI tab (if it failed the system's algorithm for geocoding). All valid records, geocoded or not, will appear under the Search Survey Records tab and immediately be searchable by others in the PSRI.

Note the first column allows a firm to determine if a record should be imported into the PSRI for searching by all users, or only imported into the Firm's Survey Manager for searching by that firm.

2.4.1.3 Parking Lot

For records that failed the validation process and are not subsequently corrected after the attempt to import them, the data is not imported to the PSRI but rather sits in a 'parking lot' of invalid records. On the import screen, the number of records sitting in the parking lot is shown and may be accessed at any time by the firm by selecting the 'Load All Survey Records' tab to correct and move to the PSRI.

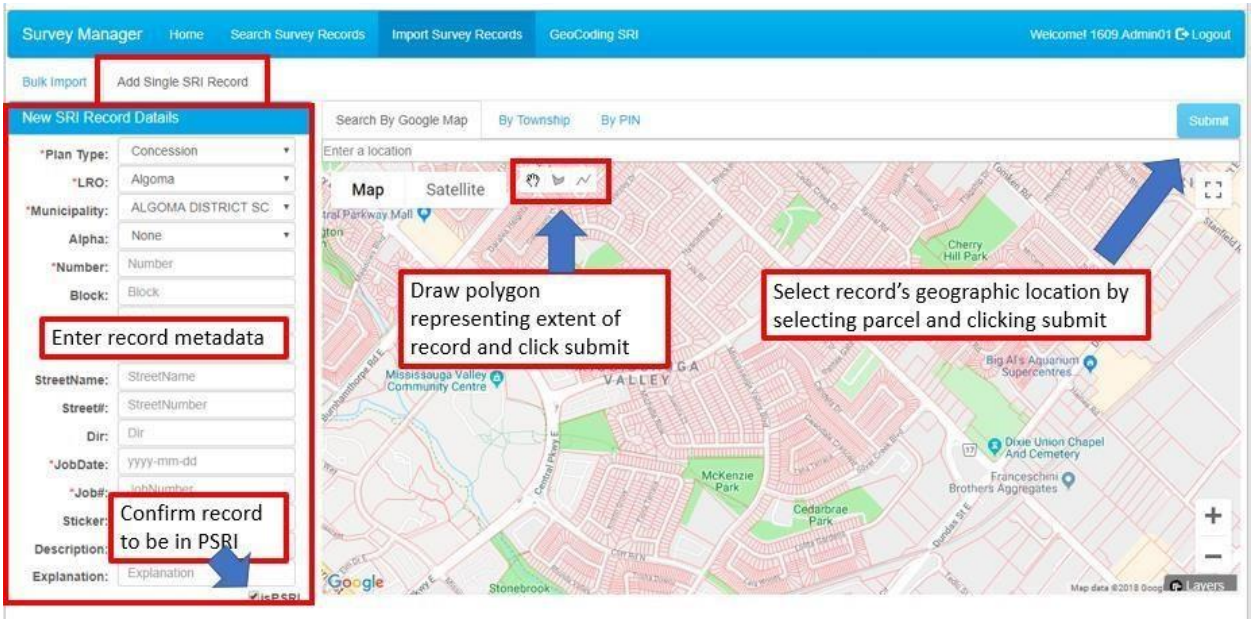
When records are loaded into the Survey Manager from either the Parking Lot or from a bulk load spreadsheet, the system will immediately attempt to validate the record metadata and present to the user explanations for what error was discovered.



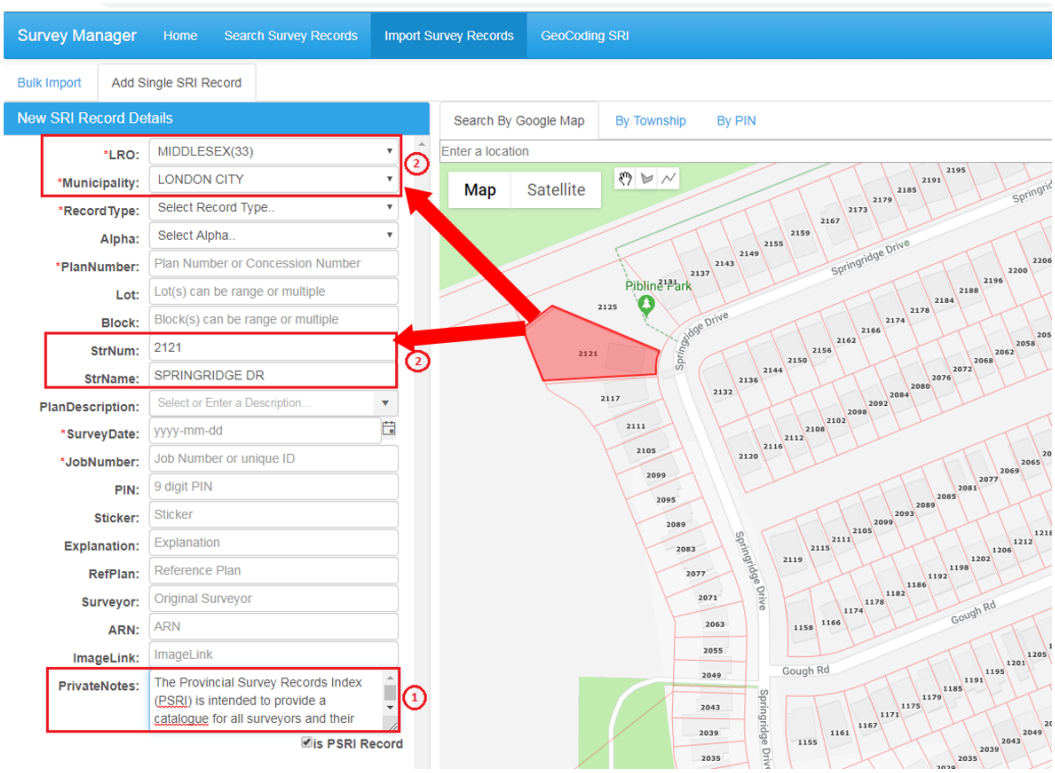
The User can select the record they would like to correct, the system will prompt the user with the parts of the record that need to be changed. Once corrected through the drop down boxes, the User selects the Save Function at the bottom of the screen, clicks OK to acknowledge that this record is to be uploaded and the record is removed from the Parking Lot. The record is now searchable in the PSRI and will appear as another record under the user's Search Survey Records tab.

2.4.2 Individual Record Processing

By selecting the Add Single SRI Record tab, the User can incrementally add Survey Records to the PSRI.



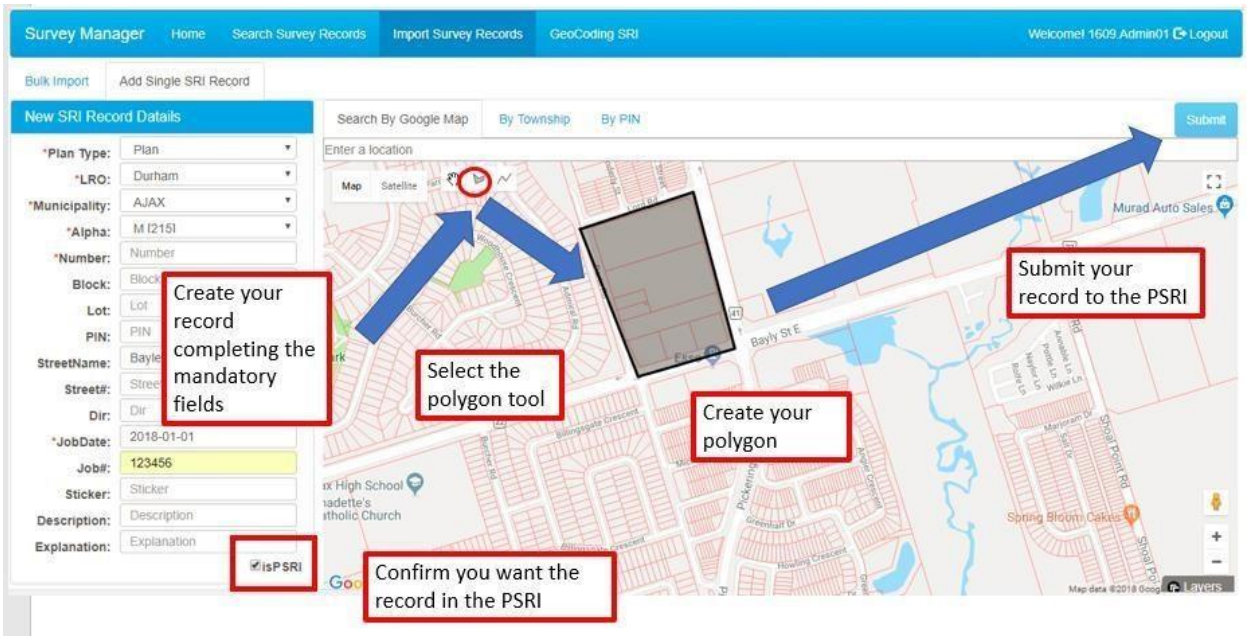
The User must complete the key elements of the record metadata marked with an asterisk before attempting to Submit the file or the system will not allow the submission. If the user selects the parcel(s) to which the record is associated, the LRO, Municipality and Address fields will be populated automatically geocoding the record to the parcel location.



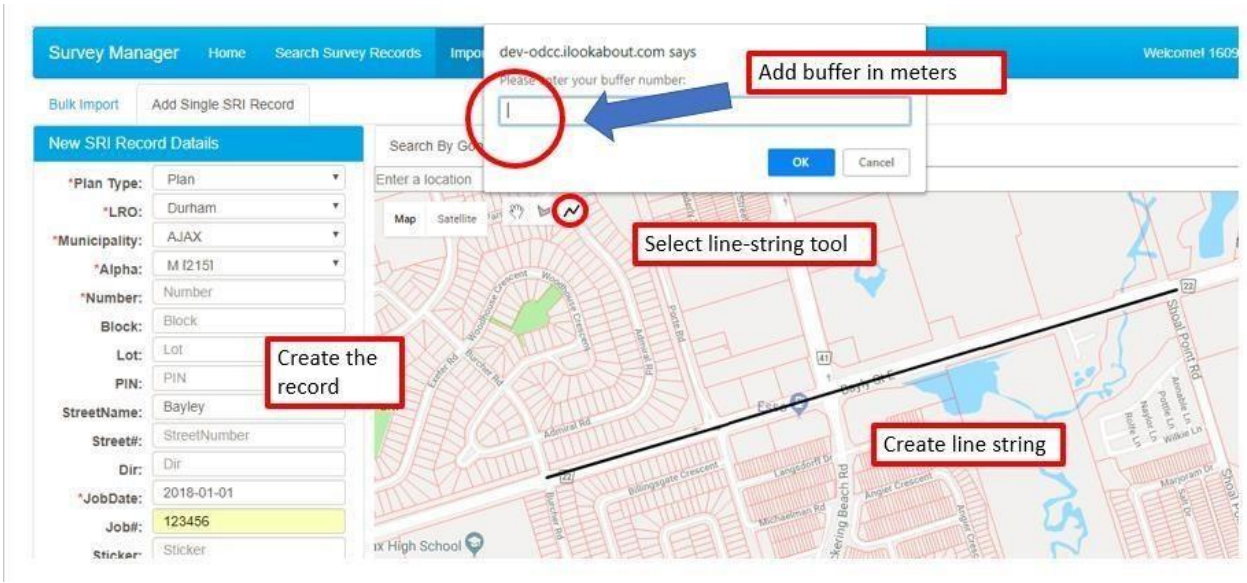
2.4.2.1 Using Polygon Creation Tools

Recognizing that many records cannot be linked to an individual parcel and cover a broad geography or may cover a linear network such as a highway, transmission corridor or some other utility framework, the application is equipped with several capabilities for the user to generate their own polygon to represent the extent of the record as reflected below.

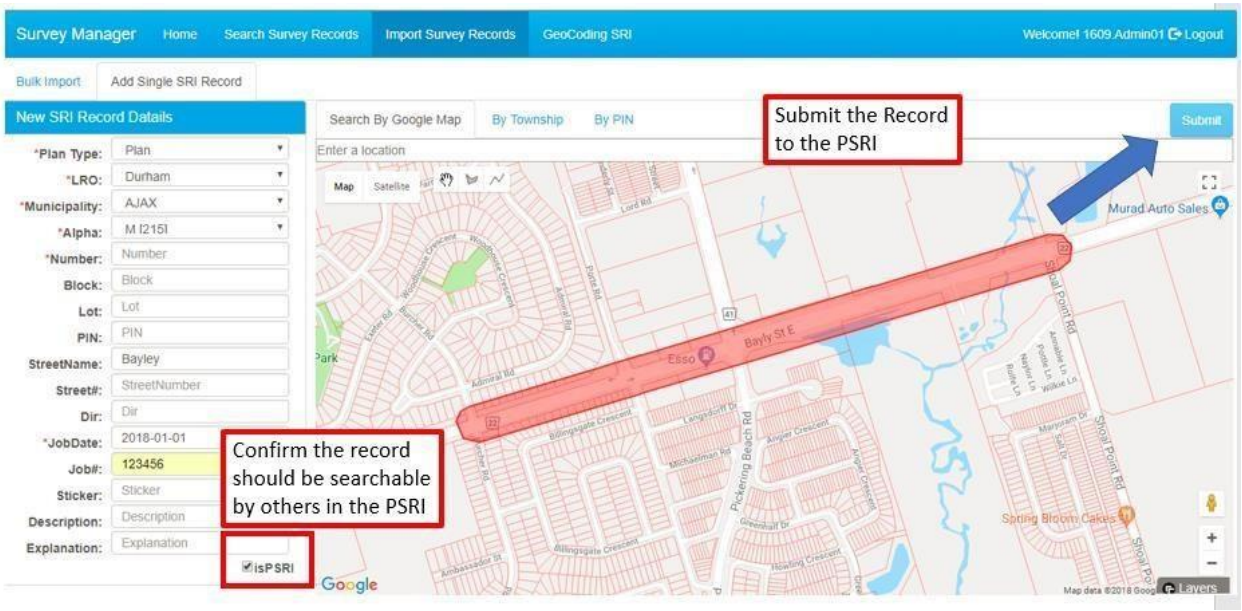
The first image depicts the creation of a user defined polygon to reflect the geographic extent of the plan they are indexing;



The following two screen images depict the creation of a line string and associated buffer to describe the geographic extent of the plan



Page

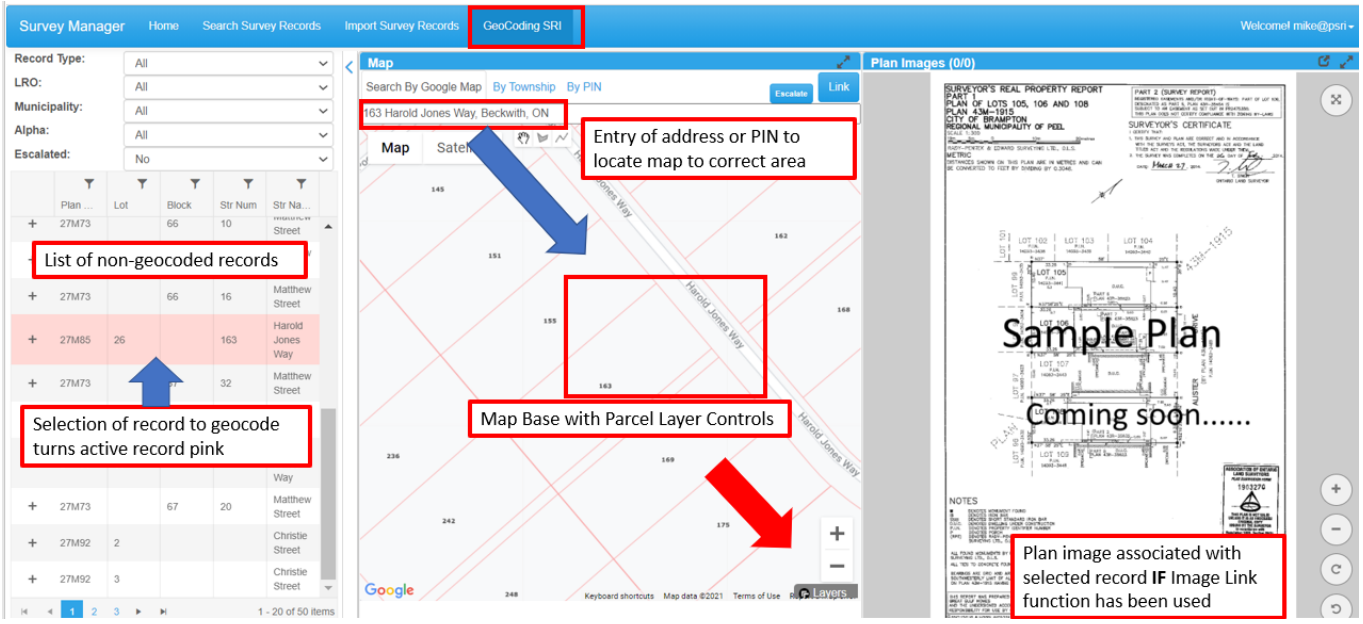


If the firm does not want a particular record to be displayed in the PSRI, they must uncheck the box shown at the bottom left of the screen above or in the bulk import screen. The default is that all records will be searchable in the PSRI. Unchecked records can be searched by the Firm in the Survey Manager but not searchable by other firms.

2.4.3 Geocoding SRI

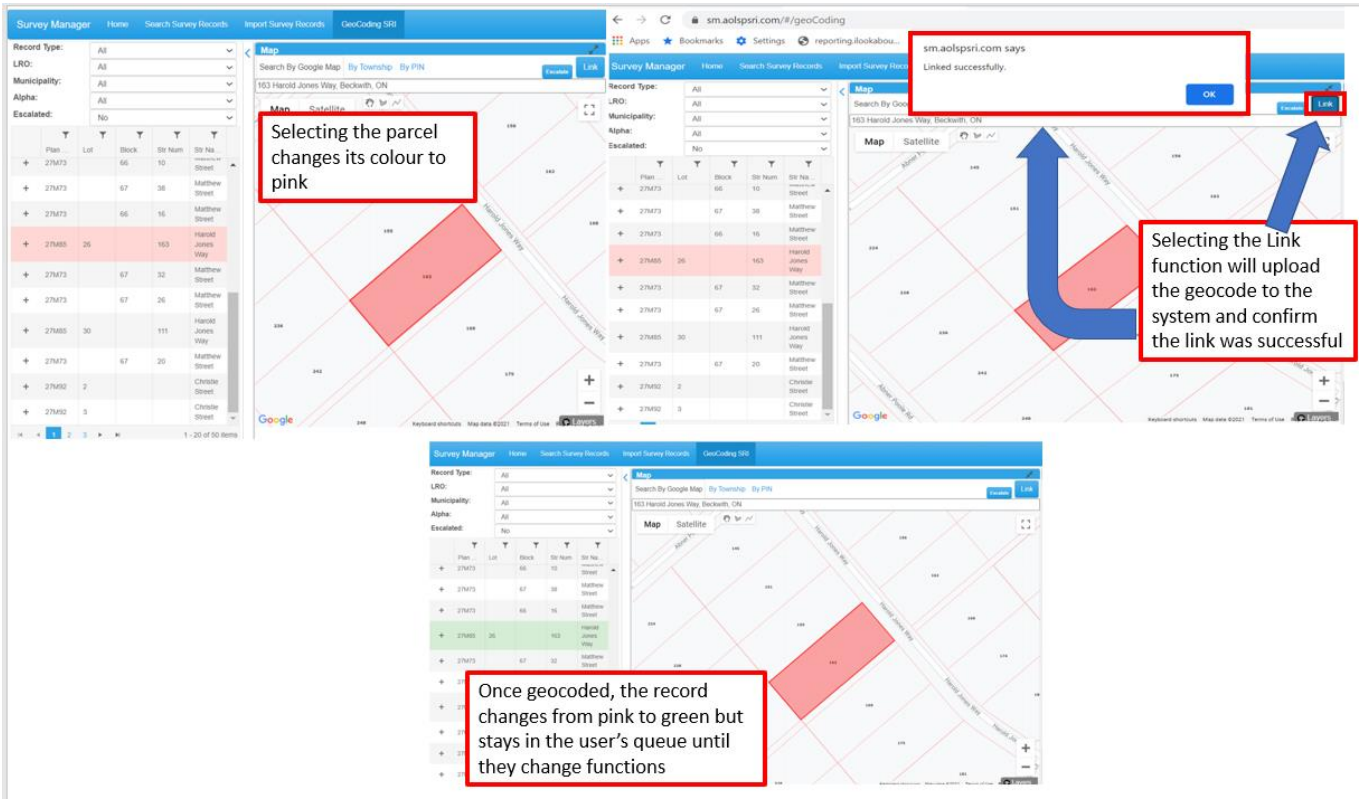
The Geocoding SRI tab is prepopulated with any records entered into the PSRI by the Firm which the system could not geocode. The User is presented with a list of their records that are not geocoded, the parcel map with layer controls and search functionality to locate the area to which the record belongs. If they have used the Image Link feature when loading records, the plan image associated with the record can also be displayed.

The objective is to select the parcel(s) to which the record is associated and subsequently 'Link' the additional metadata to the record. This will update the metadata of the record within Survey Manager, make the record discoverable in a spatial search in the PSRI and remove the record from the geocoding queue.

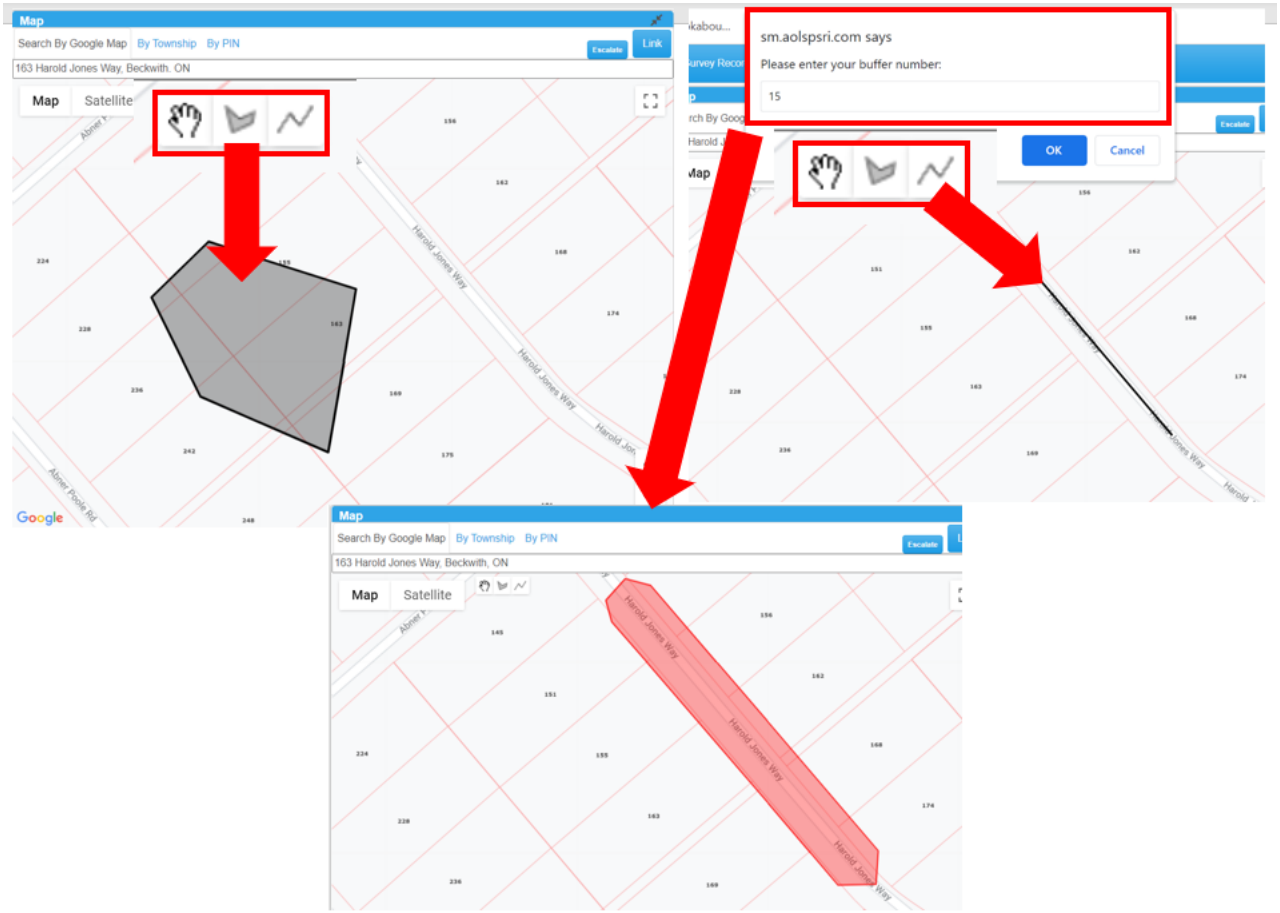


The User needs to locate the map to the area to which the record is associated. This is done by either entering the address or place name in the Google address search bar with the Assessment Address layer active or use the PIN search with the Ownership layer active. A Township Lot and Concession search is also available.

Once having identified the correct location, the user can select a single, or multiple parcels changing their colour to pink, select the Link function, confirm their selection and this will change the record's colour to green. The record remains in the user's queue until they change functions within the application in case it requires a supervisor's review or while geocoding other records they realize a further change needs to be made to the completed record.



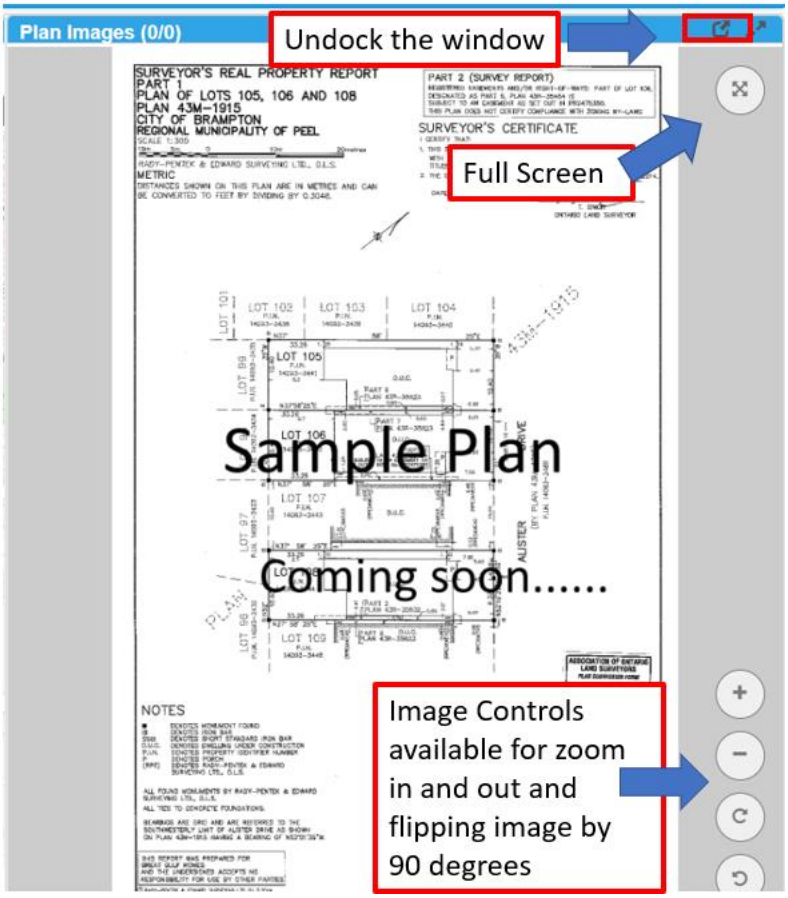
Where a record is not represented by a parcel area, the User can access the polygon tools to link the record to the correct location. When selecting the polygon tool the user can generate any shaped polygon of reasonable size and attach it to the Link as reflected below. Where the record represents a linear network, the user can create a line string, double click to end the string which will invoke the Buffer Area box, enter the buffer area and select OK to define the area.



Any polygon can be 'erased' by simply double clicking within the polygon which will cause it to disappear and the user is free to redraw the area.

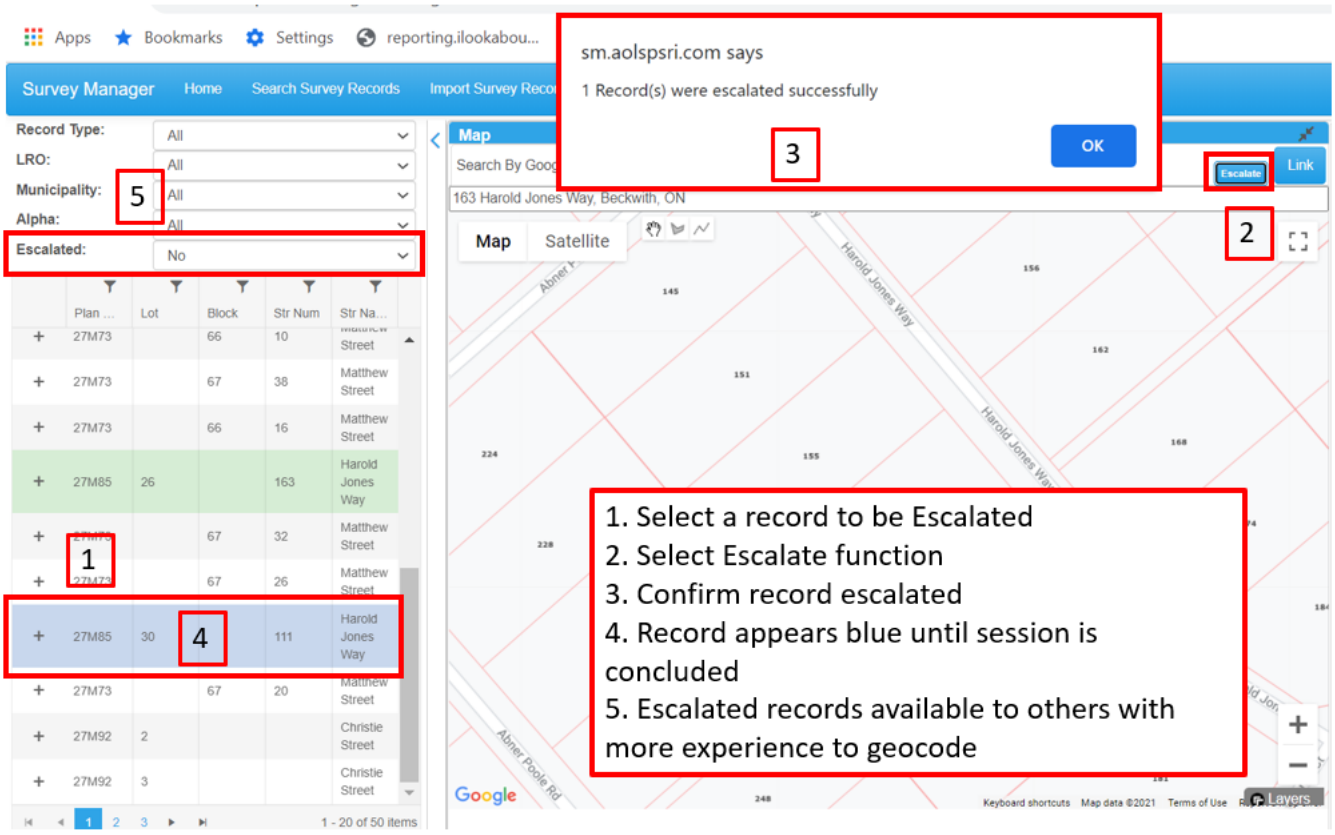
2.4.3.1 Displaying Plan Images

Where a plan image has been linked to the record, it will be displayed when geocoding. The Plan Image ViewPort will allow the user to undock the image and drag it to a second monitor, or use the zoom/rotate or full screen tools to improve their ability to interpret data from the plan.



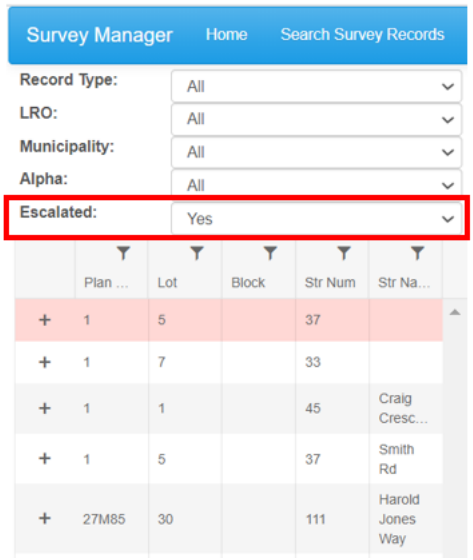
2.4.3.2 Escalating an Un-geocoded Record

Where a User encounters difficulty when geocoding a record, they can elect to 'Escalate' the record to others within their firm with a different level of experience. The Escalate feature will colour code the record blue until the session is terminated, after which the record will be removed from the normal geocode queue and placed in the Escalate queue. This latter queue is available to anyone in the firm and is intended to hold records which have been determined to be more difficult to geocode. A User needs only to select the drop down and click on 'Yes'



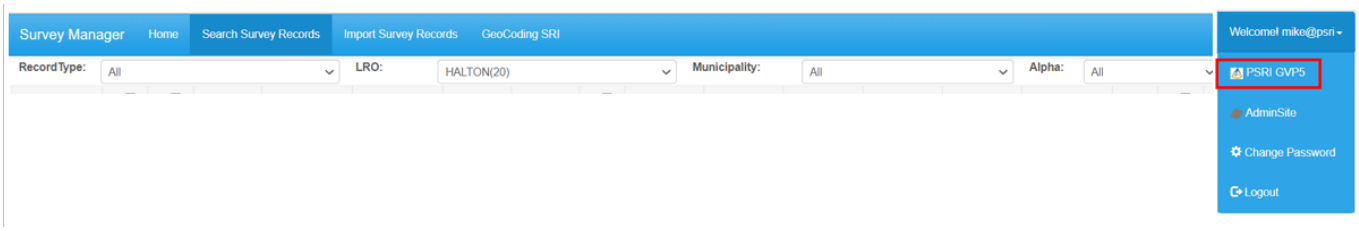
When a more experienced staff member accesses the Geocode SRI function, they can select the 'Escalate' filter, select 'Yes' and any escalated record will be presented to them for geocoding. All other functions within this feature are consistent with the functionality discussed above.

Skipping a record simply leaves it in the Escalate queue.

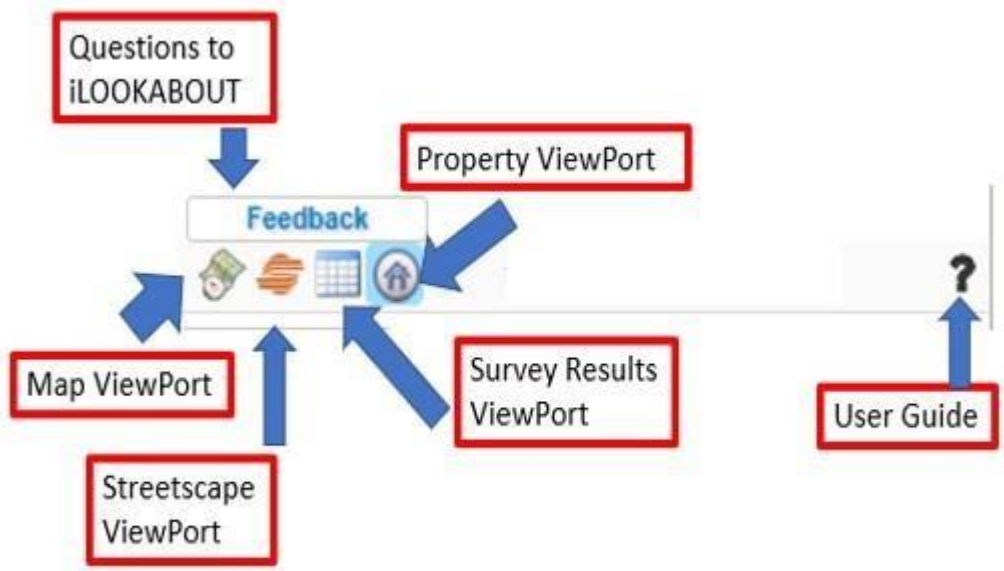


3.0 Propertyline Controls (gvp.aolspsri.com)

The PSRI application can be accessed through the URL shown above or as a hot link from within Survey Manager by clicking on the user name and then selecting the link as highlighted below.

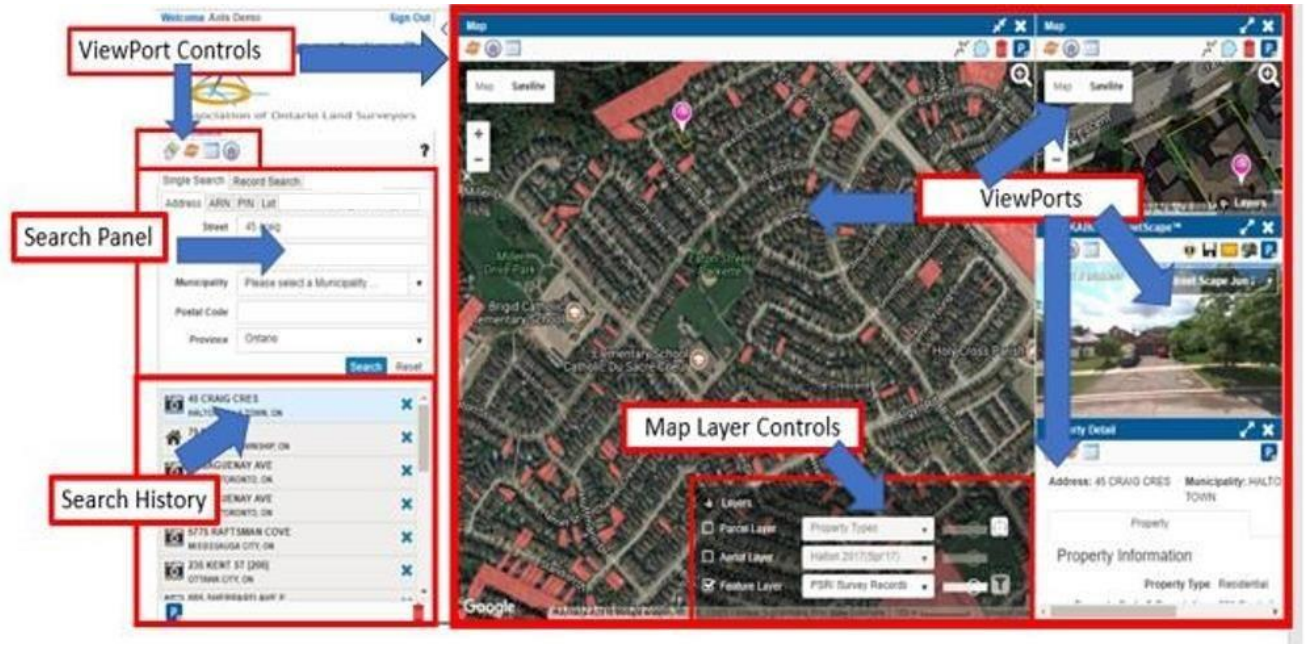


Propertyline provides the user with up to six ViewPorts to support the display of a variety of Mapping, street-level and integrated third party data. Any of the ViewPorts can be selected to provide the user with information as depicted below.



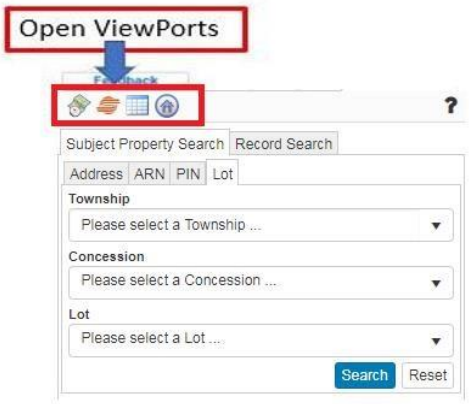
3.1 Propertyline Naming Terminology

The primary controls and names for the propertyline functions are reflected below.



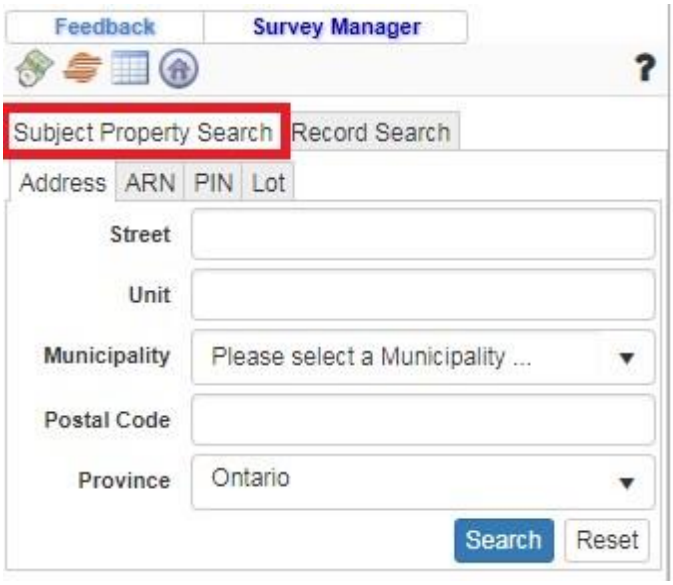
The ViewPorts are opened by selecting the controls from the ViewPort Controls Panel. Once opened, ViewPorts can be changed by selecting the controls in the top left corner of any ViewPort.

The user can open and configure the ViewPorts, to a maximum of six, and change them as primary or secondary by selecting the arrows at the top right corner of the ViewPort. The ViewPort can also be closed by selecting the 'X'.



3.2 Single Property Search Workflow

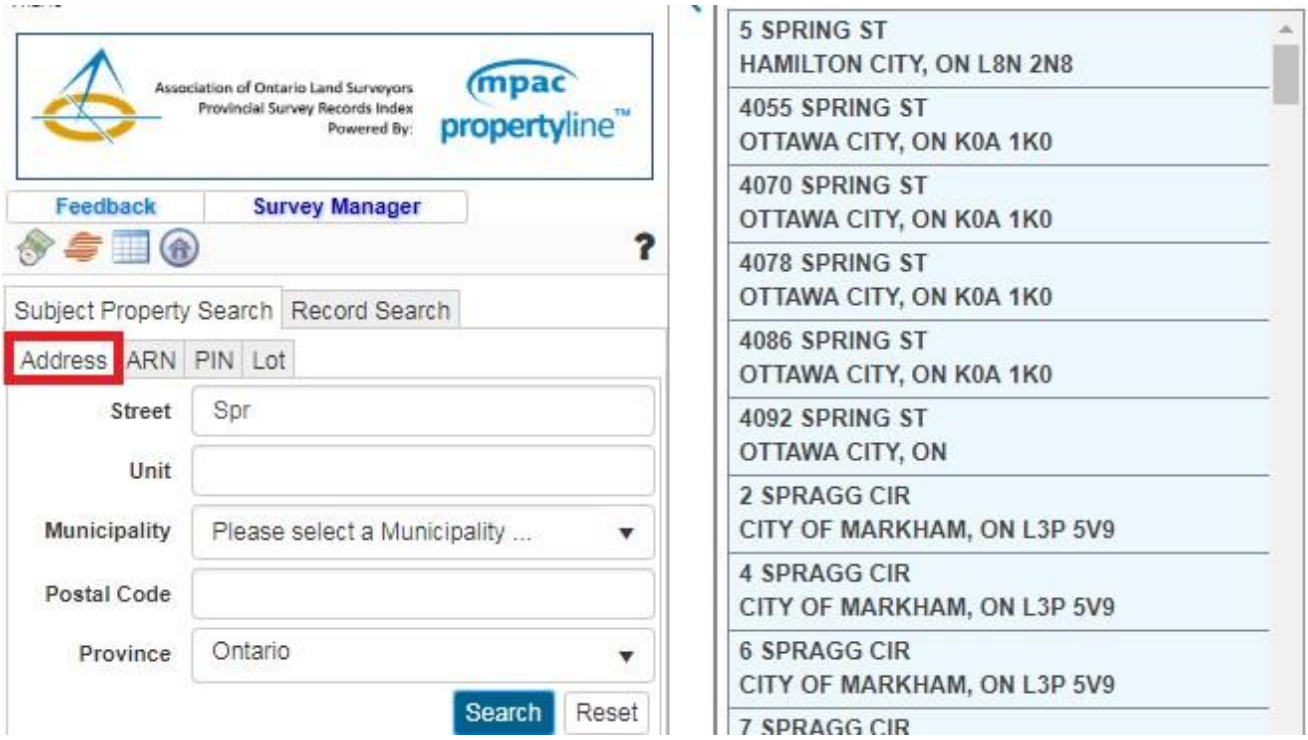
The Single Property Search can be initiated many ways once the Single Search tab has been selected;



Each of the individual Search parameters support the ability for the user to search by a **full or partial** character string.

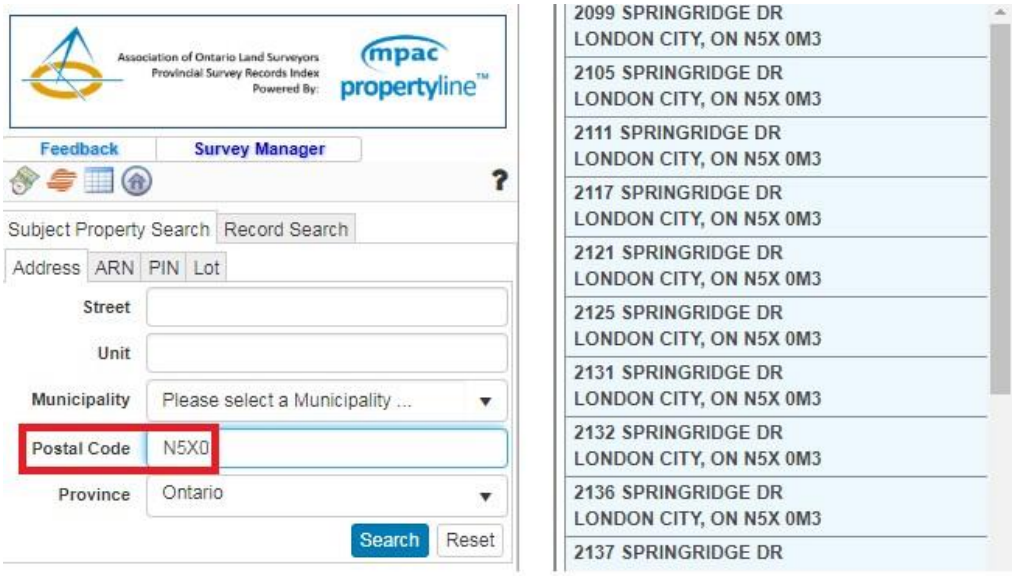
3.2.1 Address

A user can begin to search for a property location by entering an address or simply a street name and the system will return all available results following the entry of the fourth alpha character in the street name. Where the list of possible matches exceeds the screen limitation, a slide bar will enable the user to view all potential addresses. The user can filter the selection by entering in more characters of the street name or by entering the municipality within which the search is being made.



3.2.2 Postal Code

The application supports searching by the postal code, providing the user enters the full Forward Sortation Area (FSA) or first three characters of the postal code and one character of the Local Distribution Unit (LDU). The user can then select from the presented options to locate their property of interest.

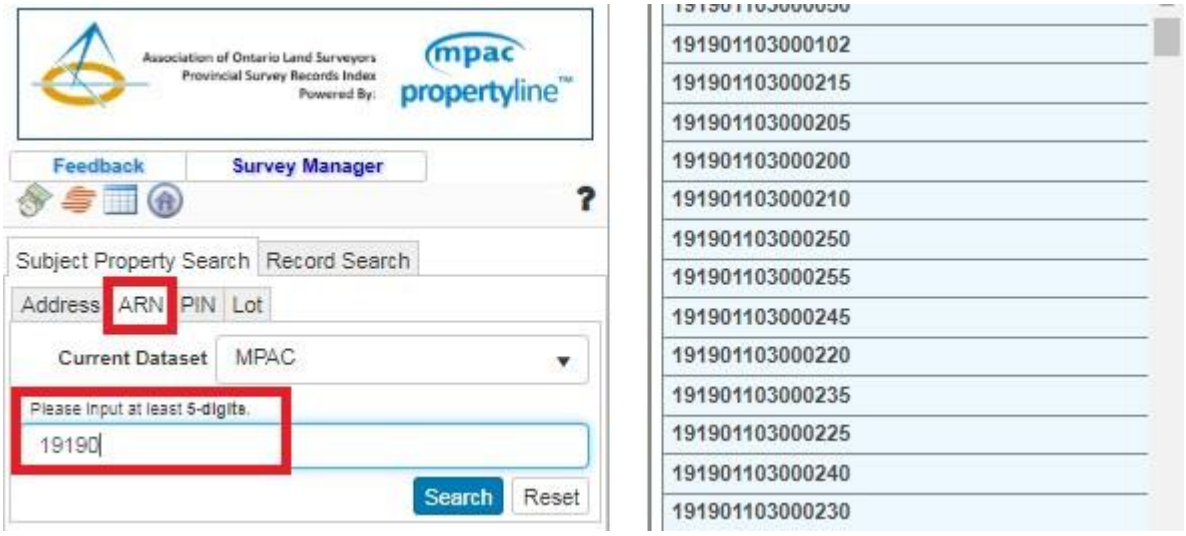


3.2.3 Municipality

The system **will not** perform a municipal search intended to return all the addresses within the municipality. The Municipality field is only intended to help filter the returned results to a manageable number.

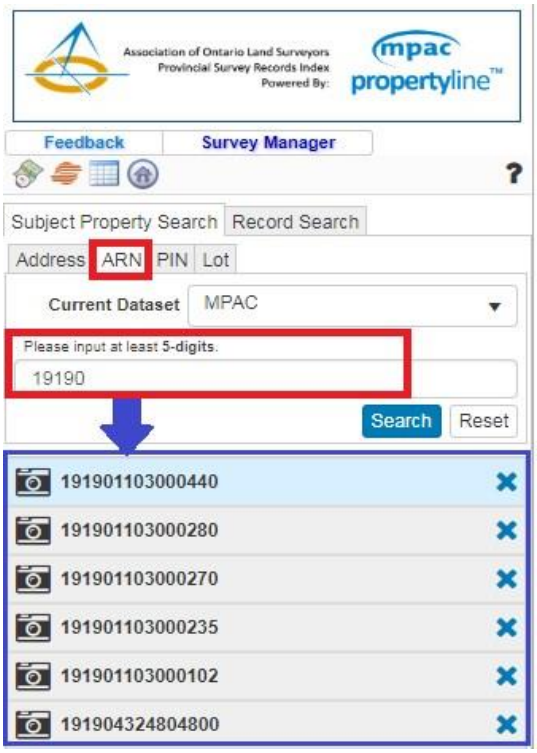
3.2.4 Assessment Roll Number Search (ARN)

The user can search for a property of interest by entering the ARN, or a minimum of five digits from the ARN for which the search is being made;



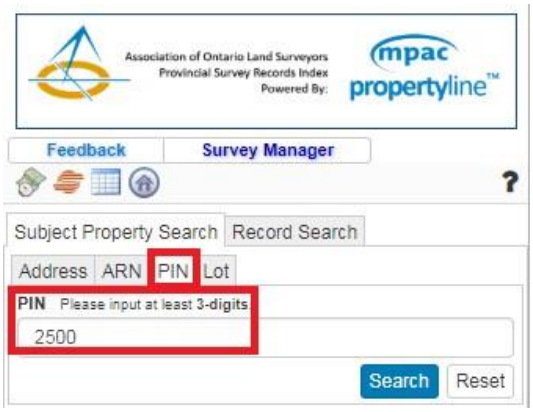
As is the case with the address search, the results will be presented from which the user can select.

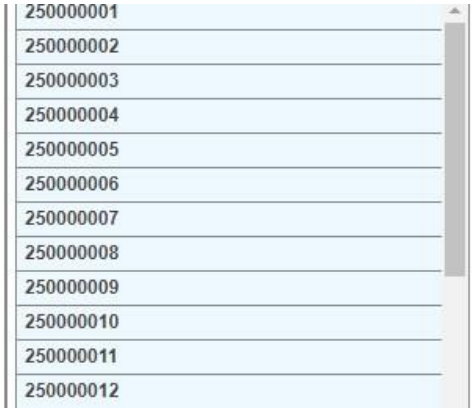
Note that when searching by ARN, the system will automatically change all the properties currently reflected in the Search History from Address to ARN as depicted below. The selection of any other Search tool will return each of the properties in the Search History to their corresponding address.



3.2.5 Property Identification Number (PIN)

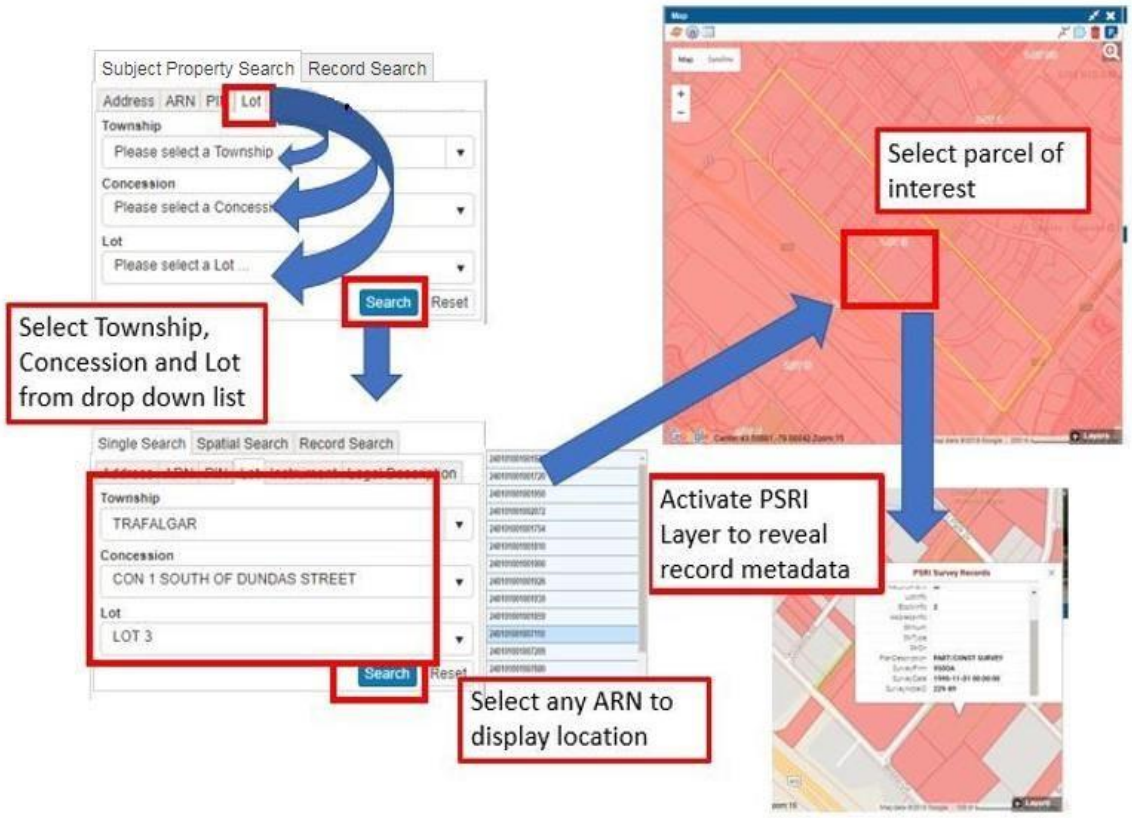
The user can search for a property of interest by entering the PIN, or a minimum of three digits from the PIN for which the search is being made;





3.2.6 Township, Lot and Concession Search

By selecting the Lot Tab, the user can launch a search by Township, Lot and Concession. Once selecting the Township from the drop down list the user will be presented with the list of Concessions within the Township. The selection of the Concession will prompt the user to select from a list of Lots within that Concession. The selection of the Lot and subsequent click of the Search tab will then reveal the list of ARNs that are contained therein and the selection of the ARN will display the corresponding parcel (if the parcel layer is activated), highlighting the Lot and displaying the parcel extent of ARNs within the Lot.



The User can then activate the PSRI Layer and select the properties for which they need to review and /or select the metadata of any geocoded records.

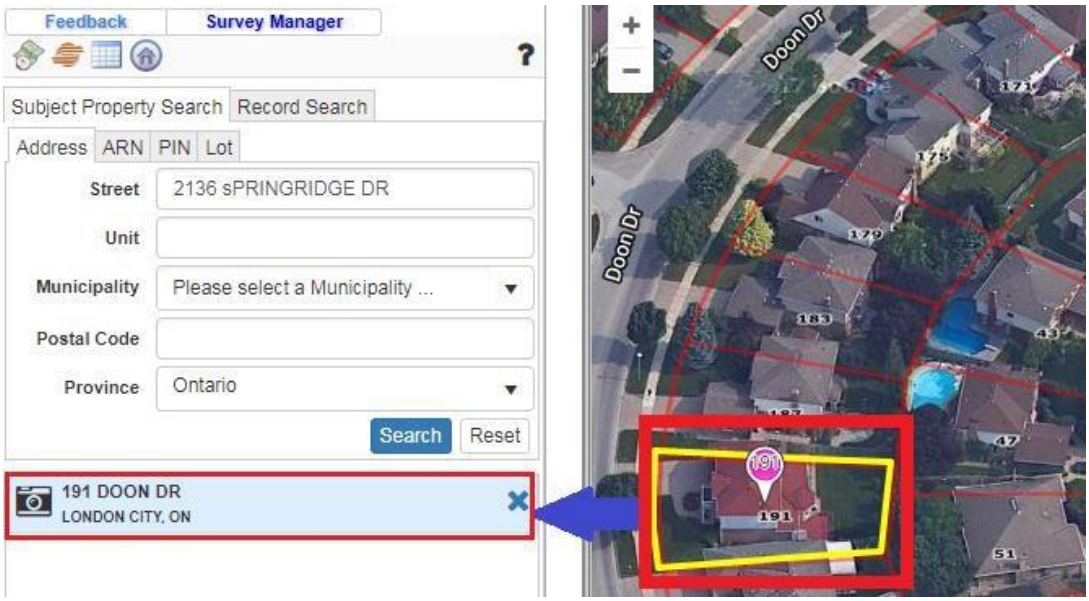
3.2.7 Map Searching

By integrating the mapping available under license from Google with MPAC's updates of the Assessment and Ownership mapping parcel base, the user has access to the most popular means for finding and selecting a subject property, by map. The map is equipped with panning and zooming functionality to support the selection of a location of interest.

The user has the option to select either a road view, oblique view where available, satellite or aerial view with, or without, the parcel mapping being visible.

With aerial imagery activated, double clicking on the roof top results in the address of the selected property being populated in the Property Address Search

Bar and a pushpin is then assigned to the centroid of the property which is subsequently centered within the map window as depicted below;

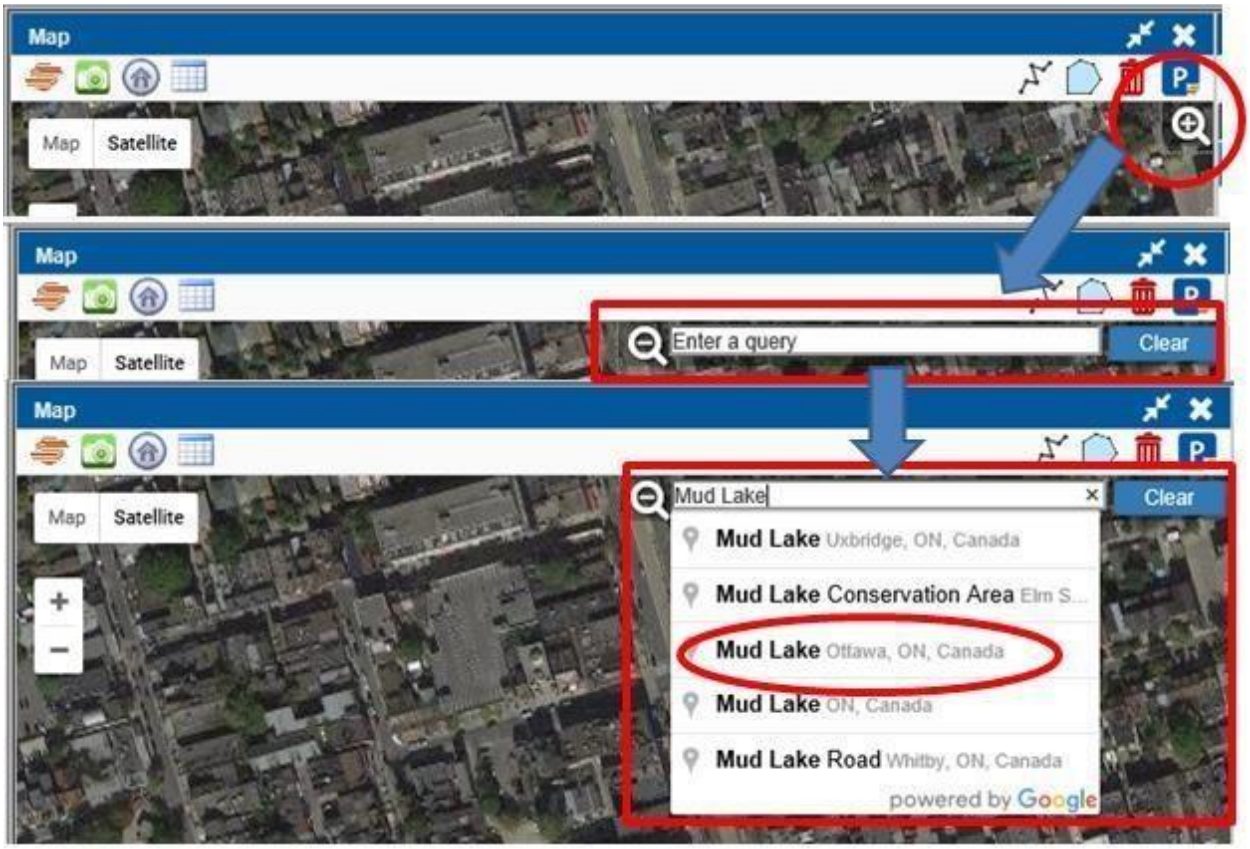


3.2.8 Google Search

To facilitate locating a property by its common place name, latitude and longitude (x/y co-ordinate), closest intersection or company name, the Google Search functionality has been incorporated within the Map ViewPort. The user is required to select the function by clicking on the magnifying glass in the top righthand corner of the Map ViewPort which will in turn reveal a data entry window. Entry of any common place name will reveal a list of matching options from which to make the intended selection and in turn will reveal the location on the Map ViewPort. Parcel polygons can then be activated to help the user locate the parcel or property of interest.

It is important to note that the Google search functions operate independently of the PSRI application. Consequently, while they can be used to locate an area or property of interest, the User must subsequently select the same point of interest and replace the Google pushpin with a propertyline pushpin, or the application will revert to its last known primary property of interest which is at the top of the Search History list.

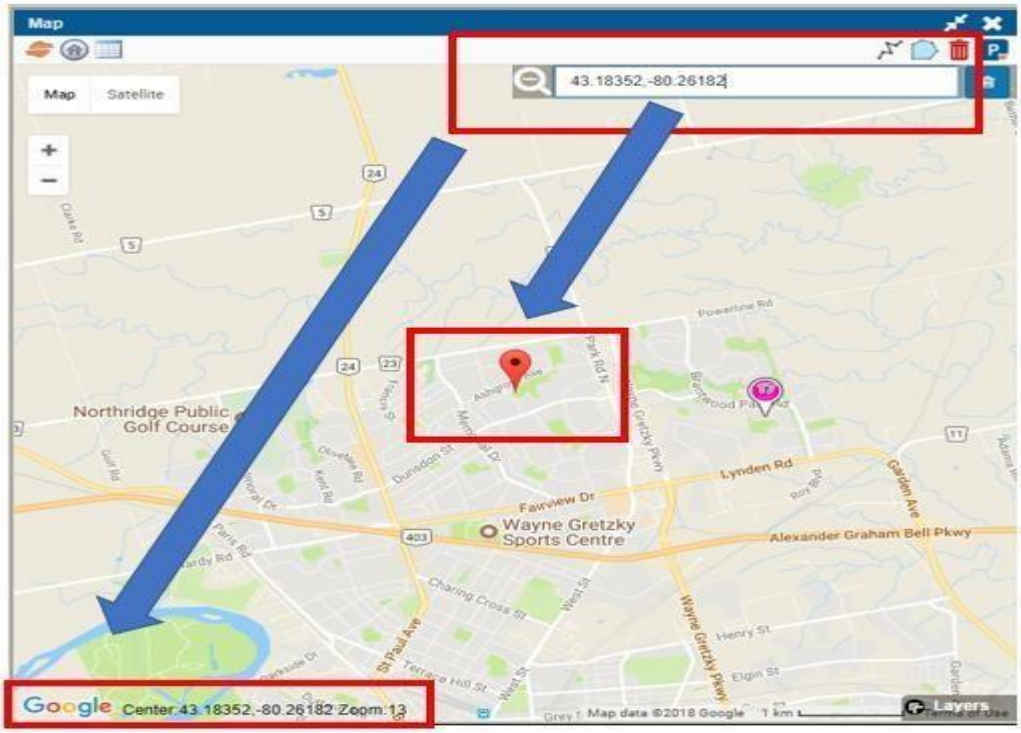
3.2.8.1 Search for a Common Geographic Place Name



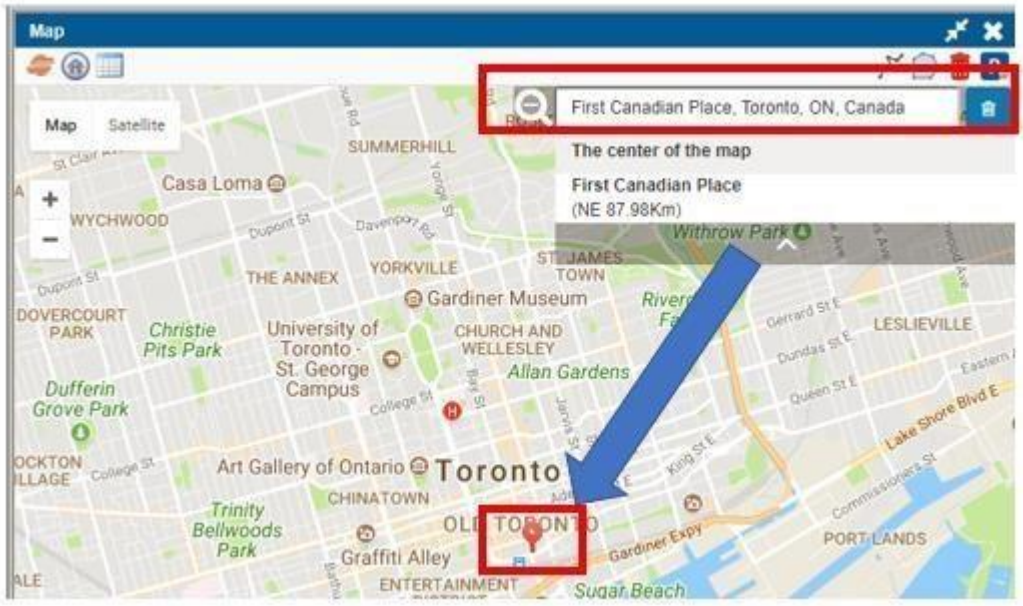
The above example depicts the process for searching for a common geographic place name, in this case Mud Lake.

3.2.8.2 Search by X/Y Coordinates

The entry of X/Y Coordinates must be entered in the correct format which can be located at the bottom of the Map ViewPort.



3.2.8.3 Search By Business Place Name



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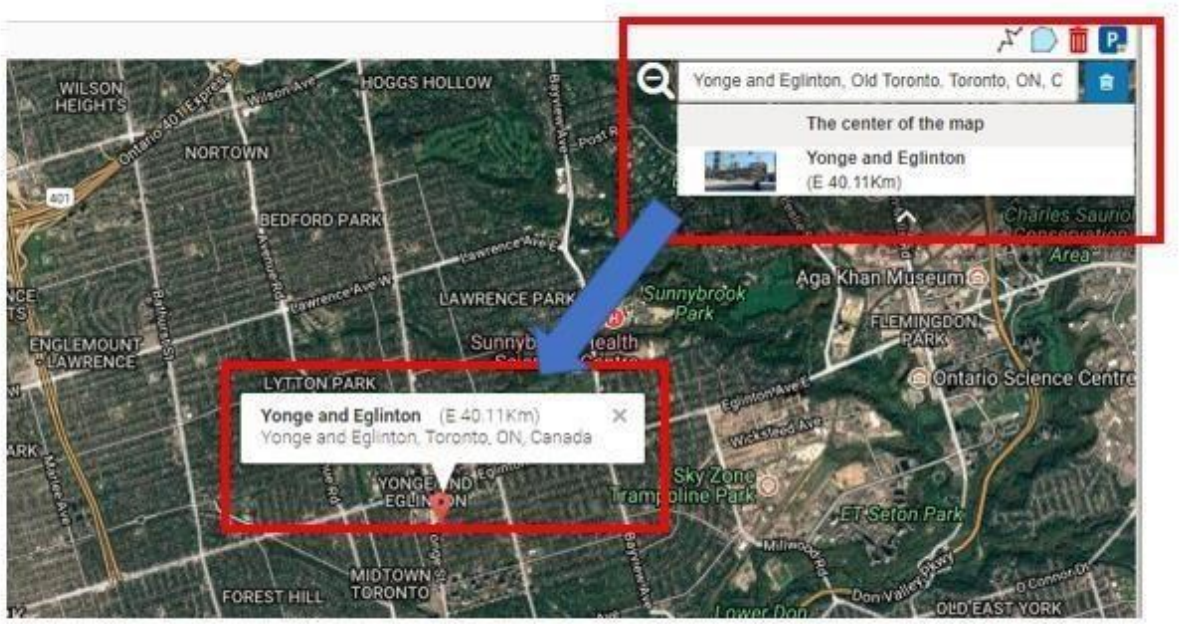
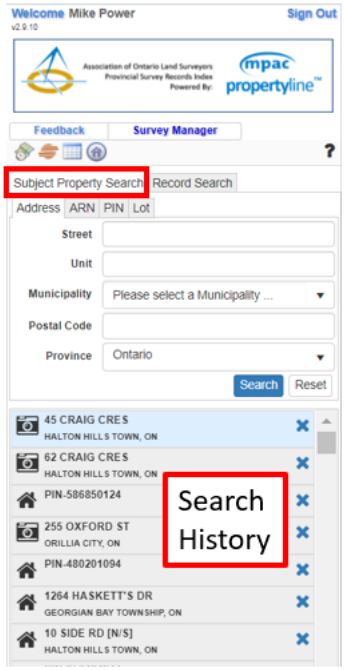
3.2.8.4 Search by Intersection



3.2.9 Selecting from Search History

As the user makes property selections utilizing any of the methods outlined above, each of the selected properties is subsequently kept in the user's Search History. The most recently viewed property is always at the top of the Search History List. To simplify the reselection of a previously viewed property, the application is enabled to allow the user to select any property from the list as their new subject property. This will return the property to the top of the list and any open ViewPorts will be changed to the reselected property. **The Search History function is only available when the user is in the Subject Property Search mode.**



4.0 Survey Record Search

4.1 Record Search Functions

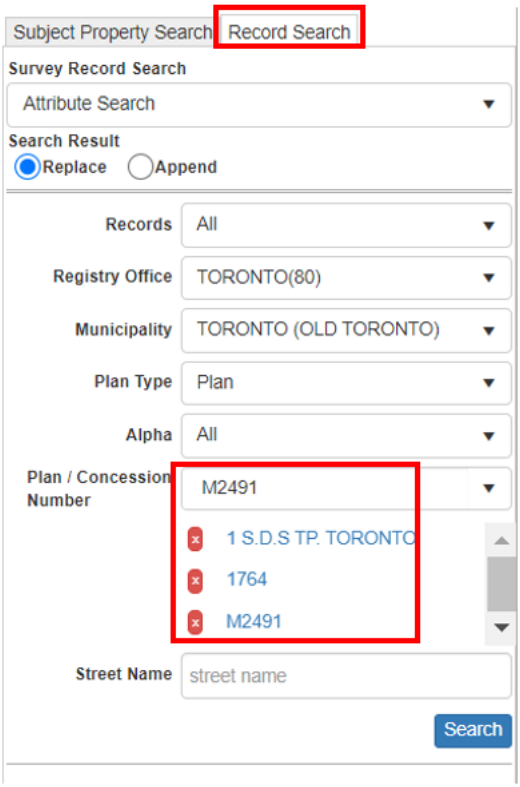
The User can begin their search for survey records after selecting the Record Search function and then by accessing the Search by Attribution or Search by Custom Boundary options. The Attribute Search will always be more comprehensive given that not all records are geocoded. The User can access both search features and the Results ViewPort will eliminate any duplicate records.

4.1.1 Search by Record Attribution

Recognizing that not all records have been geocoded, the system provides the user with the ability to search for all survey records by their record attribution.

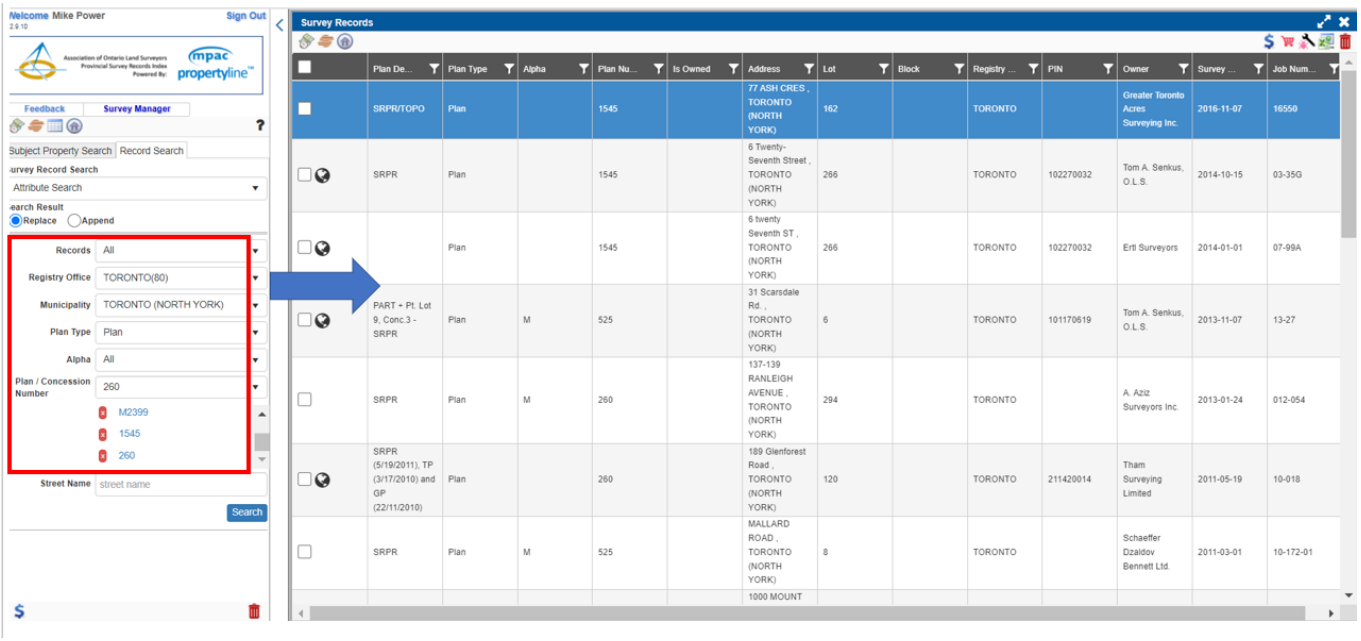
From the Search bar, the User selects Record Search to activate the list of filters. They would then select the Survey Record Search Type, either an Attribute Search or Custom Boundary Search. The User must also indicate if the results are to replace all existing records on the Survey Records Result ViewPort, or if they are to be appended to the existing list. Finally, the user must indicate if they are searching their Own Firm's records, those from Other Firms, or All records.

The User must begin their Attribute Search by selecting the Registry Office within which they will initiate their search. Upon doing so, the system will limit the set of Municipality drop-downs to those within the selected Office. The User then selects whether the search is for a Plan or Concession, enters the appropriate Alpha if applicable followed by the Plan numbers or Concessions for which plans are being searched.

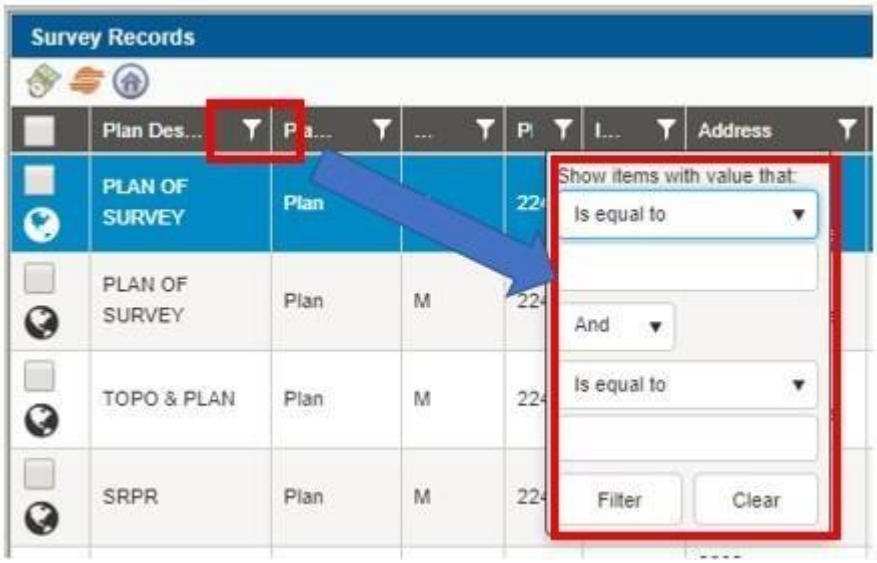


The final filter is a Street Name filter which supports any alphanumeric character string to help the user refine the result set.

Once having selected the 'Search' command at the bottom of the screen, the system will return the set of records that fulfill the search criteria. A maximum of 500 records will be displayed chronologically at any one time. This requires that the Survey Results ViewPort be opened to view the associated data.

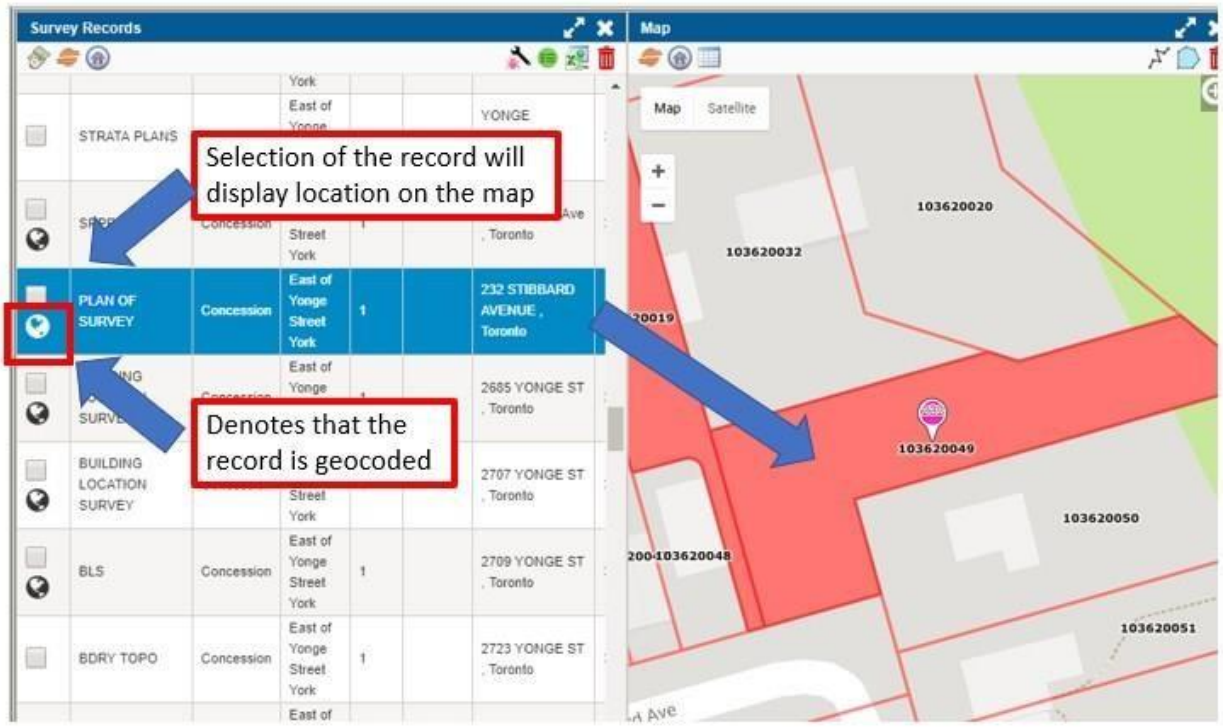


The table is configured with sort functionality in each of the column headers as well as the ability to filter the results by selecting the icon and filling in the desired variables;



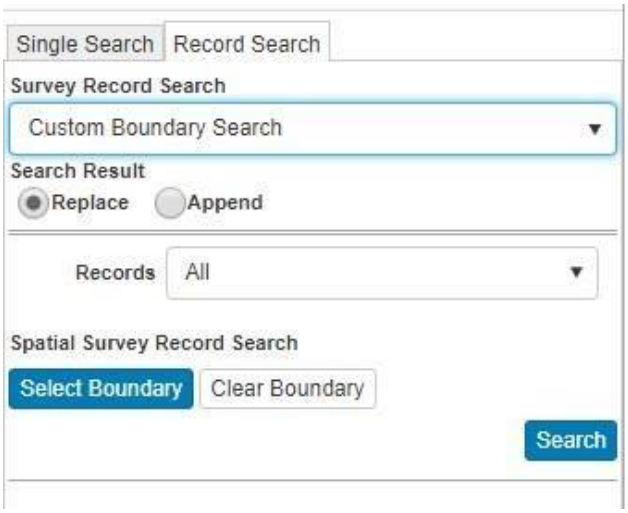
Once the User is satisfied with the record layout, they can begin to select the ones that they intend to order by selecting the box to the left of the record. Any of the

records that have been geocoded will also be identified within the Map ViewPort upon selection.

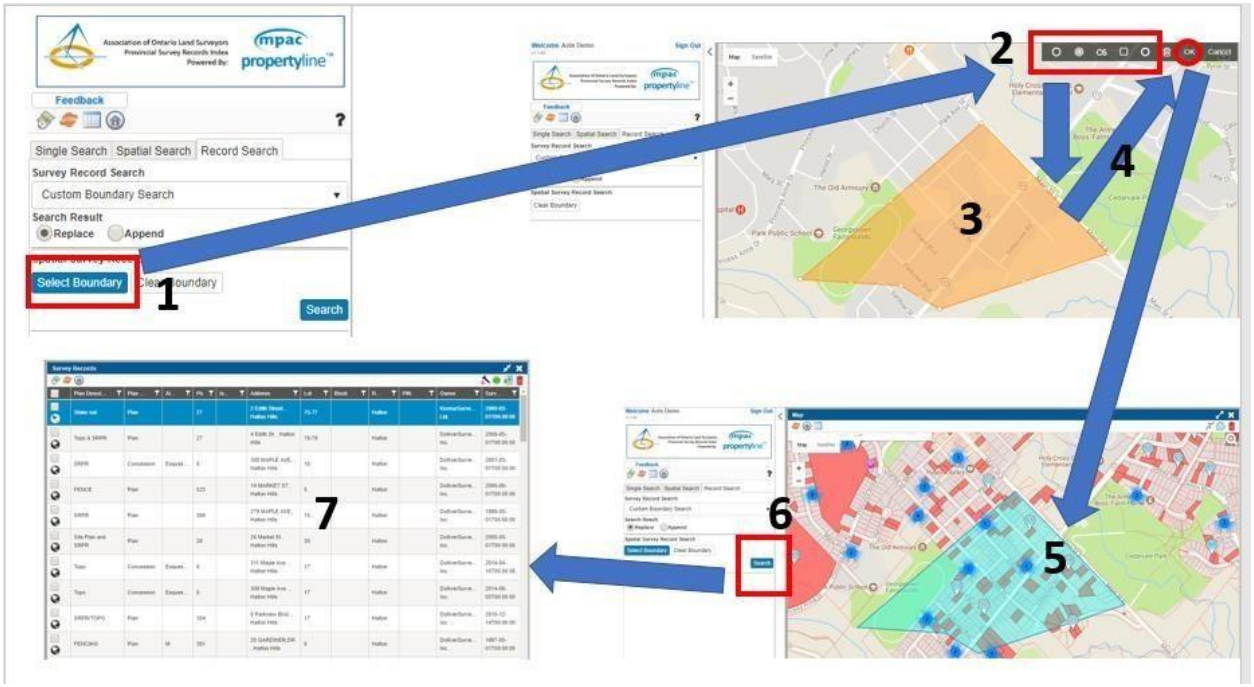


4.1.2 Custom Boundary Search

As depicted below, in addition to searching by the record's attribution, users can select the drop-down arrow and choose to select records by a custom boundary;



When choosing to search for records by a custom boundary, enter a property of interest through the single search method, or pan the map to the area in which you want to conduct your search and select a property from which to start your search. **Please ensure that you're in an area where records are depicted on the map.**



1- Once in the area of the map that you want to search, click on Select Boundary

2- Choose the tool by which you'll draw the boundary and proceed with the polygon

3- If satisfied with the polygon, proceed to 4, if not, select the garbage can icon and redraw

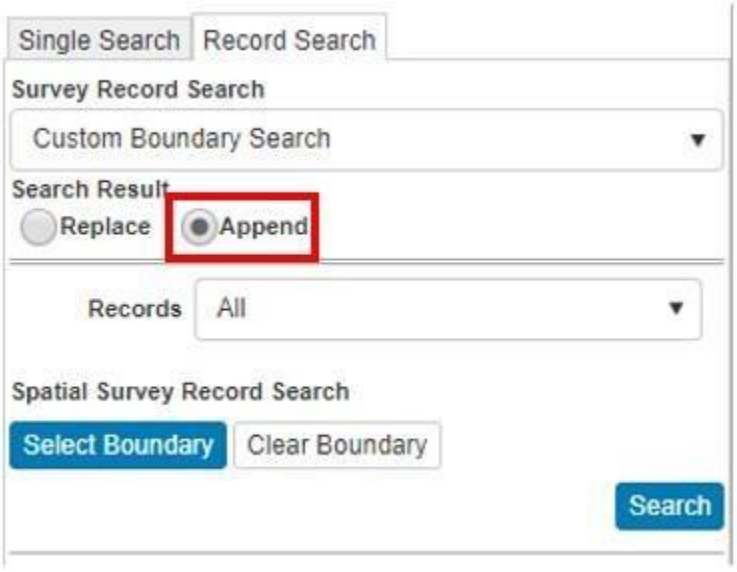
4- Select OK to depict your polygon against the map view of the records. If satisfied, proceed to 6, if not, select clear boundary and start again from step 1

5- Confirm boundary represents area of interest. If the boundary needs to be slightly extended or contracted, 'grab one of the vertices of the polygon by clicking on your left mouse button and hold it down and pull it in any direction until reaching the desired location before releasing the mouse button but **do not overlap the polygon.**

6- Select search to generate your list of records

7- Open the Results viewport to review your list of records

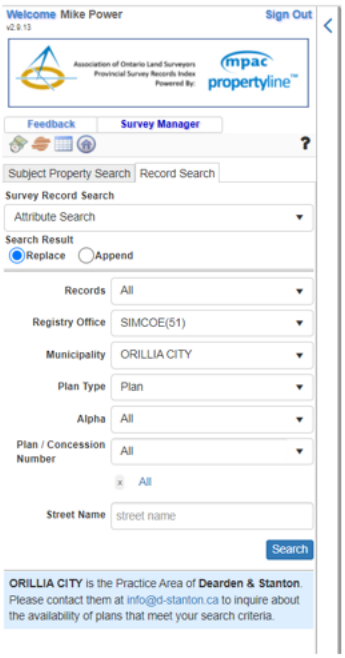
You can add more records to your results list by simply clicking the parcel with a record from the map view. Please note that your Spatial Control must be in the Append mode as shown below;

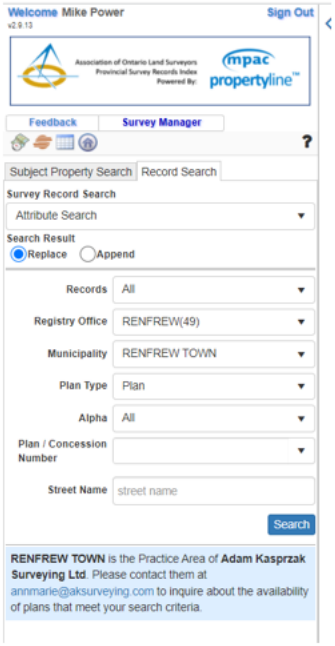


The User can also switch to an Attribute Search, and if in the Append mode, the results of the next search will be added to the Results ViewPort.

4.1.3 Practice Areas

Individual Survey Firms may make application to Council to identify the area in which they are principally the only Surveyor as a designated Practice Area. This negates their requirement to index their historical records, pre June 24 2021, to the PSRI but does not relieve them of the responsibility of indexing their day forward survey records following that date. In being approved for a Practice Area, the designated firm will have their contact information displayed to all surveyors embarking upon a records search within the municipality that is so-designated. Two examples of existing Practice Areas follow,





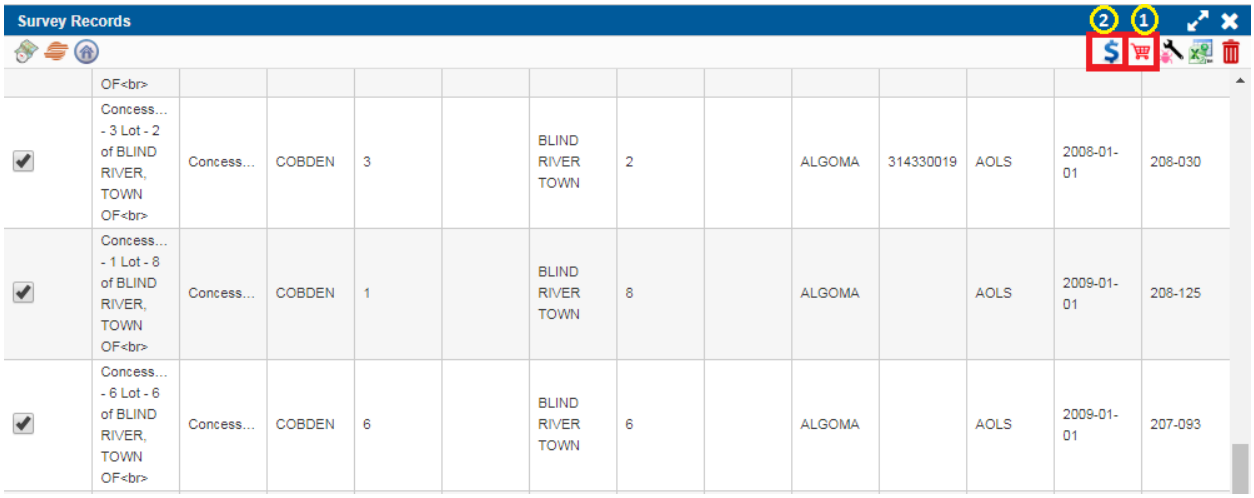
In each case that the designated municipality is selected, the Surveyor's email contact information is displayed suggesting that the searcher contact the firm **in addition** to performing a search in the area for records of other firms. It is important to note that the Surveyor designated as having a Practice Area may not necessarily present their records in the broader search request or subsequently appear on the Survey Records

Search Results page. Contact through the displayed email address must be made independent of any other search.

4.1.4 Ordering Records

4.1.4.1 Survey Records Fulfilment

Fulfillment interfaces have been incorporated within the Survey Results Screen

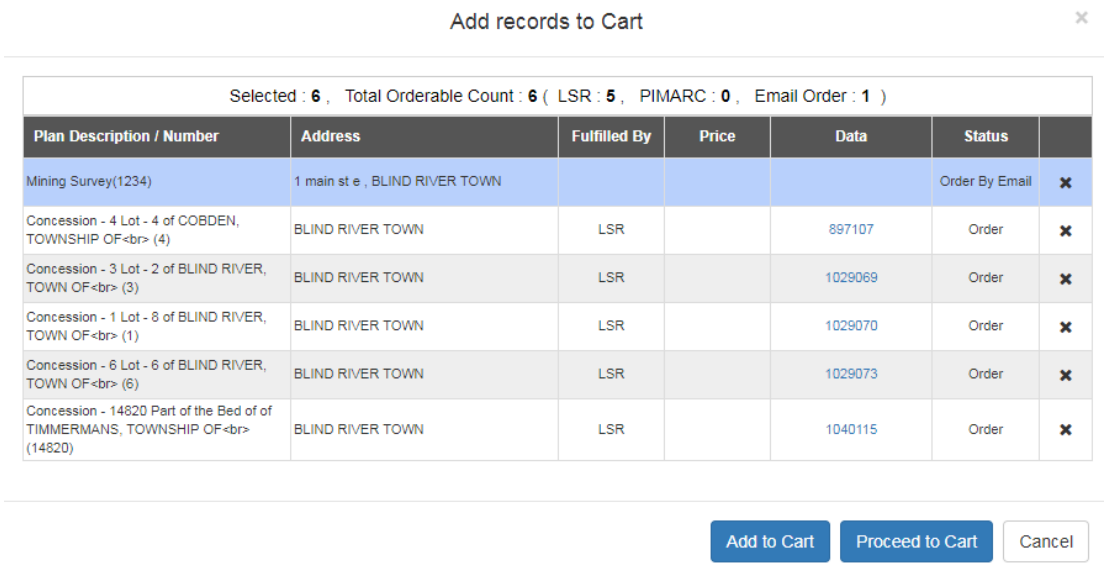


	OF 												
☑	Concess... - 3 Lot - 2 of BLIND RIVER, TOWN OF 	Concess...	COBDEN	3		BLIND RIVER TOWN	2		ALGOMA	314330019	AOLS	2008-01-01	208-030
☑	Concess... - 1 Lot - 8 of BLIND RIVER, TOWN OF 	Concess...	COBDEN	1		BLIND RIVER TOWN	8		ALGOMA		AOLS	2009-01-01	208-125
☑	Concess... - 6 Lot - 6 of BLIND RIVER, TOWN OF 	Concess...	COBDEN	6		BLIND RIVER TOWN	6		ALGOMA		AOLS	2009-01-01	207-093

Once a search has been completed, the User can select the records which are to be placed within their Shopping Cart, and then select the Cart icon to move towards record request or check-out.

4.1.4.2 Fulfillment Interface - Cart

Shopping cart functionality will hold selected records for fulfillment on a search by search basis. Where the owner of the record or its fulfillment agent have provided access to a degraded view, or a thumbnail of the image, a link is provided in the column labeled Data.



The header identifies the number of records that can be ordered.
The user is provided with the ability to delete the record by selecting the 'X'.

1. If a record is being fulfilled by an agent, the column marked fulfillment indicates by whom the plan image will be fulfilled.

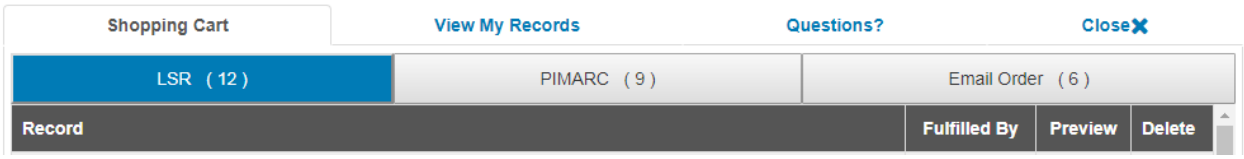
2. If the User selects the 'Add to Cart' function, all records will be added to the Shopping Cart for ordering based upon the defined method of fulfillment. The User can then return to the PSRI application to continue searching records.

3. If the User selects the 'Proceed to Cart' function, the application will open the shopping cart with a list of all records that have been placed there since the User's last check-out.

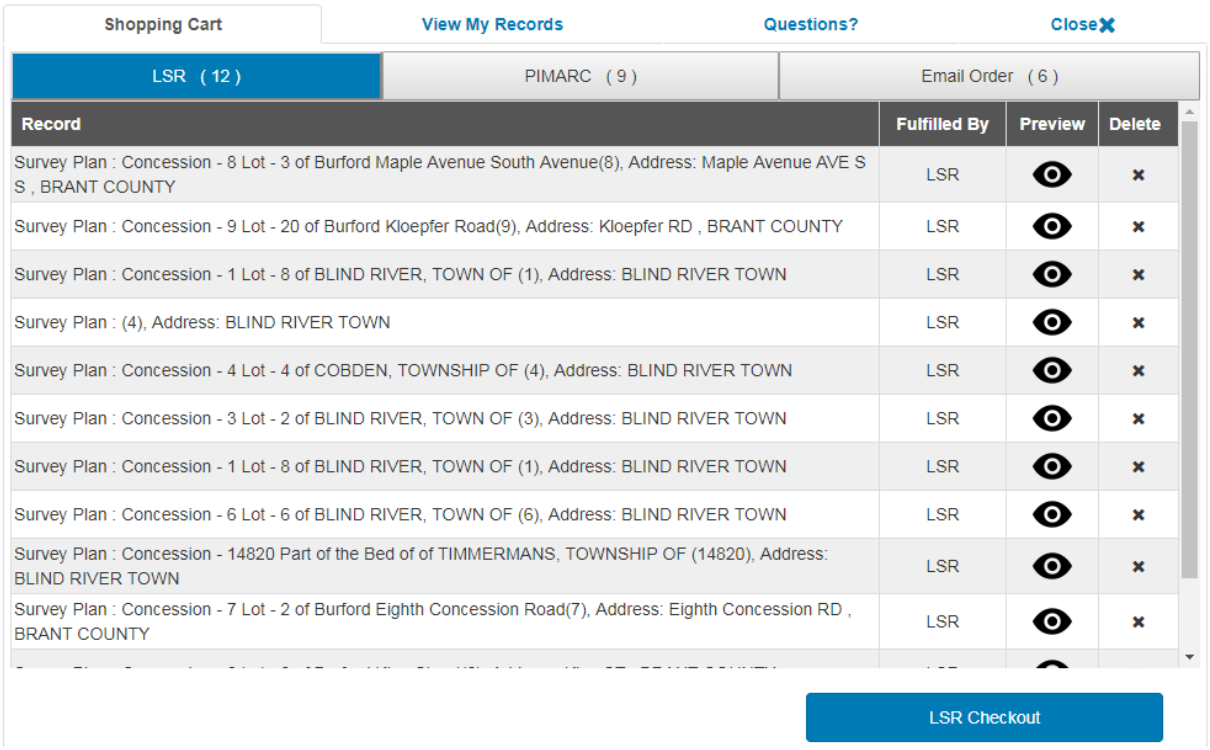
4.1.4.3 Shopping Cart Check-Out Function

1. The shopping Cart function will contain all records that the User has selected from the Survey Results Screen and the initial Shopping Cart. Unless records are ordered or deleted, they will remain in the cart until the user takes one of the above actions.

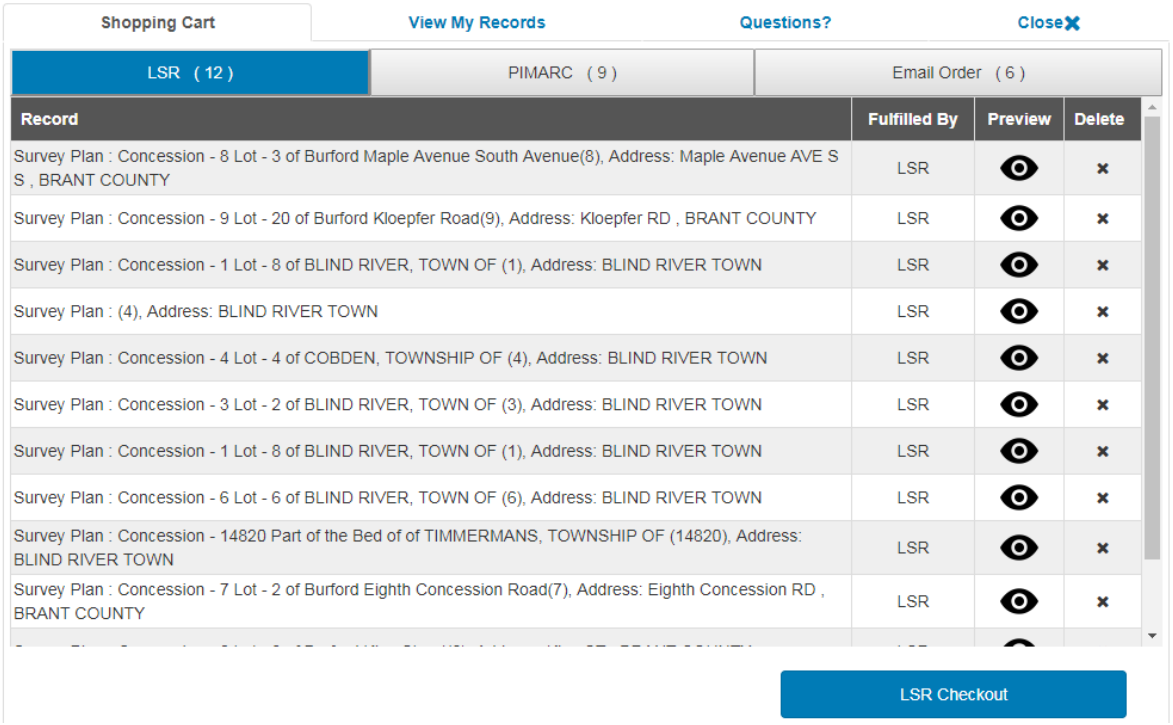
2. Each fulfillment agent will provide their own cart checkout functions. Land Survey Records (LSR) and Pimarc provide fulfillment services, but more fulfillment agents will be added in the future. Any Surveyor not having selected a fulfillment service has by default chosen to self-fulfill requests for their plans and will receive such requests via email.



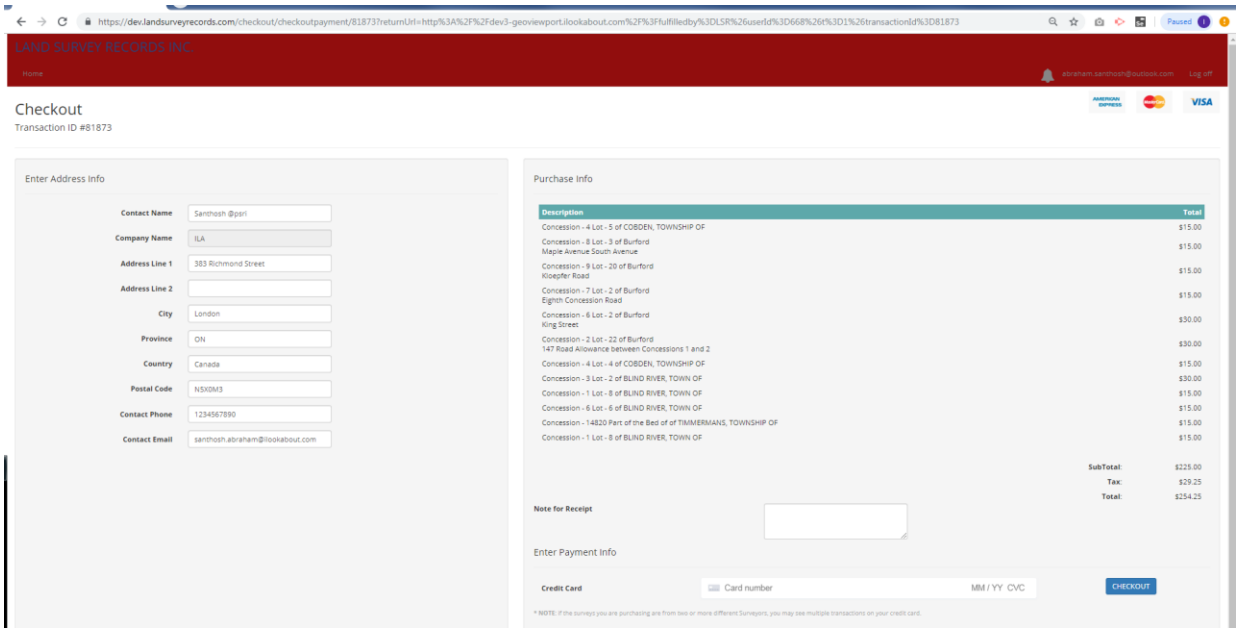
3. The above screen clip depicts the User having 12 records in a LSR basket, 9 in a Pimarc basket and 6 to be ordered by email. Each of the three fulfillment functions must be actioned individually.



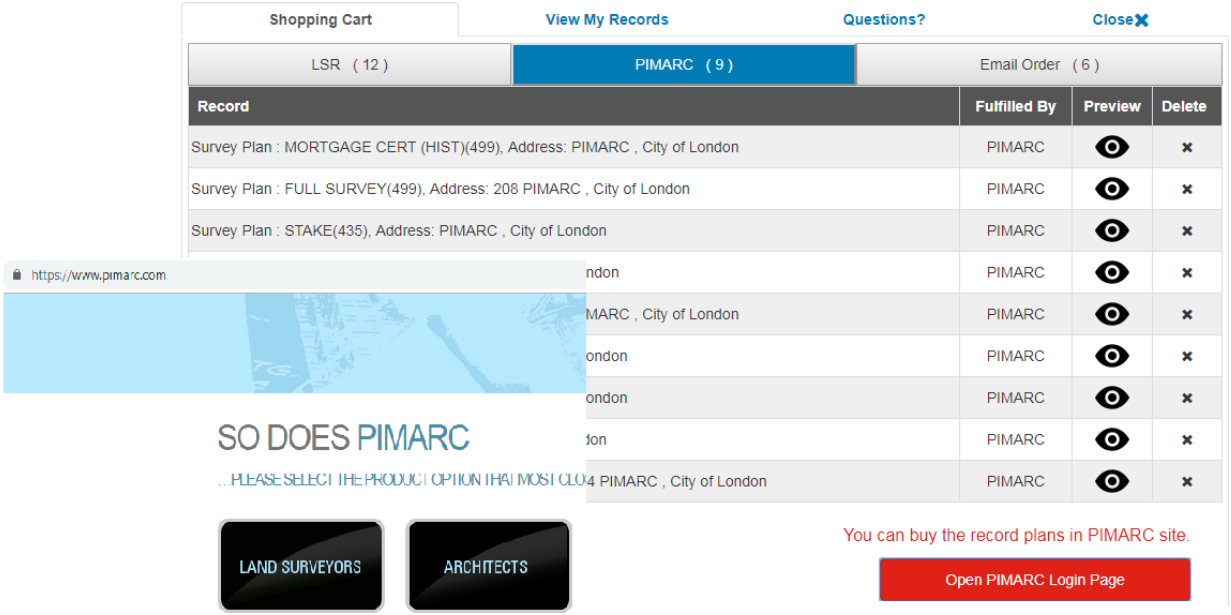
4. In the LSR tab, the User can preview the plan and select the LSR Checkout button to procced to the record purchase.



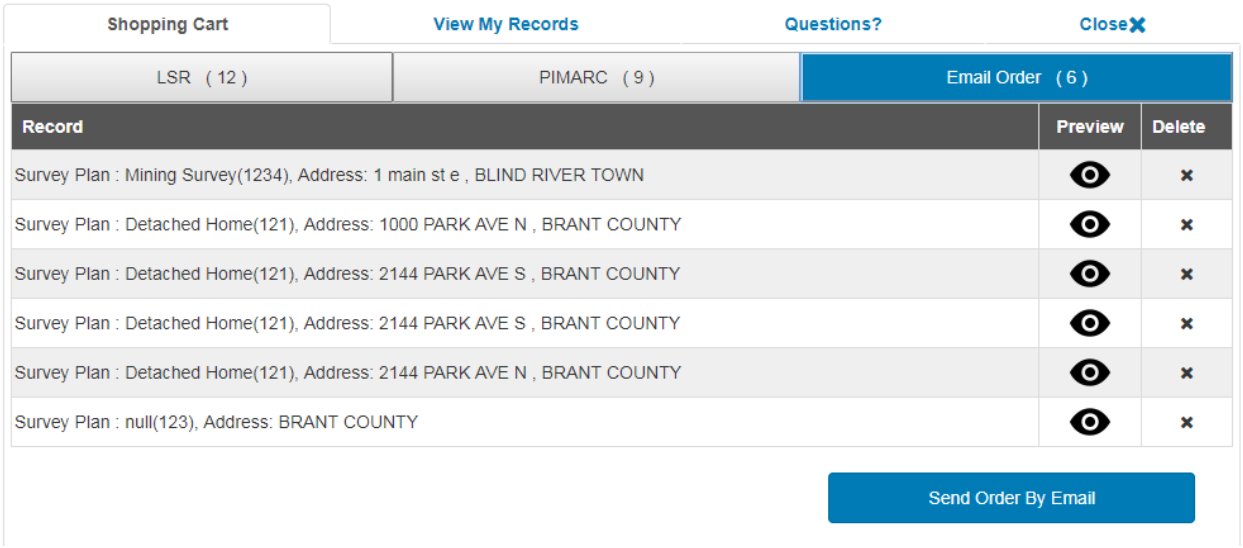
5. The LSR Checkout transfers the user to the LSR shopping cart, where the user can check out with a valid credit card and receive a receipt for their purchased plan. The user will also receive an email receipt for the purchase. The plan remains in the View My Records tab until removed by the User.



6. The Pimarc shopping cart interface is not yet developed. Selecting the link will take the user to the Pimarc website where, upon registration and re-entering of the record details, the associated plan can be made available for purchase.



7. Records available from the Surveyor by email are grouped under the Email Order function. If the Surveyor has made a fuzzy view or thumbnail of their plan available, it can be viewed by selecting the Preview icon. Selecting the Send Order by Email function will send an email request to all associated Plan holders.



An example of the automated email request is shown below.

The following SRI Record(s) are requested by SRI User: Mike Power (mike.power@ilookabout.com) from Firm:PSRI Ilookabout

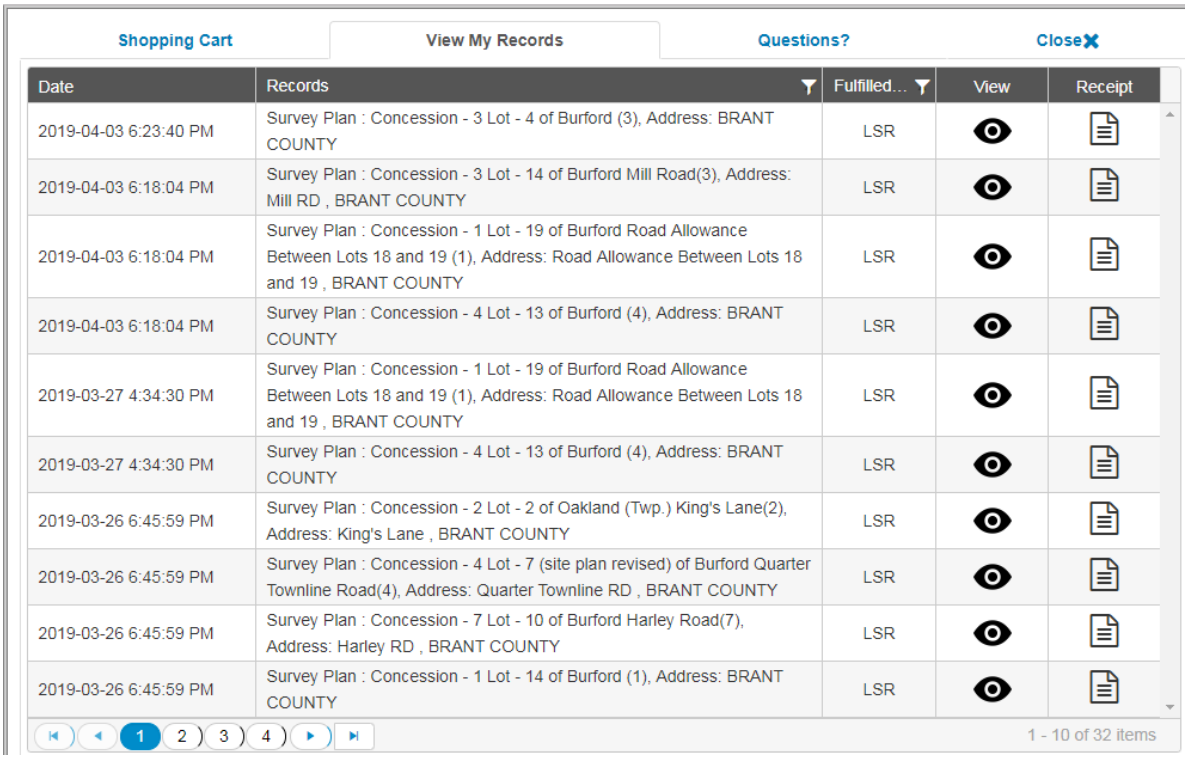
PlanDescription	Plan Type	Alpha	Plan Number	Block	Lot	PIN	StrNum	StrName	StrDir	Municipality	JobDate	JobNumber
Boundary Confirmation Survey (ex. Boundaries Act, Municipal Resurvey under the Surveys Act)	Other		1				45	CRAIG CRES		HALTON HILLS TOWN	1999-01-01	1

Please work with the User directly to resolve and update the PSRI as applicable. If you require further technical assistance, please contact us at: support@ilookabout.com

Regards
AOLS SRI Administration

4.1.4.4 View My Records

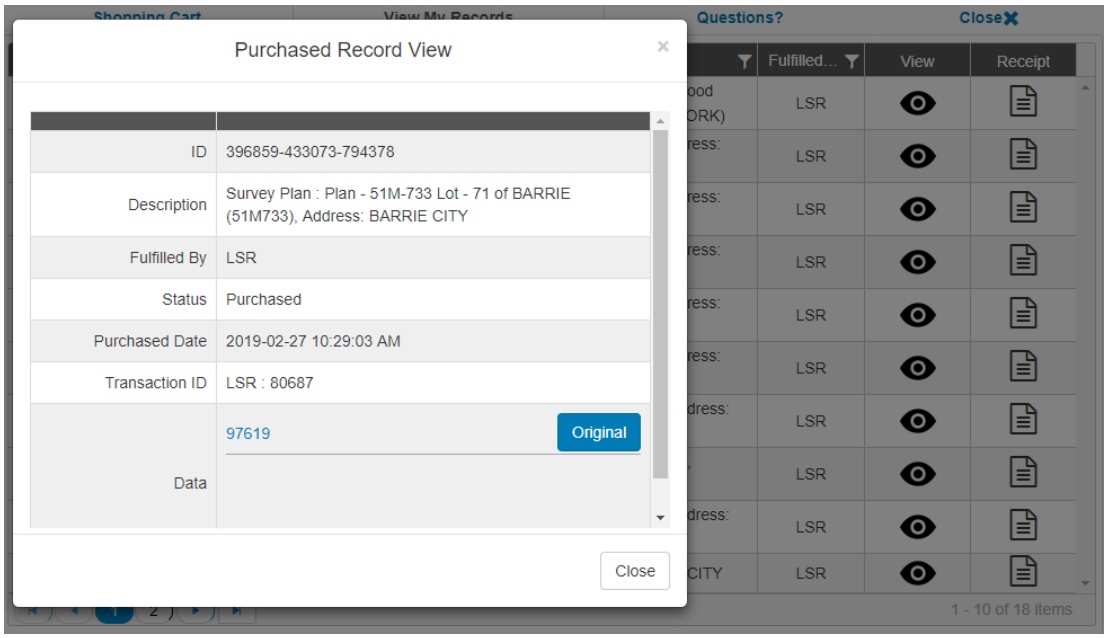
1. Within the View My Records tab, the User has a complete list of records they have purchased from any fulfillment service which has a shopping cart interfaced to the PSRI. The record, fulfillment source, date of purchase, copy of the plan and a receipt are all retained for the user under this tab.



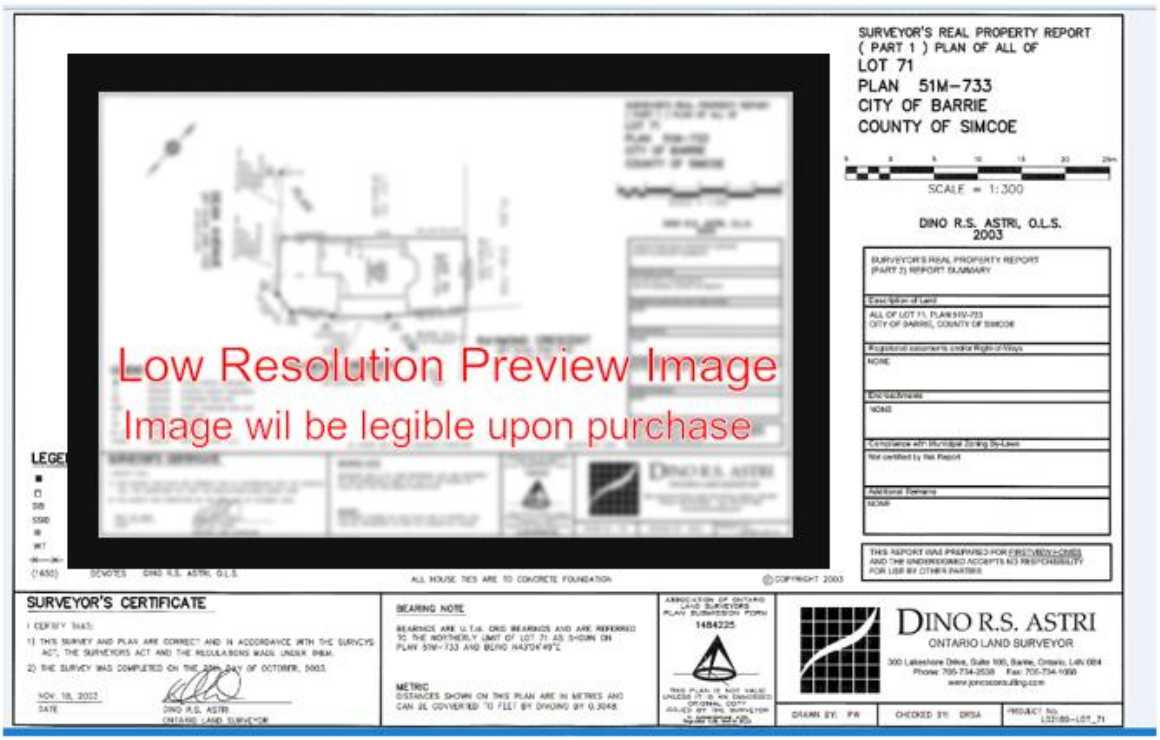
Date	Records	Fulfilled...	View	Receipt
2019-04-03 6:23:40 PM	Survey Plan : Concession - 3 Lot - 4 of Burford (3), Address: BRANT COUNTY	LSR		
2019-04-03 6:18:04 PM	Survey Plan : Concession - 3 Lot - 14 of Burford Mill Road(3), Address: Mill RD , BRANT COUNTY	LSR		
2019-04-03 6:18:04 PM	Survey Plan : Concession - 1 Lot - 19 of Burford Road Allowance Between Lots 18 and 19 (1), Address: Road Allowance Between Lots 18 and 19 , BRANT COUNTY	LSR		
2019-04-03 6:18:04 PM	Survey Plan : Concession - 4 Lot - 13 of Burford (4), Address: BRANT COUNTY	LSR		
2019-03-27 4:34:30 PM	Survey Plan : Concession - 1 Lot - 19 of Burford Road Allowance Between Lots 18 and 19 (1), Address: Road Allowance Between Lots 18 and 19 , BRANT COUNTY	LSR		
2019-03-27 4:34:30 PM	Survey Plan : Concession - 4 Lot - 13 of Burford (4), Address: BRANT COUNTY	LSR		
2019-03-26 6:45:59 PM	Survey Plan : Concession - 2 Lot - 2 of Oakland (Twp.) King's Lane(2), Address: King's Lane , BRANT COUNTY	LSR		
2019-03-26 6:45:59 PM	Survey Plan : Concession - 4 Lot - 7 (site plan revised) of Burford Quarter Townline Road(4), Address: Quarter Townline RD , BRANT COUNTY	LSR		
2019-03-26 6:45:59 PM	Survey Plan : Concession - 7 Lot - 10 of Burford Harley Road(7), Address: Harley RD , BRANT COUNTY	LSR		
2019-03-26 6:45:59 PM	Survey Plan : Concession - 1 Lot - 14 of Burford (1), Address: BRANT COUNTY	LSR		

1 2 3 4 1 - 10 of 32 items

As depicted below, once purchased, the user can recall the thumbnail and the plan (Original) for viewing from within this tab.



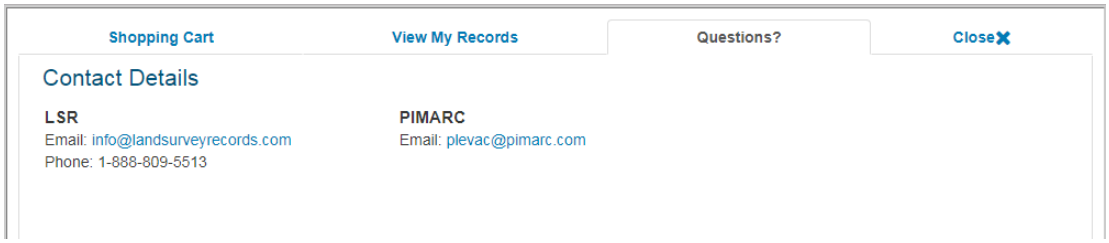
The degraded view and full plan view are depicted below.



A receipt is also available from the LSR environment.

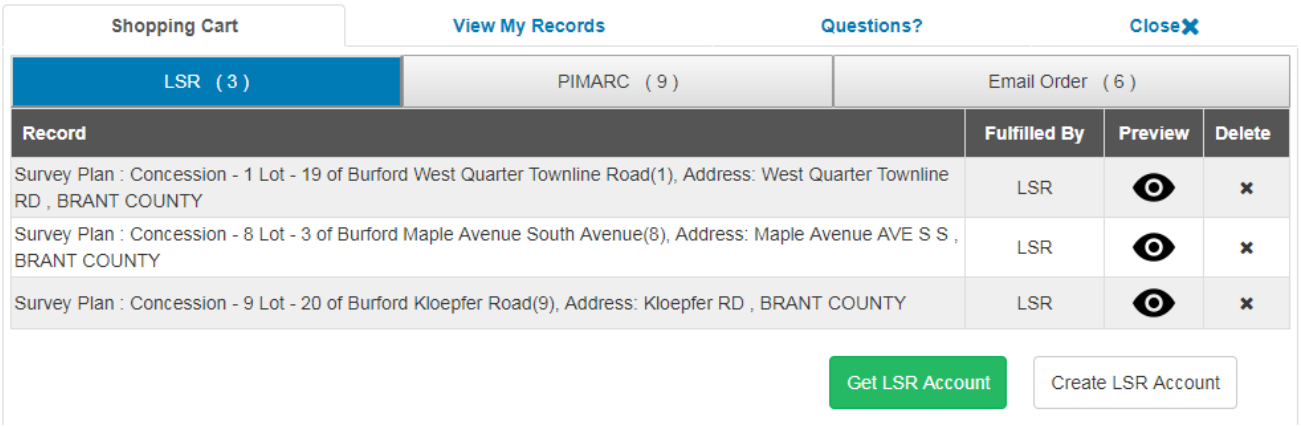
4.1.4.5 Questions

Contact information from any of the fulfillment sources is included under this function.



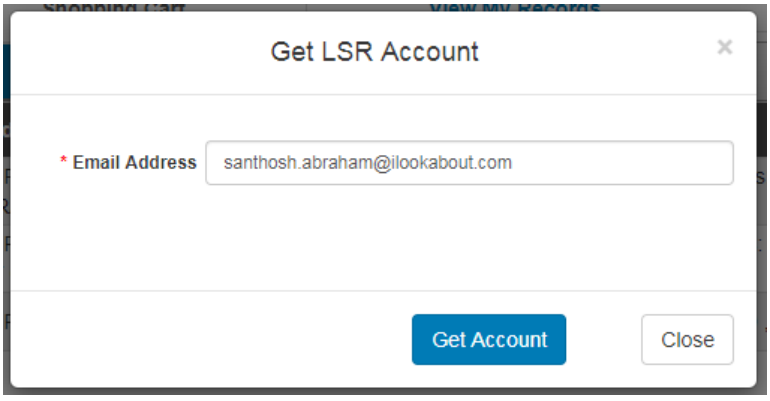
4.1.4.6 LSR Account Creation

If the PSRI user is not linked with an LSR account, the Get LSR Account and Create LSR Account buttons will be displayed instead of the LSR Checkout button.

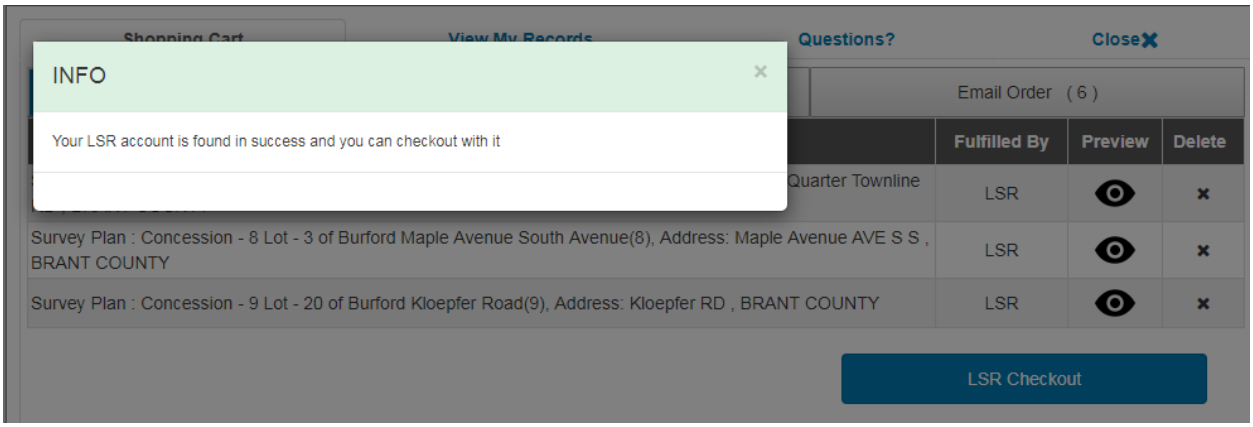


4.1.4.7 Get LSR Account

The user can select Get LSR Account button if they already have an LSR account that is not linked with the PSRI account. A new popup window will open with the email address provided at the time of account creation

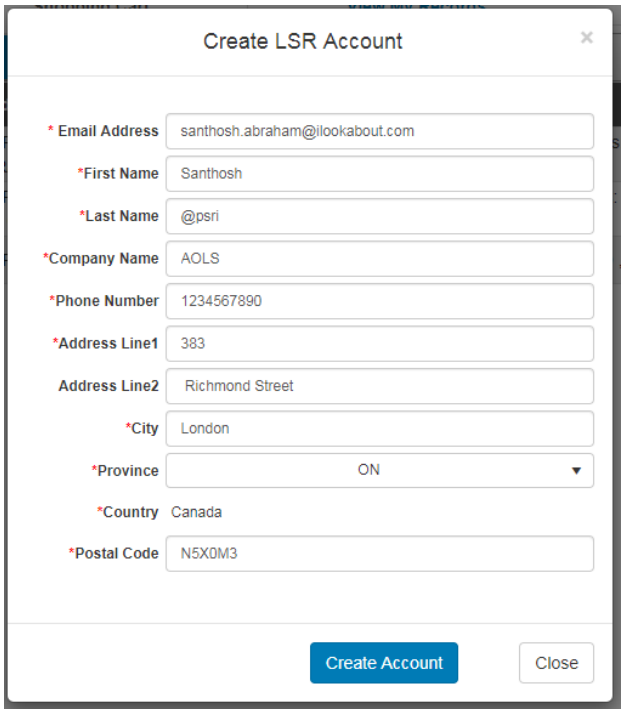


When the user selects the Get Account button, the system will communicate with the LSR system and link with the LSR account (email should be the same in both systems). Once the PSRI Account is linked with LSR account, the system will prompt the message “Your LSR account is found successfully” and the user can check-out. The LSR Checkout button will then be displayed instead of the Get LSR Account and Create LSR Account buttons.



4.1.4.8 Create LSR Account

To create an account in the LSR system, the user needs to select the Create LSR Account button. A new window, Create LSR Account, will open. Enter all the mandatory information and select the Create Account button to create the LSR account. Once the LSR account has been created and linked with the PSRI user, the Get LSR Account and Create LSR Account buttons will be replaced with the LSR Checkout button.

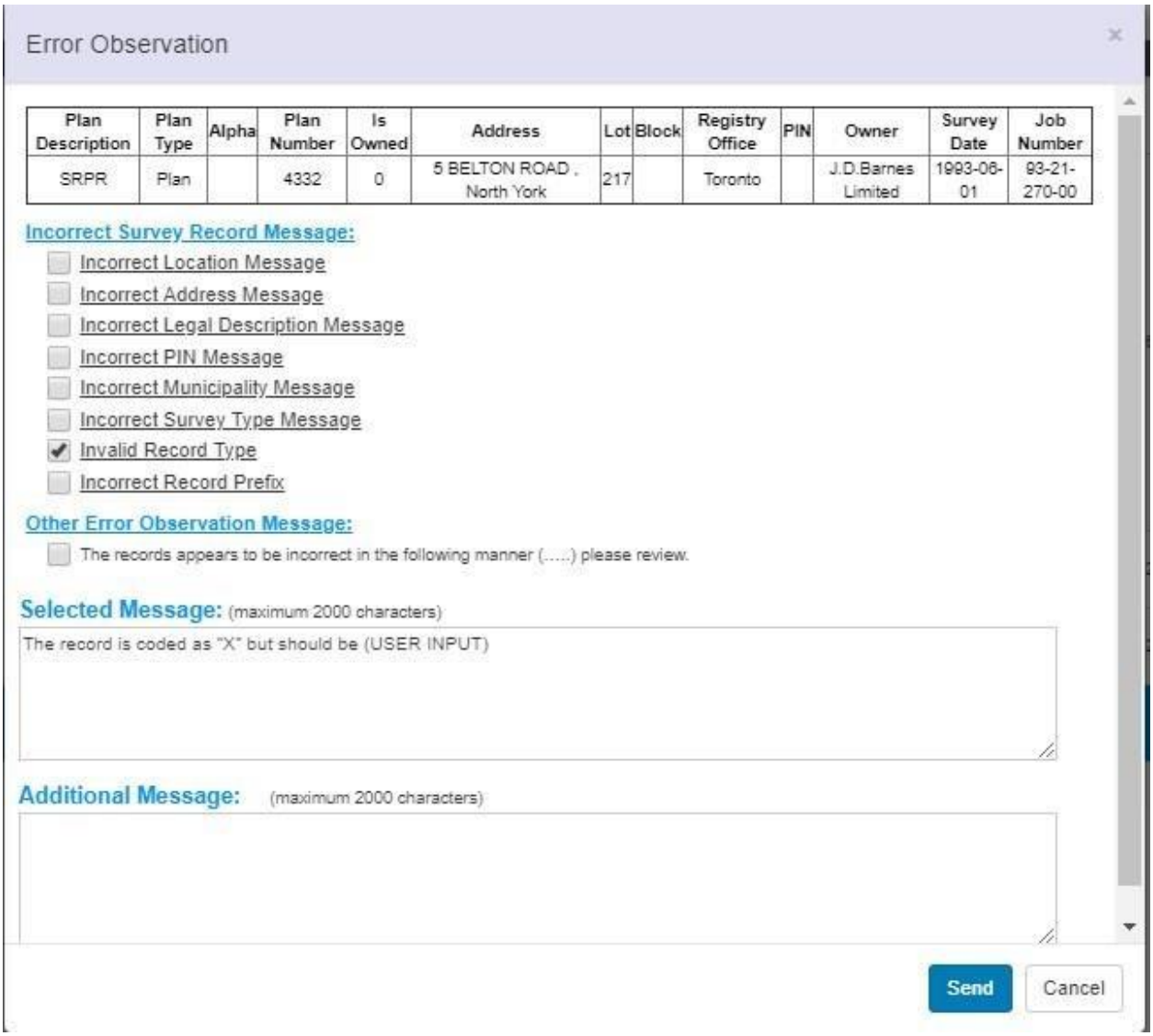


Please note that If the Email Address, Phone Number or Company Name already exist in the LSR system, the application will not allow for the creation of a new LSR account. Once the User has completed the selection of the records to be ordered, they will select the 'order records' icon from the top corner of the page. The system will respond with a request to confirm that an order should be placed and upon confirmation, will issue an order for the selected records.

The record list can also be exported to excel for retention by the user.

4.1.5 Making an Error Observation

During the Search for records it is possible that users may encounter a record that they believe is incorrectly geocoded or does not contain the correct metadata. Selecting the record from either the Survey Records ViewPort or from the Map ViewPort's metadata pop up will provide access to an error observation report that will be sent to the Owner of the record.



The Report will include the record metadata including the Job Number and provide the user with several pre-identified problems from which they can select and a text box for them to describe the problem in detail. The email is sent to the Firm which, if they agree with the Error Observation, they can correct the record in Survey Manager or reply indicating that the record is correct.

5.0 Street Level Imagery ViewPort and Controls

The application utilizes a combination of Google Streetview and iLOOKABOUT StreetScape imagery to provide AOLS users with access to street level imagery.

Where iLOOKABOUT has captured StreetScape imagery of the property in the past, the historic images are accessible by the user. Historic Google Streetview images are not available. To minimize the costs to the AOLS from Google, the application will always open the most current StreetScape image first. The user can search the available images from the drop-down list and select a Streetview image if available or preferable. Streetview images are not licensed for use in the Photo Only Report, as such this report will only show the most recent StreetScape image.

A Street level image ViewPort is opened by selecting the icon from the tool panel identified below;

Once selected, the StreetScape ViewPort will display the street level image for the most recently searched property that is listed at the top of the Search History panel.

The StreetScape ViewPort has many controls that are available to the user;

1. All images are accompanied by the month and year of capture.
2. Using the mouse wheel or keyboard controls, the user can zoom in and out on the selected image. Right clicking on the image provides the user with the option of a full screen image of StreetScape. The ESC key returns the user to the normal viewing mode.
3. Clicking on the Directional Controls, the user can move in either direction up or down the street. All Streetview images support a 360^{o} view of the property and **all StreetScape images taken in 2014 or later also support the 360^{o} view. Images taken earlier support 180^{o} view**.

4. Where a StreetScape image is mapped incorrectly or raises privacy concerns, users have access to a 'Report a Problem' feature which forwards the problem to the iLOOKABOUT (iLA) Support Desk.

5. Additional Image Features support saving the photo to the user's computer, sending the image via email, generating a Photo Report and depicting the location of the property on the map.

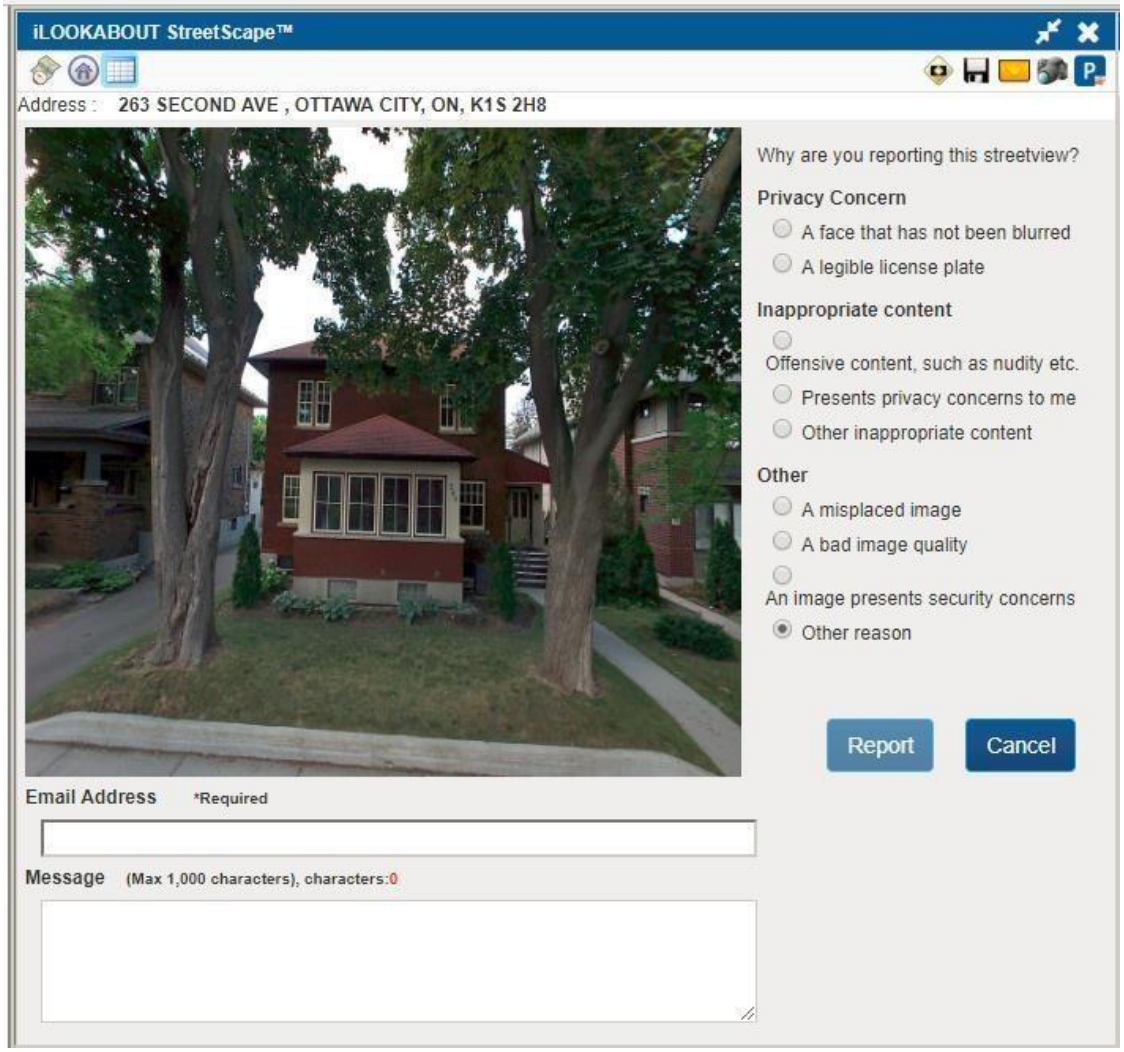
5.1 Vintages

Selection of the arrow beside the image date will reveal the list of dates for which images exist. Selection of any other date will display the associated image. In the

interests of reducing fees from Google, the Google Streetview image will never be shown first but, if available, is always selectable by the user.

5.2 Report a Problem

Where a user has identified a problem with a StreetScape image, selection of the **Report a Problem** link will display the image and provide the ability for the user to select commonly reported issues or describe the problem via email.



The message is routed to the iLOOKABOUT Support Desk and includes the image along with the following information;

Reason:	Other reason
Message:	TEST
ARN:	061405240144400
Full Address:	263 SECOND AVE , OTTAWA CITY
Selected Photo ID:	C68B72389072823D
ViewType:	Streetview-based 989727
Original POV:	Yaw=3 Pitch=4 HFOV=89.99999999999998
Sender:	

iLOOKABOUT opens a Support ticket and stays in communication with the user until the issue is resolved or otherwise explained as reflected below;

From: iLOOKABOUT [support@ilookabout.freshdesk.com]
To: Mike Power
Cc:
Subject: Ticket Received - StreetScape photo: 263 SECOND AVE , OTTAWA CITY

Dear Mike Power,

We would like to acknowledge that we have received your request and a ticket has been created.
A support representative will be reviewing your request and will send you a personal response.(usually within 24 hours).

To view the status of the ticket or add comments, please visit
https://ilookabout.freshdesk.com/helpdesk/tickets/654

Thank you for your patience.

Sincerely,
iLOOKABOUT Support Team

Help Desk @ iLOOKABOUT powered by Freshdesk

Ticket Closed - StreetScape photo: 263 SECOND AVE , OTTAWA CITY

iLOOKABOUT [support@ilookabout.freshdesk.com]

Sent: Wed 6/21/2017 12:12 PM

To: Mike Power

Dear Mike Power,

Your ticket - StreetScape photo: 263 SECOND AVE , OTTAWA CITY - has been closed.

We hope that the ticket was resolved to your satisfaction. If you feel that the ticket should not be closed or if the ticket has not been resolved, please reply to this email.

Sincerely,
iLOOKABOUT Support Team
https://ilookabout.freshdesk.com/helpdesk/tickets/654

Help Desk @ iLOOKABOUT powered by Freshdesk

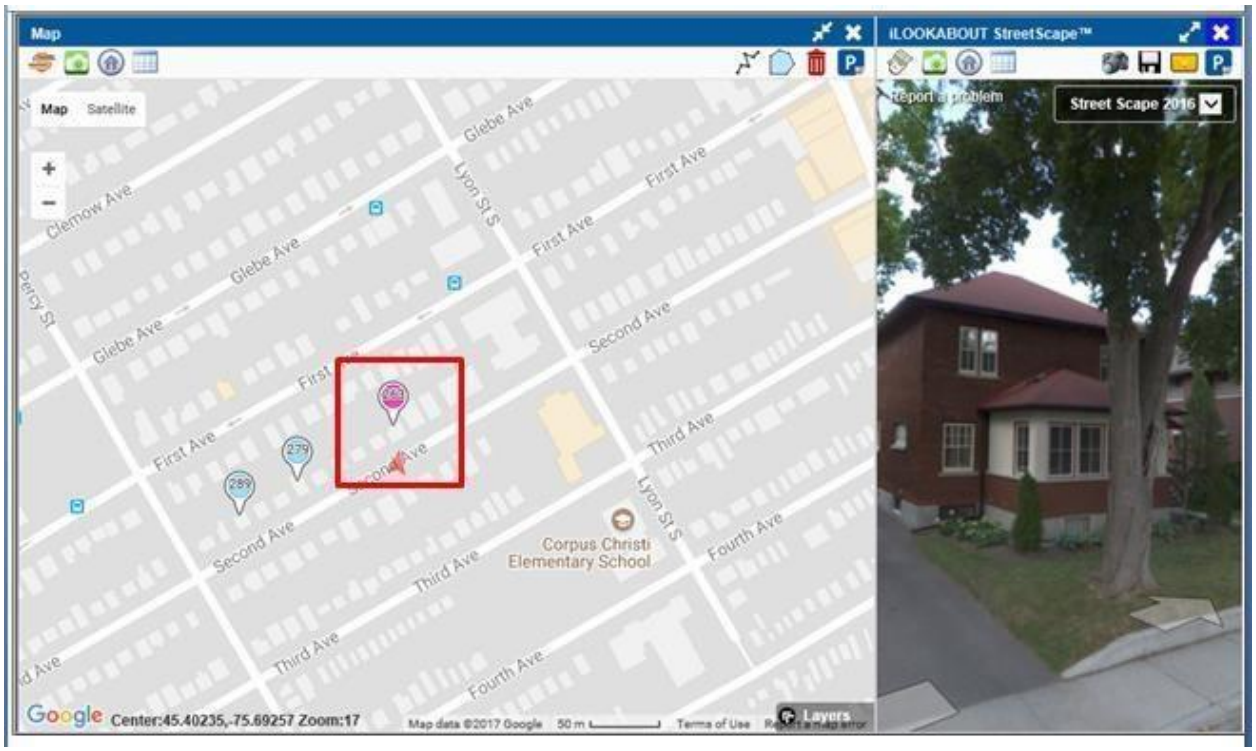
5.3 Directional Controls

These controls are most frequently used to gain a different perspective of the property where parked vehicles, vegetation or other obstructions block the view of the property.

5.4 Additional Image Controls

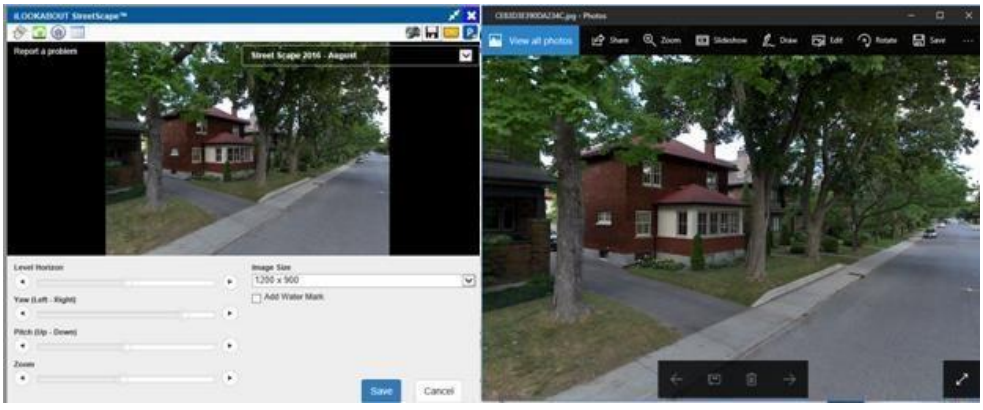
There are many additional tools across the top right corner of the StreetScape ViewPort which provide additional functionality to the user.

The  icon operates in conjunction with an open Map ViewPort and allows the user to keep track of their perspective in front of a property or on the street. When selected, the camera icon appears as an arrow on the map and will adjust as the StreetScape image is moved or relocates as a user moves up or down the street.



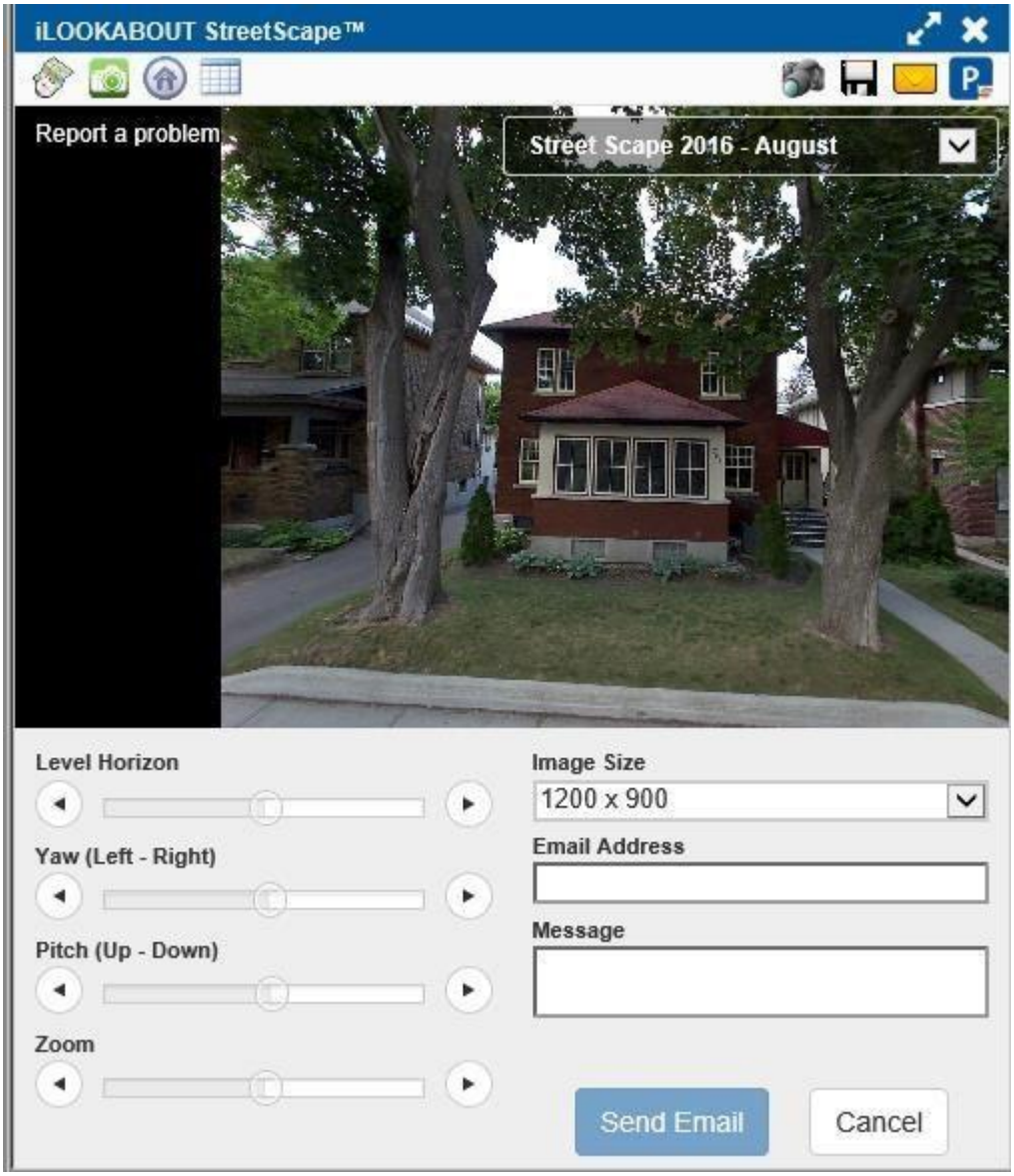
To disable the function once selected, the user need only reselect the camera icon.

To save  a copy and perspective of an image to the user's computer, the user selects the save icon which opens the ViewPort depicted on the left below. Once adjusting the parameters to their satisfaction, the user can select Save to retain the image to the appropriate location on their computer and, when reopened,



appears as the image on the right above.

To send a copy and comments relating to the image as email, the user need select the corresponding email icon, and they will be presented with the same options to adjust the image as previously described, along with the ability to add a message as depicted below.



A copy of the image as saved by the sender and metadata relating to the image as depicted below will accompany the user's message;

Sender:	
Sender Email:	
Message:	test
Full Address:	263 SECOND AVE
Municipality:	OTTAWA CITY
ARN:	061405240144400

Where the user wishes to save a specific perspective of the image and subsequently generate and save a photo only report of the property providing a geographic context along with the image, they can adjust the image of the Photo and then select the Point of View icon followed by the Photo Report icon. This will save the user's preferred Point of View within the Photo Only Report.

The user will be presented with the ability to add comments, limited to 160 characters, to the top of the report by completing the text box presented to them upon selecting the Photo Only Report;

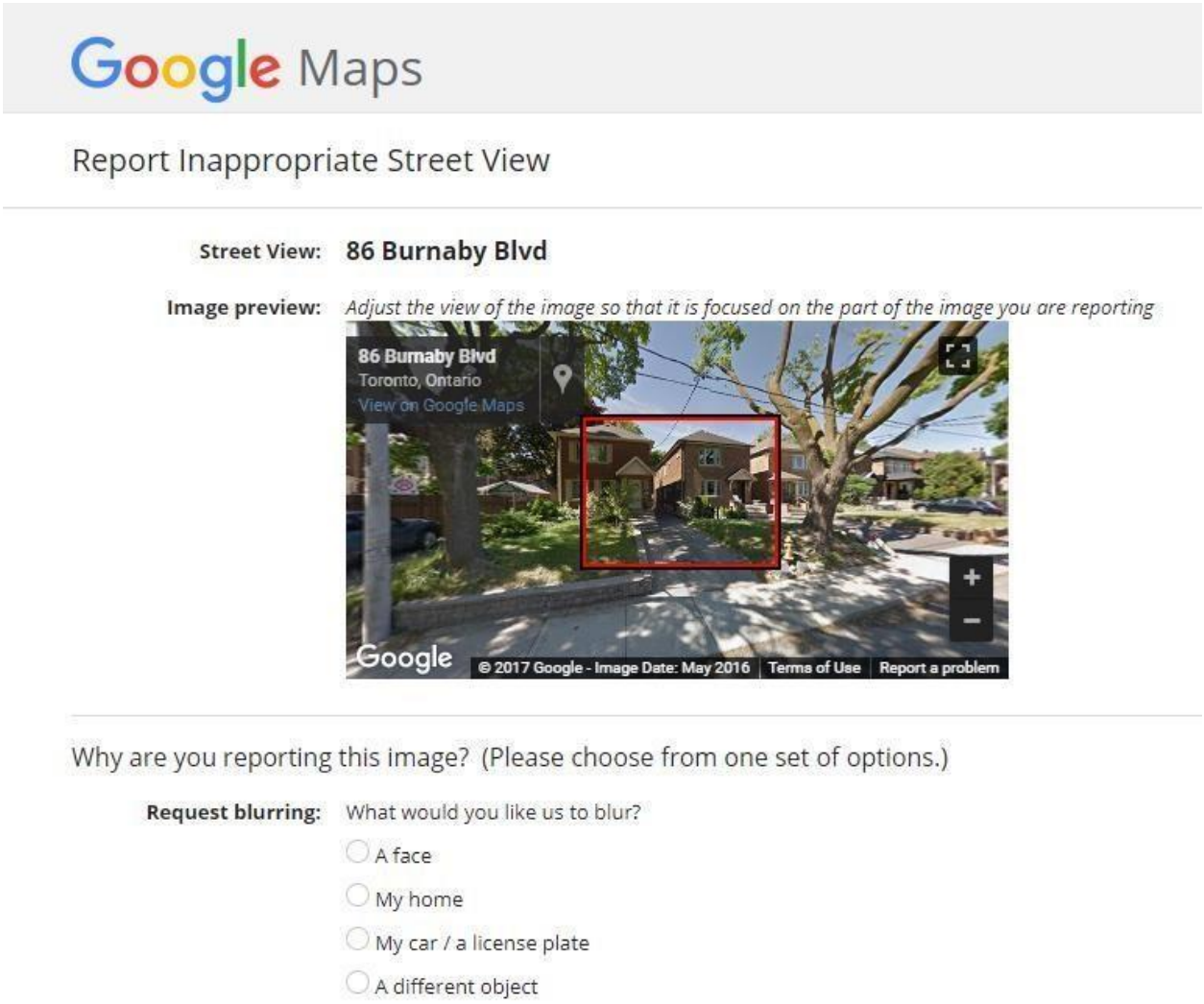
This will generate a pdf of the report, as depicted below;

5.5 Google Streetview Images

When the user is presented with a Google StreetView image, there are several controls that are slightly different than those described above.

In addition to mouse wheel controls, Google provides the user with Zoom and Rotate Controls for adjusting the perspective of the subject property. Google also provides access to its own Report a Problem link where users can request changes be made to Streetview images. **It should be noted that the Google and iLOOKABOUT Report a Problem links are completely independent.**

The following image is presented to users when selecting the Google 'Report a Problem' link.



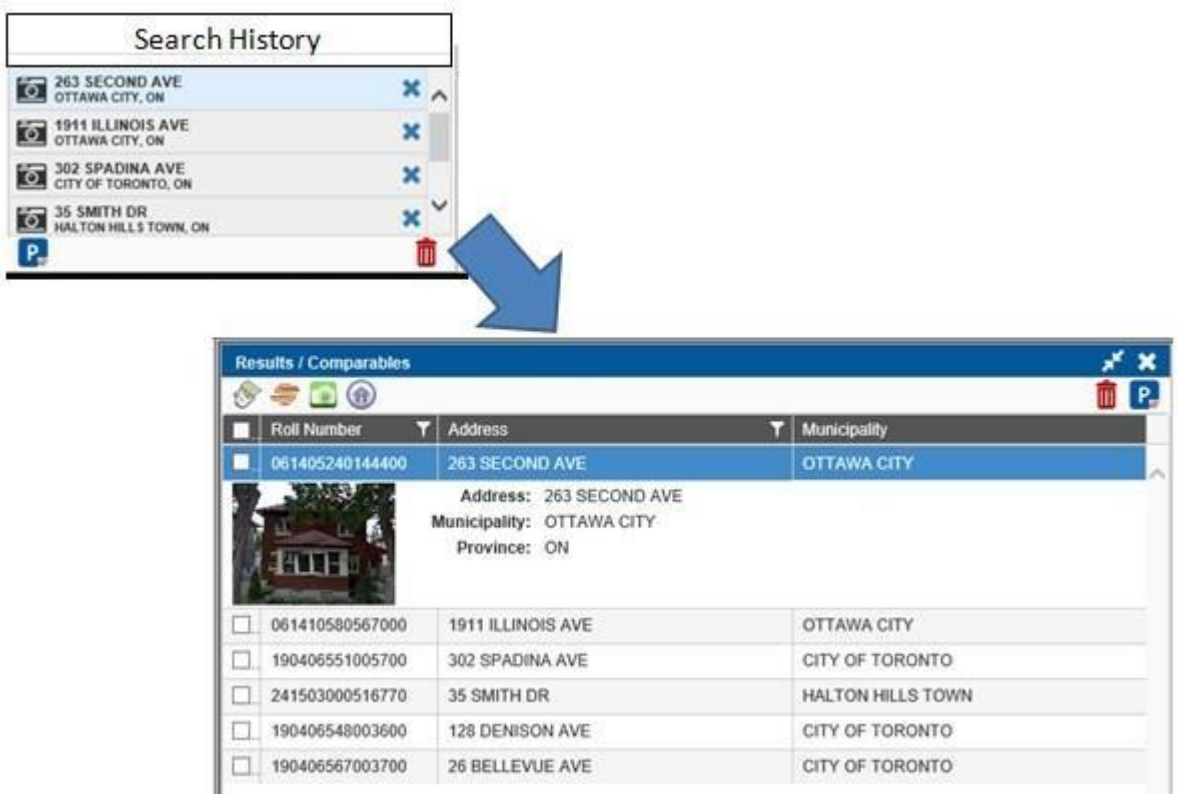
It is important to note that neither the AOLS nor iLOOKABOUT can follow or monitor any problems reported to Google, nor will they advise you if or when a problem reported has been addressed.

6.0 Results/Comparable ViewPort when in the Non Record Search Mode

To facilitate the display of tabular results, the Results/Comparable ViewPort can be used to list properties of interest.

6.1 Search History

When selected, the Results ViewPort will display the list of properties that appear in the Search History as depicted below;



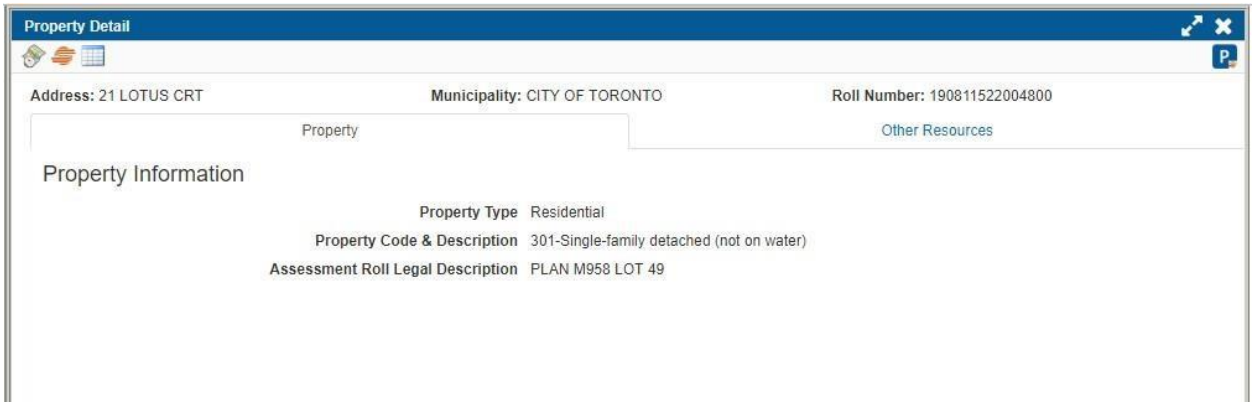
and display the summary information related to the properties within the list.

Each of the columns is sortable and the user can delete any of the properties included within the results window.

The user can also export the results to an excel spreadsheet by selecting the excel icon accordingly.

7.0 Property Detail ViewPort

The Property Detail ViewPort displays selected Property Information.



The ViewPort also provides access to an 'Other Resources' tab which hyperlinks the user to other sites that may be of interest when performing an analysis on property. More will be discussed about these hyperlinks in the Map Features section of this guide.

8.0 Map ViewPort

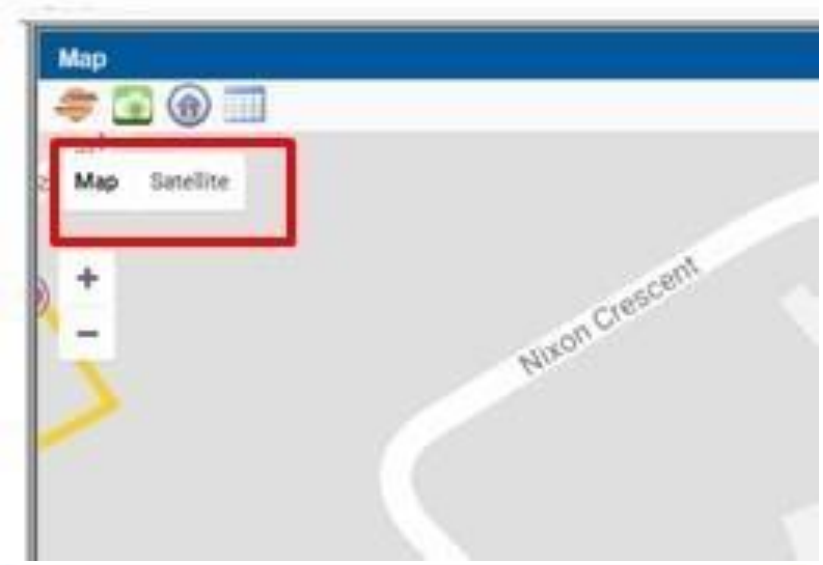
The Map ViewPort contains a wide set of functionalities and provides the user with an extensive set of options by which they can display the location and geographic parameters of selected properties.

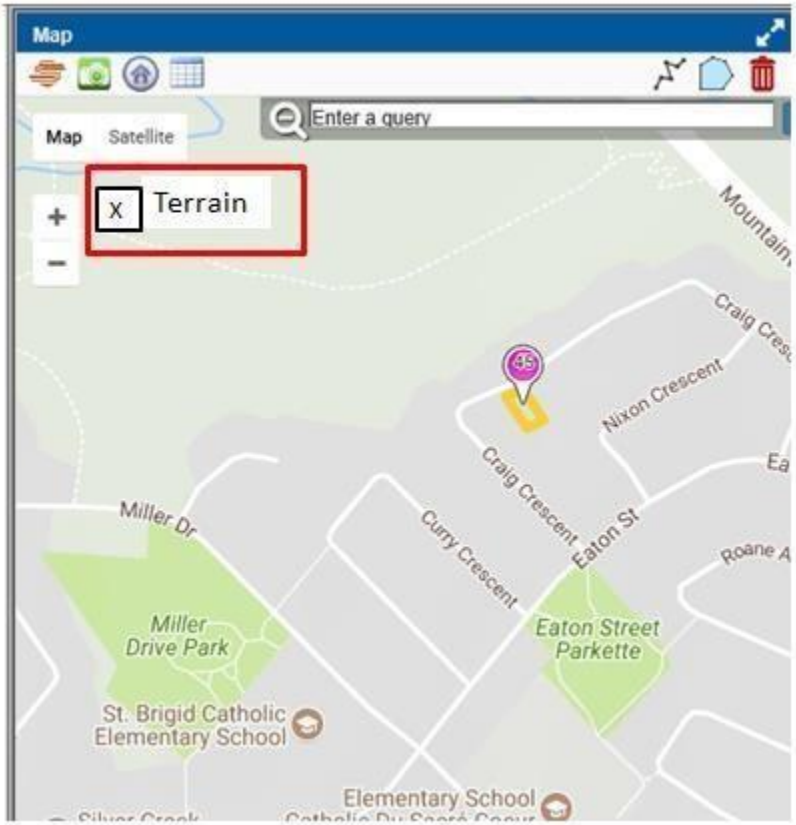
8.1 Google Internet Map Service

The Google Map Service provides the basic mapping capability to the user. There are many features and options available through Google which enrich the user's experience.

8.1.1 Map View

The Map View mode allows the user to view the road network. Additionally, upon selecting the Map mode, Google provides the user with the option to turn on the Terrain view which displays a shaded relief map for the area, as depicted below. However, enabling the terrain view disables the building footprint view which can only be re-enabled by deselecting the Terrain View

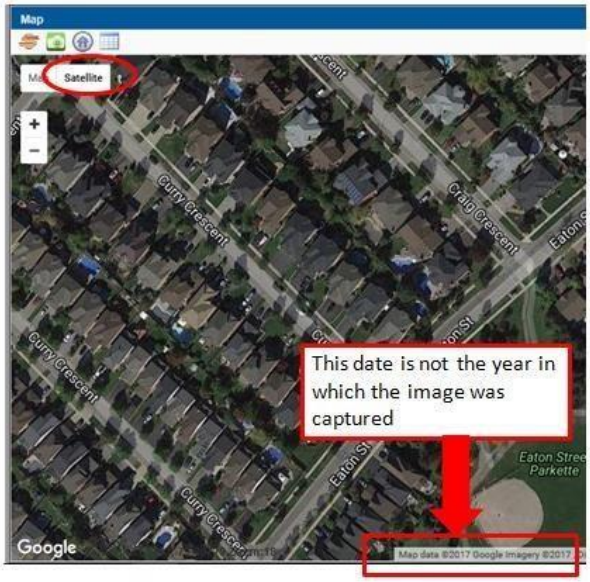

Map
Map
Satellite
Nixon Crescent


Map
Enter a query
Map
Satellite
X
Terrain
Nixon Crescent
Craig Crescent
Eaton St
Curry Crescent
Miller Dr
Miller Drive Park
Eaton Street Parkette
St. Brigid Catholic Elementary School
Elementary School

Page

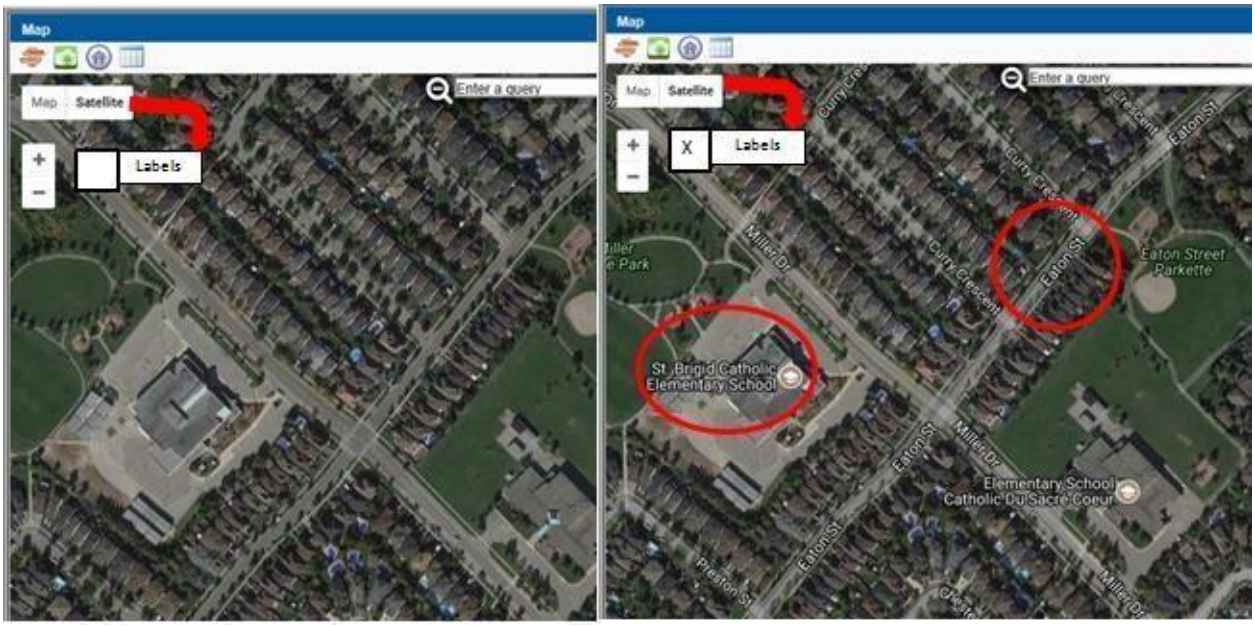
8.1.2 Satellite View

The selection of the Satellite View activates the aerial image or satellite image that Google has available to display for the selected area. Google does not make the metadata associated with its aerial imagery available and as such it is not possible, with any degree of certainty, to determine the month or year in which the image was captured. **The user is reminded not to assume the year of copyright which appears at the bottom of the aerial image is the year of capture.**



8.1.3 Street Names and Map Labels

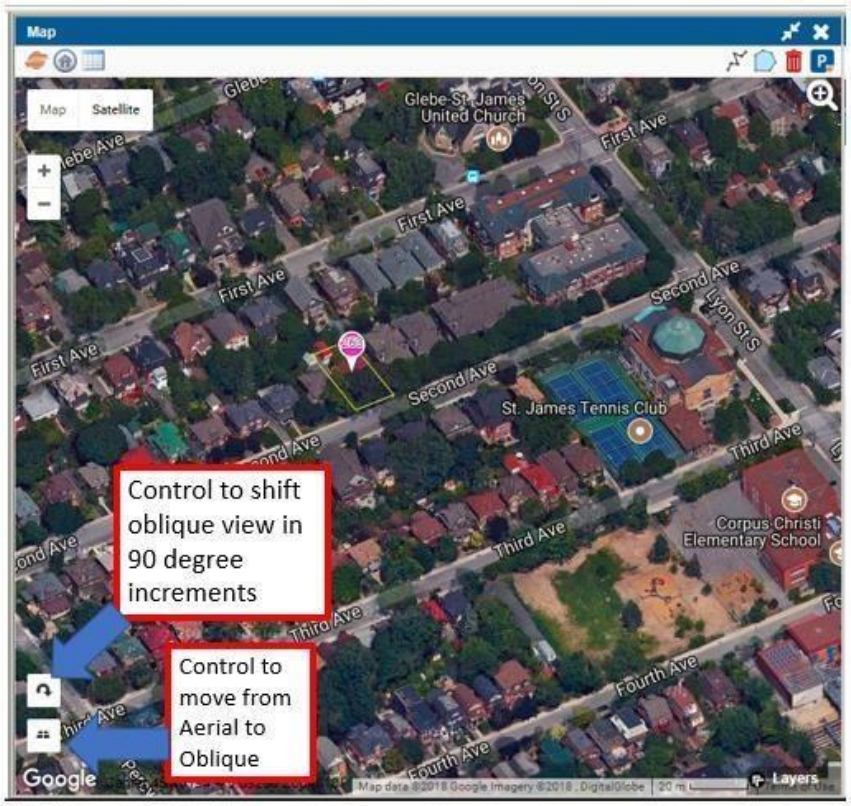
If the user selects the Satellite tab, they are provided with the option to turn street and place name labels on or off by selecting the box accordingly.



8.1.4 Oblique or Bird's Eye View

The Google controls provide the user with the ability to adjust the map to provide an oblique view in certain metropolitan areas in Ontario. Where the oblique

images are available, the map view will display the controls highlighted below at zoom levels 18 through 20. When the user is a zoom level 1 through 17, the controls are not visible.



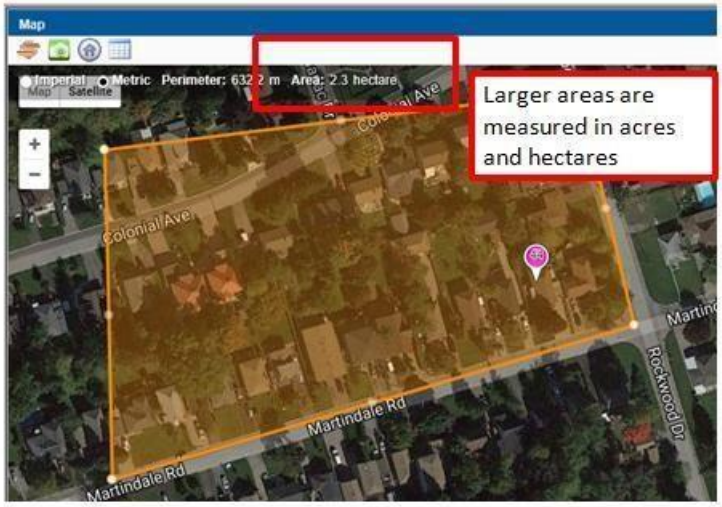
Selecting the oblique control will allow the user to shift the map in 90-degree increments. Selecting the control at the bottom will return the user to the aerial view of the map.

8.1.5 Map Measuring Tools

The Map ViewPort is accompanied by measuring tools that support a user when measuring linear or polygonal areas.

The below example depicts a linear measurement. The length measured is at the top of the ViewPort and can be depicted in metric or imperial measurements.

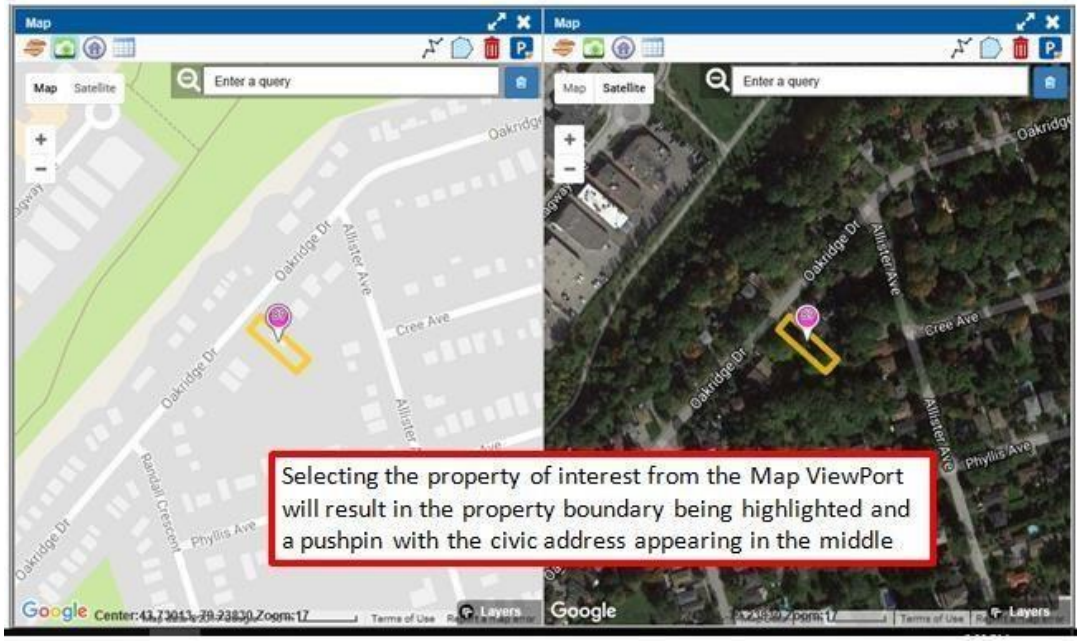
Perimeter and Area measurements are invoked by selecting the polygon measuring tool and creating the desired polygon.



The linear and area measurements and polygons are eliminated by selecting the trash can beside the measuring tools.

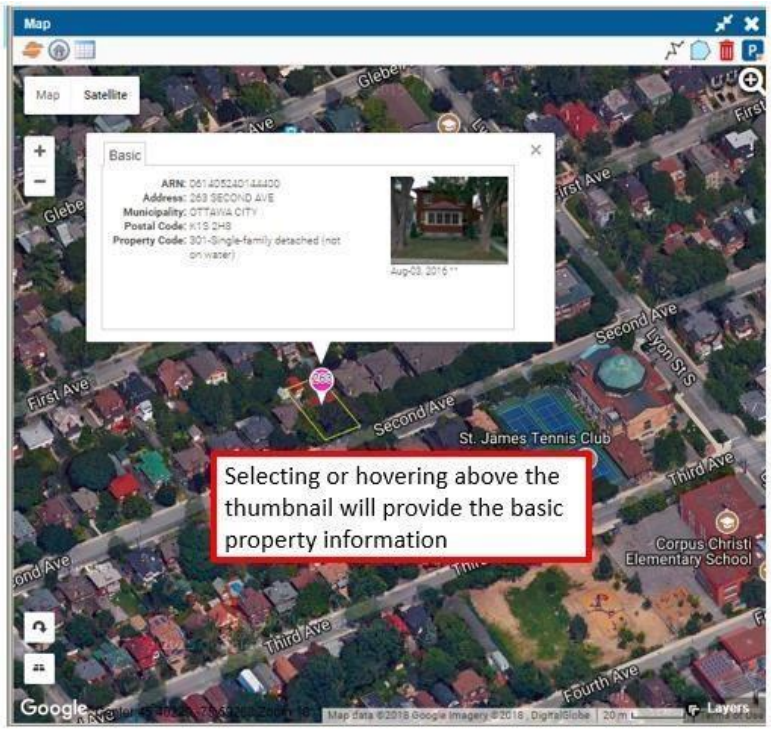
8.1.6 Selection of Property of Interest from the Map ViewPort

When a user selects a property of interest from the Map ViewPort, the selected parcel's perimeter is highlighted in yellow and a pushpin will appear in the middle of the property displaying the numeral of the civic address.

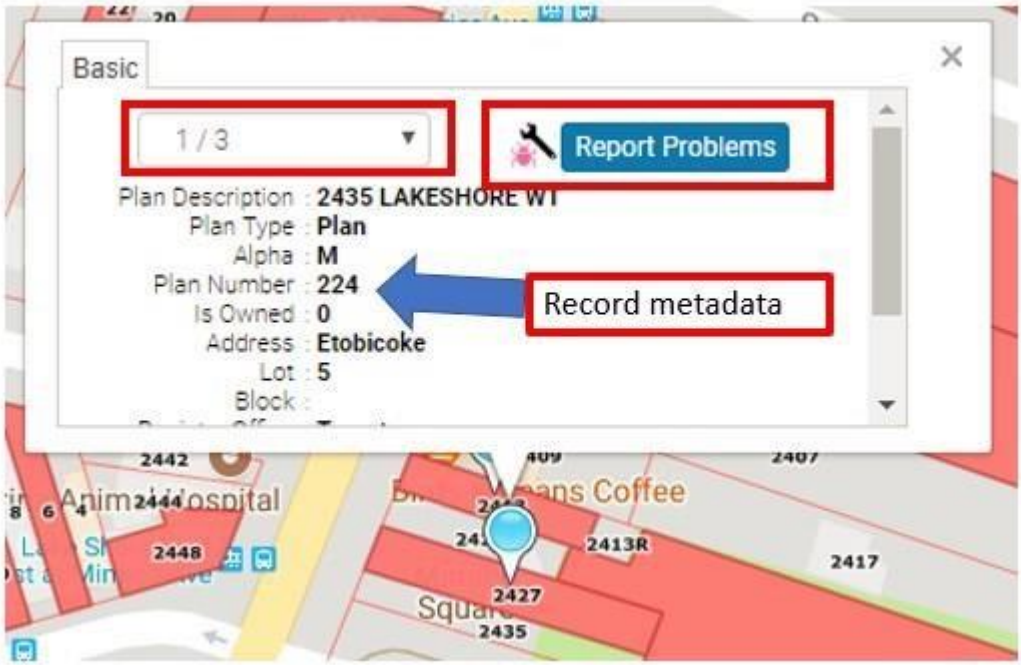


8.1.7 Thumbnail Description

Selection of the pushpin or hovering above it will reveal a basic property description including the Roll# and Address. The thumbnail image is the most current StreetScape image of the property. **The Google Streetview image is not displayable in the thumbnail.**



When the application is in the Record Search mode, the content of the data above the pushpin changes to reflect the metadata of the survey record;



In the above example, there are three survey records associated with the selected property, the metadata for each can be viewed by accessing the drop-down arrow in the highlighted box. The user can also access the Report Problems form from within the pushpin pop-up

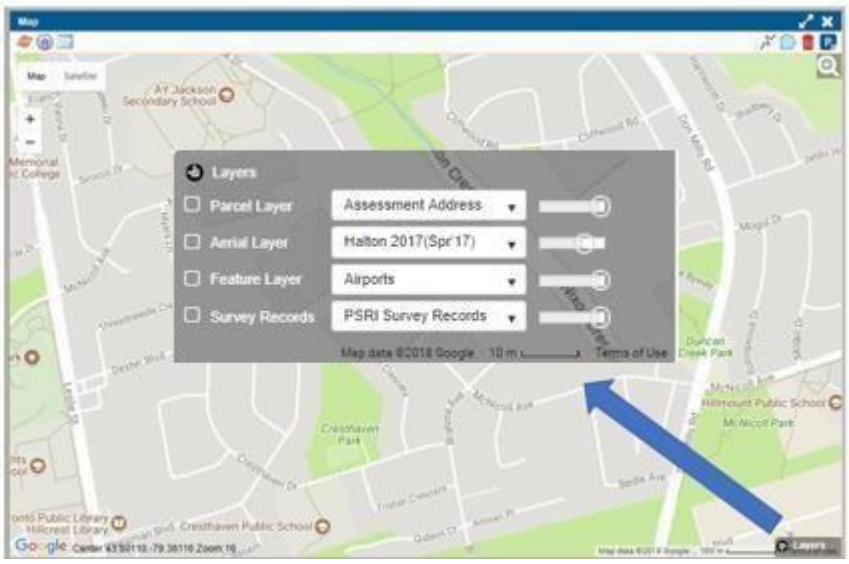
9.0 Map Layers

The application presents the user with many different Parcel, Aerial and Geographic Feature Layers which are available upon selection. This section will take the user through each of these, discuss their source and their frequency of refresh.

The Map Layers are accessible by selecting the 'Layers' tab found on the bottom right corner of the Map ViewPort. Invoking this control will immediately cause the Layer window to open and present the user with their set of layer options and choices.

Each of the Map Layers is accompanied by a slide control which allows the user to adjust the opacity of the layer. This is particularly useful when overlaying layers against aerial imagery.

The updating of Feature Layers is completed at intervals specific to the layer. The User is cautioned not to assume the Feature layer is up to date and is urged to use the link to the site from which the Feature Layer was extracted found under the Other Resources tab in the Property Detail ViewPort.

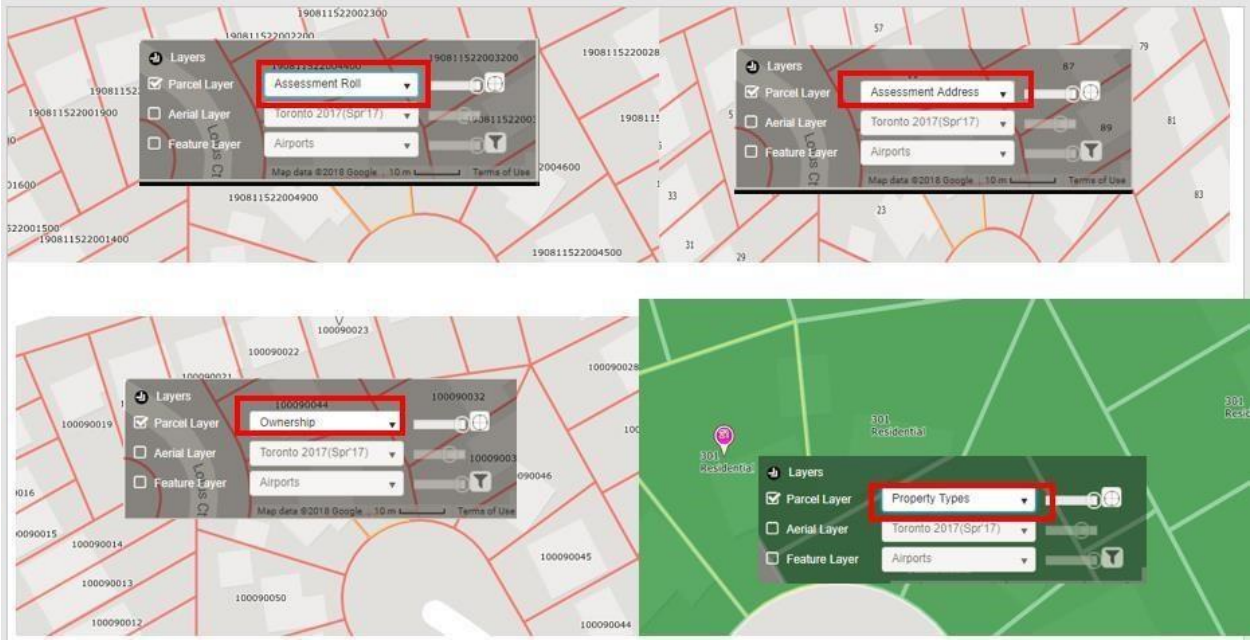


9.1 Parcel Layer

Selecting the Parcel Layer box will provide the user with the option of individually displaying the;

- MPAC Property Type Layer, composed of the MPAC Assessment Parcel Layer colour coded to each of the MPAC Property Types
- The Teranet Ownership Layer composed of the Teranet Ownership Parcel Layer with the Teranet 9-digit PIN attached to the centroid of the parcel
- The MPAC Assessment Address Layer, composed of the MPAC Assessment Parcel Layer and the digits of the civic address attached to the centroid of the parcel
- The MPAC Assessment Roll Layer, composed of the MPAC Assessment Parcel Layer and the 15-digit Assessment Roll Number attached to the centroid of the parcel

Each of these layers is normally updated on a weekly basis.



9.1.1 Property Type Layer

Selecting the Property Type Layer will result in the immediate colour coding of the parcel geometry to match the colour corresponding to the legend representing the MPAC Property Type. The shading is available at Zoom level 15 and higher. By selecting the downward arrow at the right top corner of the Map ViewPort, the user can invoke the Property Type Legend. Selecting the upwards pointed arrow below the legend control will collapse it accordingly.

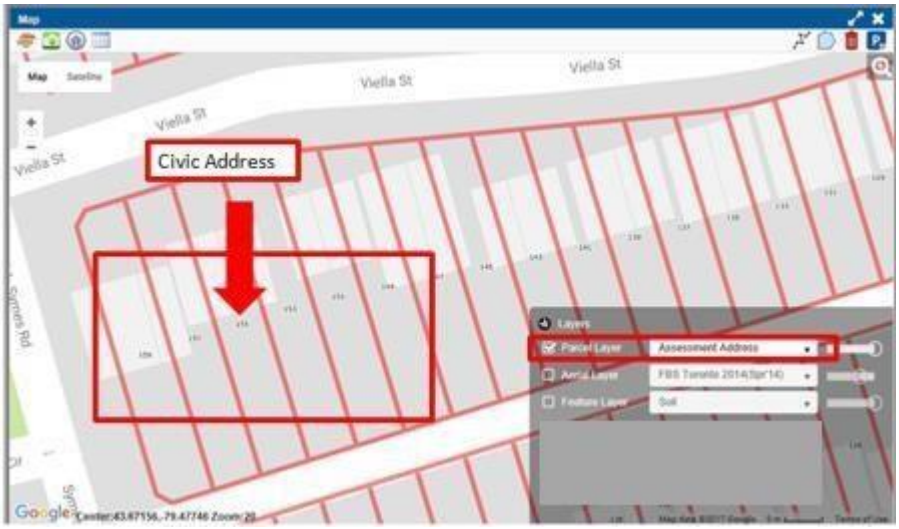
9.1.2 Ownership Parcel Layer

When the Ownership Parcel Layer is selected, the map will immediately display the ownership parcel geometry and the nine-digit PIN associated with each of the parcels displayed in the Map ViewPort. The PINs are displayable at Zoom Level 18 or higher.

Page

9.1.3 Assessment Address Parcel Layer

When the Assessment Address Parcel Layer is selected, the map will immediately display the assessment parcel geometry and the digits associated with the civic address on each of the parcels displayed in the Map ViewPort. The Address is displayable at Zoom Level 18 or higher.



9.1.4 Assessment Roll Parcel Layer

When the Assessment Roll Parcel Layer is selected, the map will immediately display the assessment parcel geometry and the fifteen digits associated with the ARN on each of the parcels displayed in the Map ViewPort. The ARN is displayable at Zoom Level 18 or higher.

9.2 Aerial Layer

The user is presented with the option of selecting aerial layers, as available, for different areas across Ontario. This aerial imagery has typically been flown by First Base Solutions (FBS) and subsequently licensed to MPAC for its use. The data is made available on an as is/where is basis. **As new imagery is captured by FBS, it is typically made available for integration in the fall of each year.**

The Google Aerial Imagery will always be displayed when the user is zoomed out, even when the FBS Aerial Layer is active. This is the most efficient way to display aerial data at low resolution and is also the most effective way to allow a user to pan across the map to an area of interest.

If a user pans using the Google map to an area of interest, they must first enter a property address or select a location on the map before selecting an available aerial layer from the drop down. The application will cache the last location selected and display the aerial image options from that location until a new location is selected.

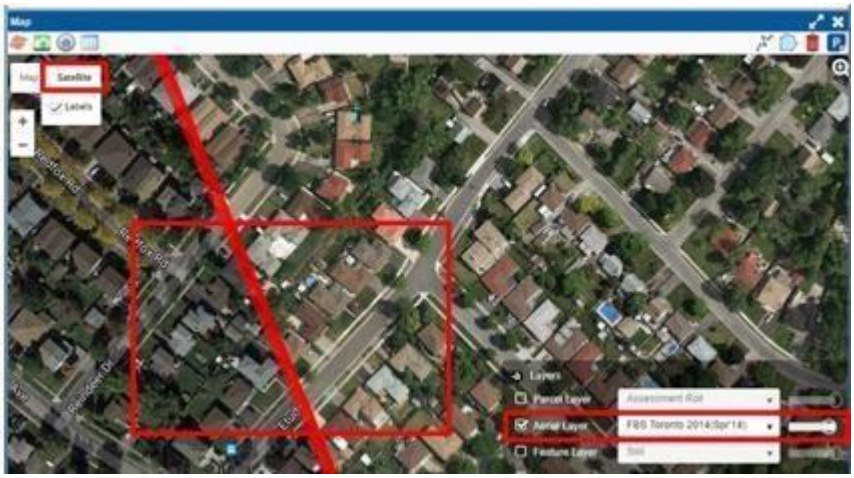
When the aerial layer is selected, it will overwrite the Google Layer and the Street Labels and Google place names. If the user uses the slide bar to adjust the

opacity, the street names will become visible (if the Google Label feature is active) but the image may become slightly out of focus as the Google aerial image also begins to show through.

Extent of Coverage

Each of the aerial coverages has a defined extent to which the imagery was captured. This is evident if he user zooms out on the map, they can see the extent of each of the coverages accordingly.

The extent of the coverage of the aerial imagery is important to understand when reviewing properties on the edges of the coverage area. With both the Google Satellite View exposed and the Aerial Layer activated, the user will note differences in the map at the edges of the coverage area.



Reviewing Multiple Vintages of Aerial Imagery

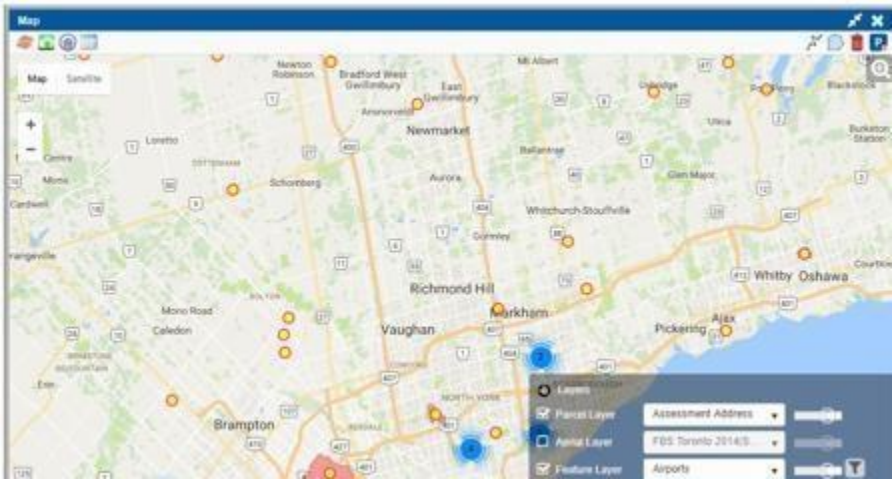
One way to review and evaluate changes to a property or area using aerial imagery is to open multiple ViewPorts and select different vintages. Each screen can be zoomed in upon independently.

9.3 Feature Layer

The feature layers have been added to provide additional geographic context for AOLS Users. The Layers are accessed and licensed through other Ontario Government Ministry websites and are integrated into the Propertyline application to allow data to be reflected against parcel geometry. **The data from these sites is updated only at the direction of the AOLS. The sites from which the data originated are available as hyperlinks under the Other Resources tab within the Property Detail ViewPort discussed in Section 7 of this Guide.**

9.3.1 Airport Feature Layer

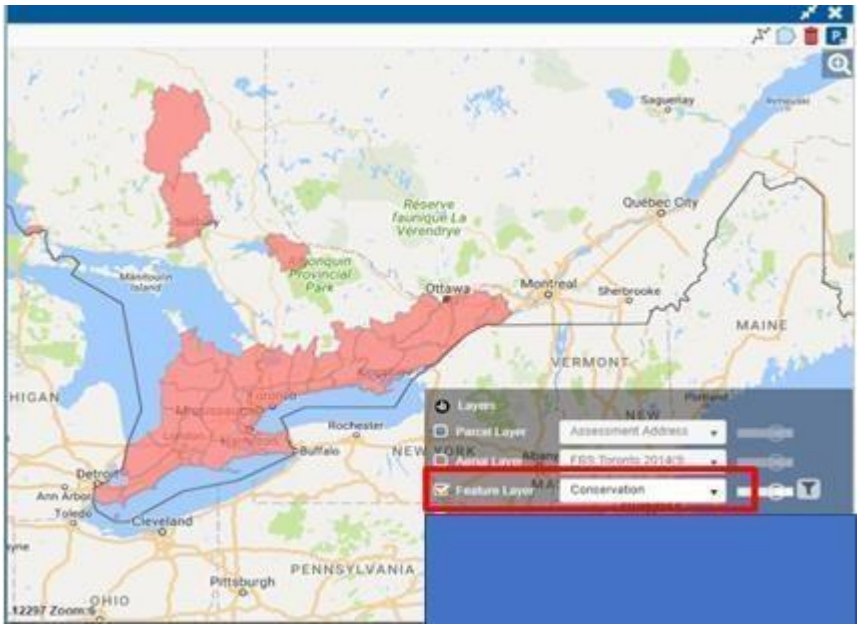
The Airport Feature Layer has been imported from the Ministry of Natural Resources (MNR) Land Information Ontario (LIO) data warehouse. The layer depicts any site that has been designated as having the ability to support the provision to aircraft for landing and taking off. As such, this will include Federal Airports such as Pearson, Municipal Airports such as Buttonville, Recreational Flying Clubs and Hospitals that support Helipads.



All sites are shown as yellow filled circles and then depict their associated parcel extent as the user zooms into each. The only metadata displayed on the parcel is the name of the Airport as depicted below, displayable as the user zooms into the parcel.

9.3.2 Conservation Area Feature layer

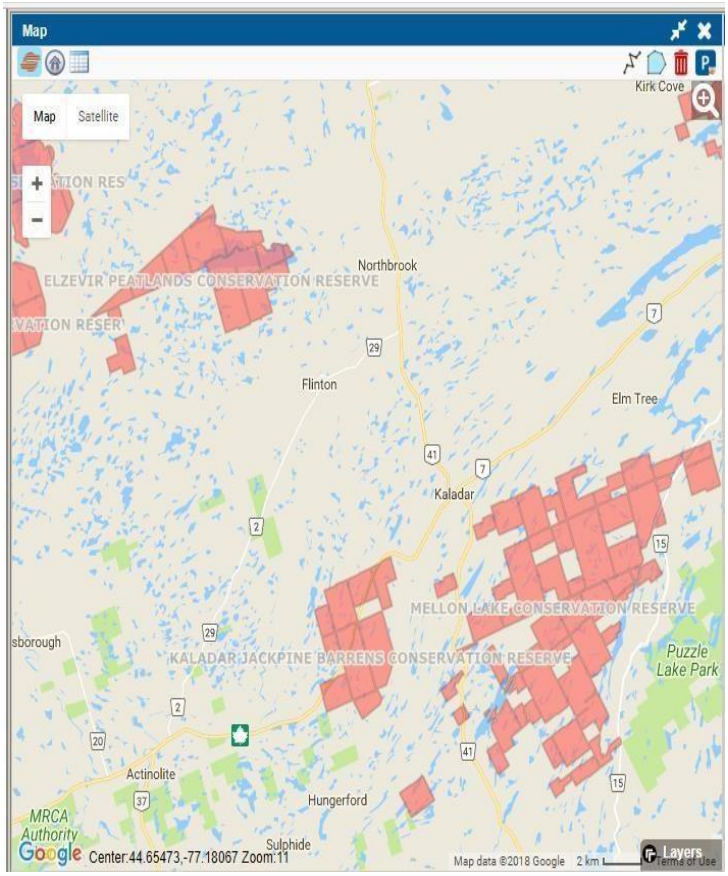
The name of the Conservation Area and extent of their jurisdiction is available as a display area when selecting Conservation from the Feature Layer drop down menu.



The only metadata for this feature class is the name of the Conservation Authority which is identified on the map. Accessing the Other Resources tab within the Property Detail ViewPort will provide access to a hyperlink to each individual Conservation Authority in Ontario and the respective phone numbers.

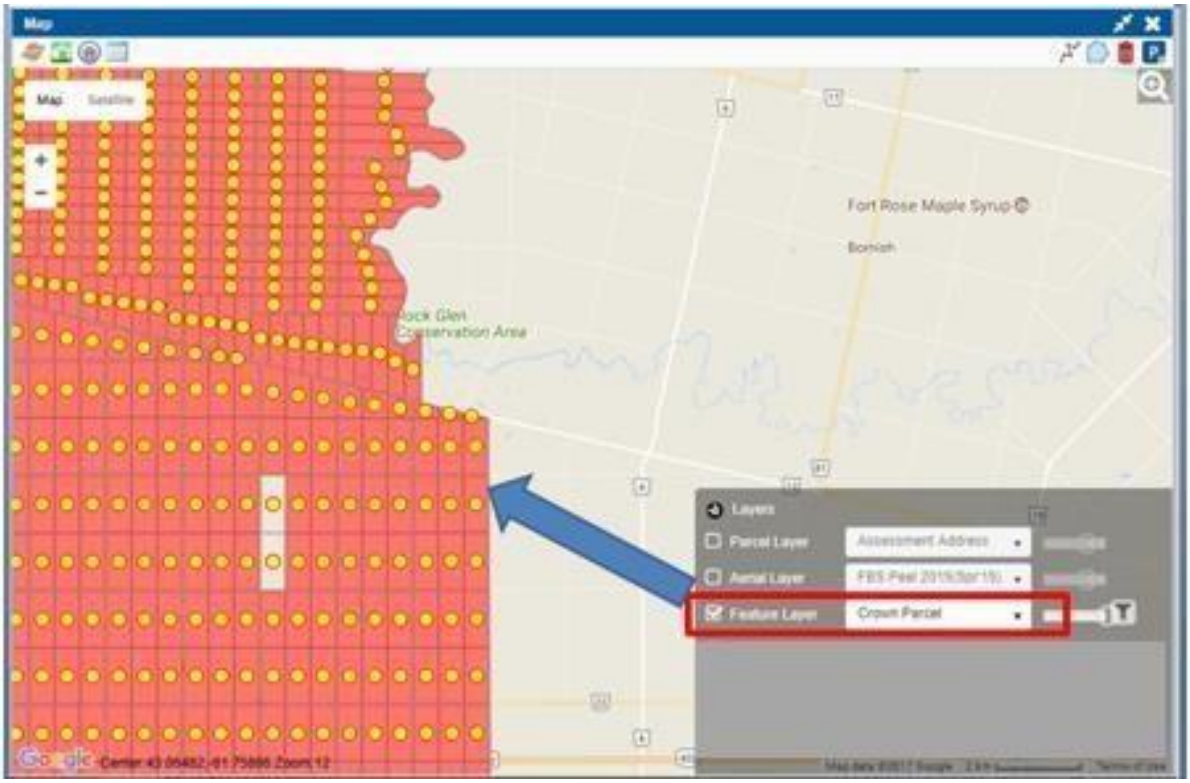
9.3.3 Conservation Reserves

Direction for establishing, planning and managing conservation reserves is defined under the *Public Lands Act*, the Ontario's Living Legacy Land Use Strategy, and other applicable policy. The direction for conservation reserves is in the form of a Statement of Conservation Interest (SCI), which defines the area that is being planned, the purpose for which the conservation reserve has been proposed, and it outlines the Ministry of Natural Resources' management intent for the protected area. The User can access the Other Resources tab within the Property Detail ViewPort to gather information related to any specific Conservation Reserve within which they have an interest.

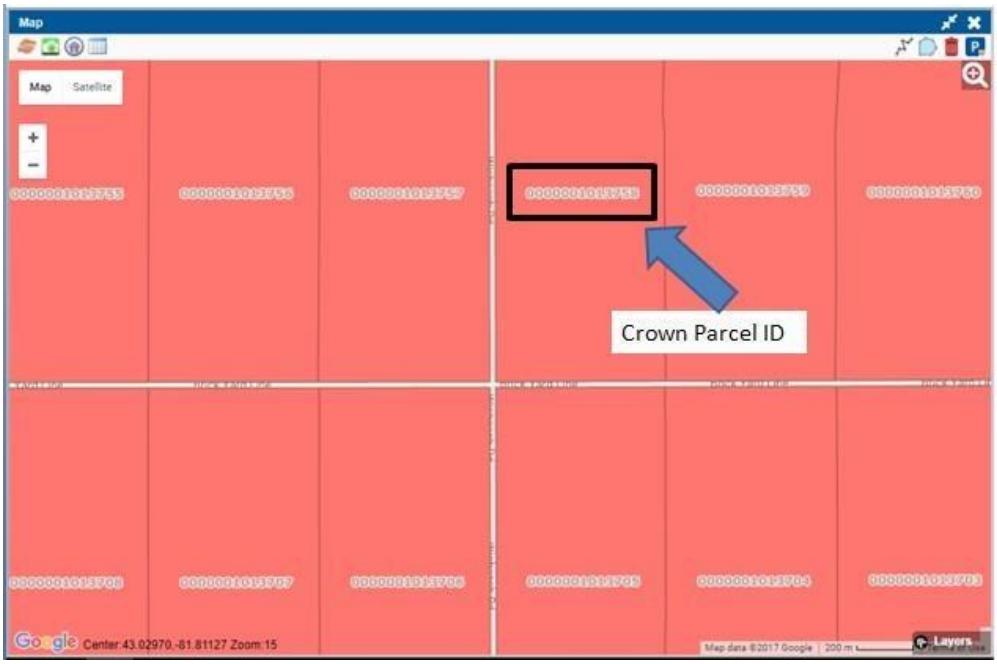


9.3.4 Crown Parcel Fabric

The Crown Parcel Layer is available through the MNR LIO Data Warehouse and is displayed upon selection from the Map Feature drop down list. The related Crown Parcels are colour coded with a yellow point at their centroid.



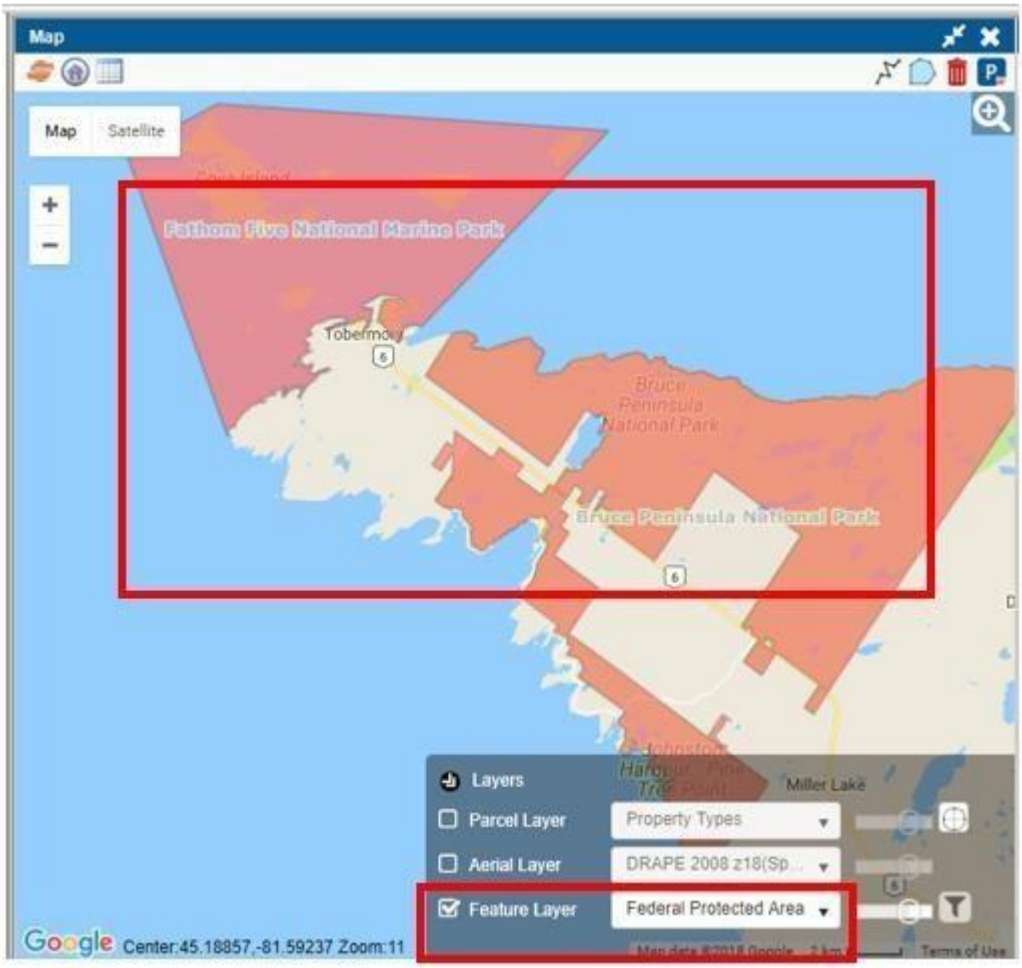
As the user zooms into the Crown Parcel, the thirteen-digit crown parcel ID is visible as the only metadata available with this Feature Layer.



9.3.5 Federal Protected Area

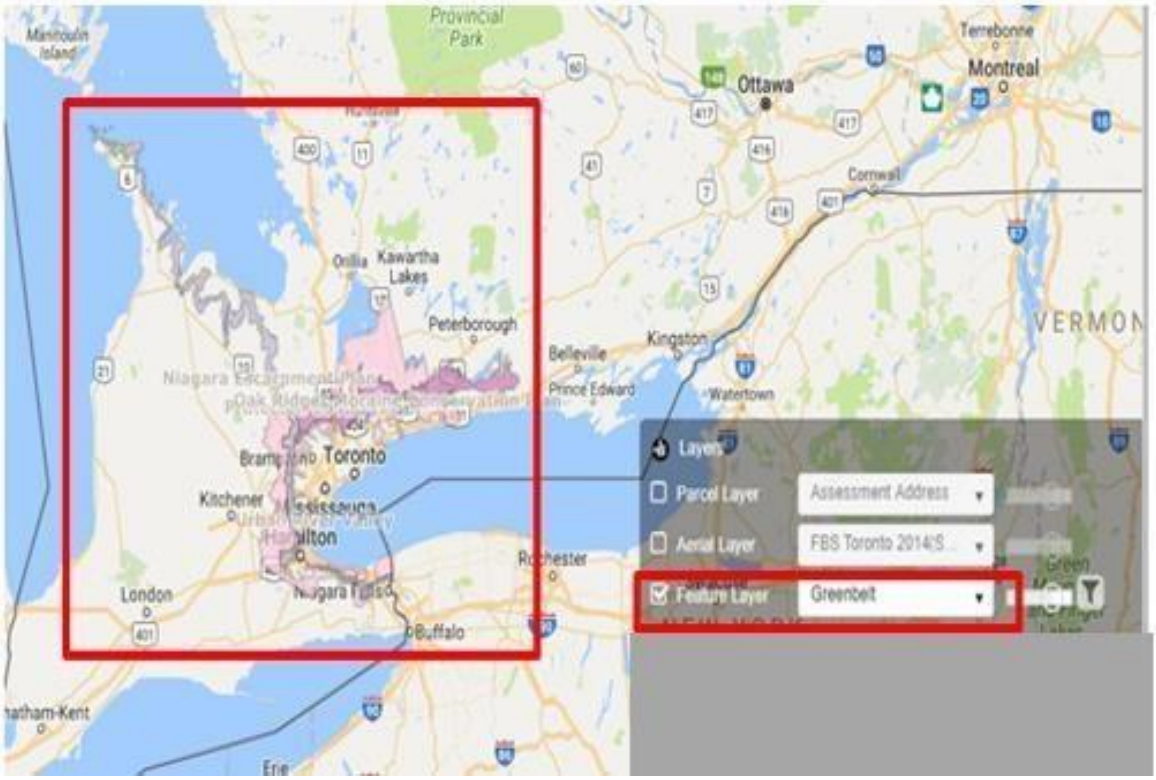
Protected areas are lands and waters where use is limited for the purpose of conserving nature. Protection does not always isolate areas from use, including industrial activity or the harvest of biological resources. Nature conservation, however, must be the primary purpose.

Federal Protected Areas are identified by selecting the Feature Layer.

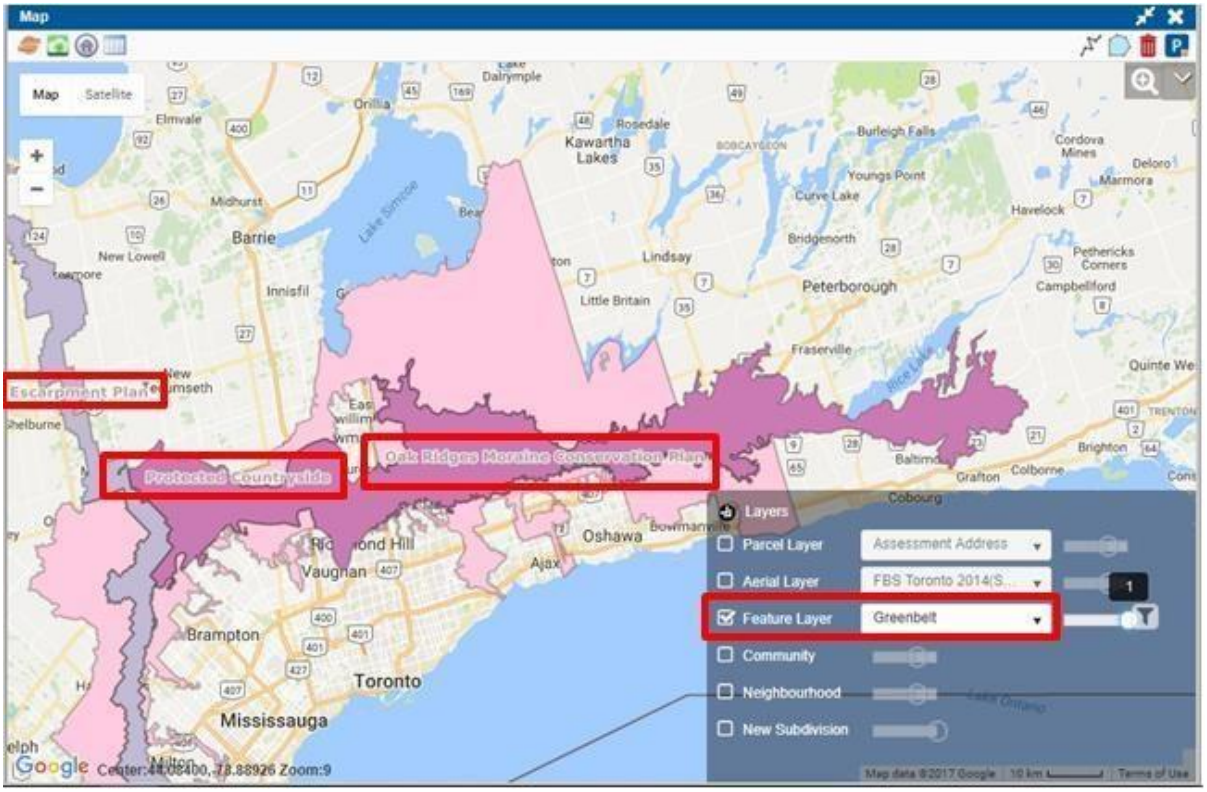


9.3.6 Greenbelt Feature Layer

The name of the Greenbelt Area and the extent of its coverage area is available as a display against the map when the user selects the Greenbelt feature from the drop-down menu.

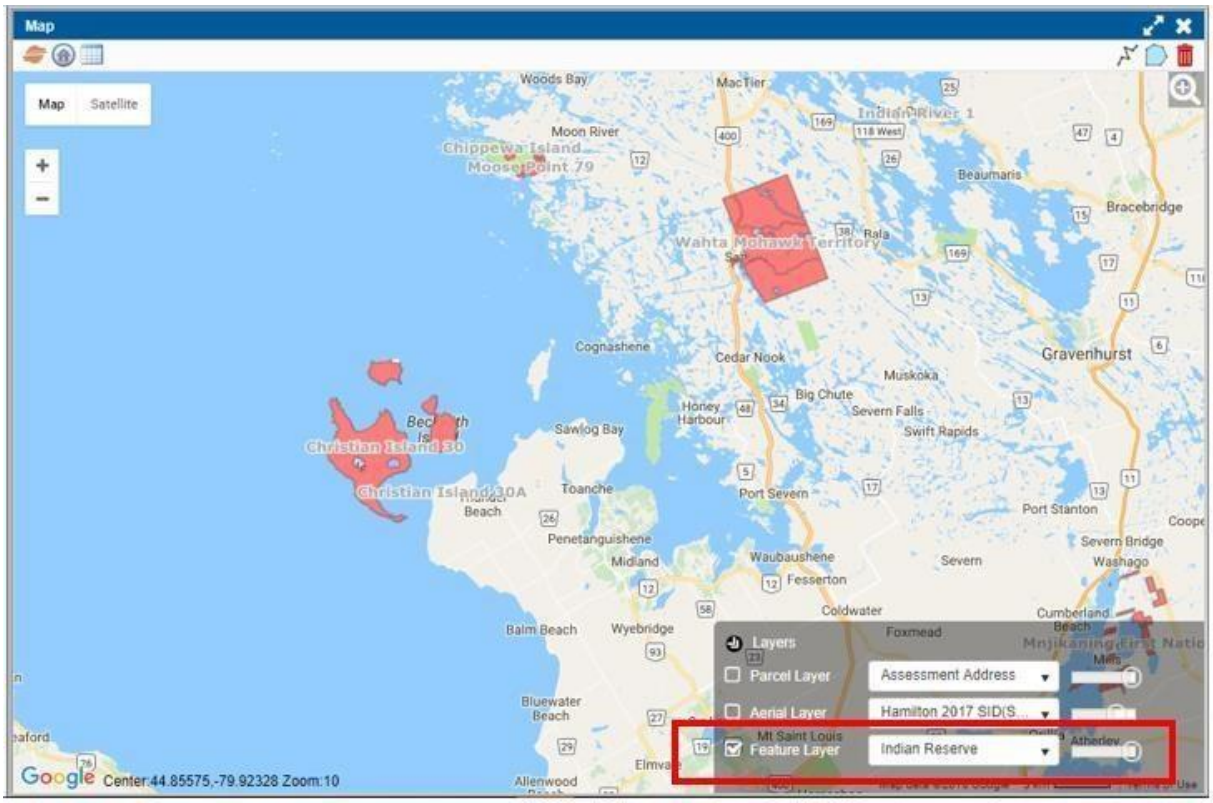


The name of the Greenbelt area is the only metadata available for this feature class and is available as a map label when the user zooms into the map at the appropriate zoom level.



9.3.7 Indian Reserves

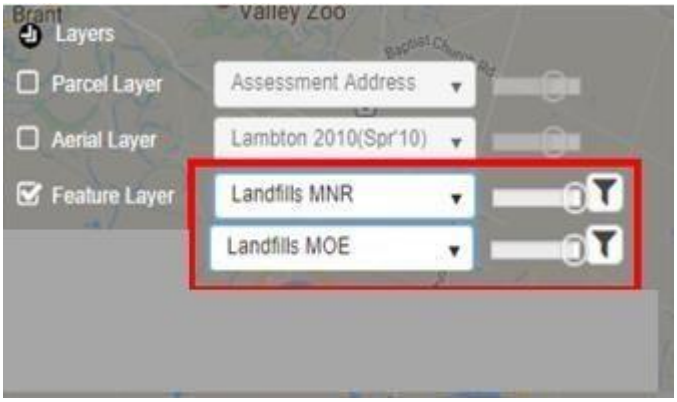
The Ontario Indian Reserves layer shows the locations of First Nation communities listed by band number and cultural affiliation (e.g., Algonquin, Cree, Ojibway).



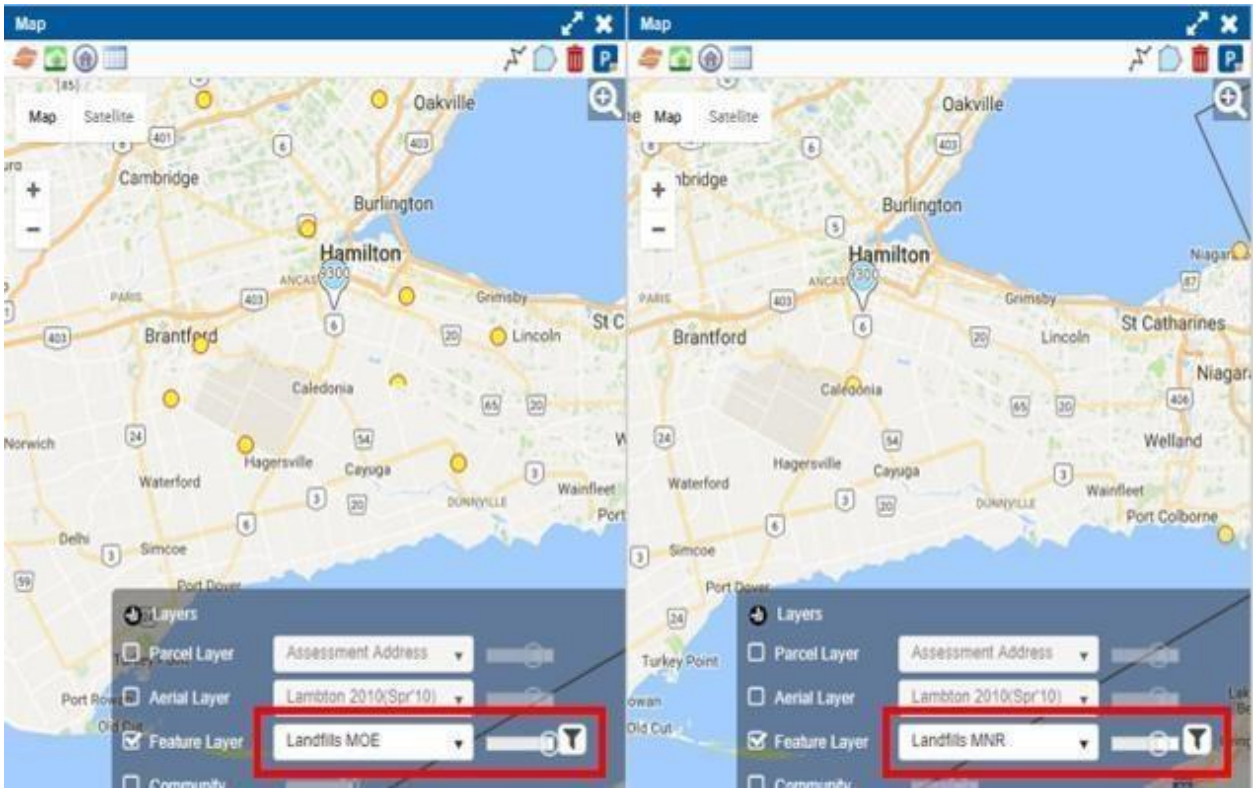
9.3.8 Landfills

Landfill site data is sourced from a combination of the MNR LIO Data Warehouse and the Ministry of the Environment Database of MOE approved Landfills for which Environmental Compliance Approval Certificates are provided.

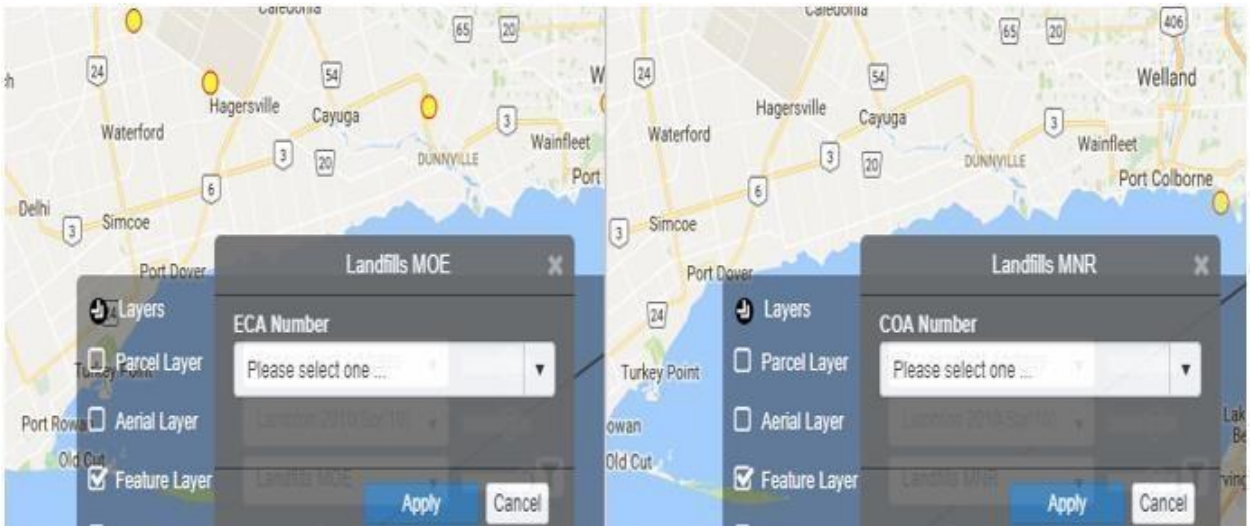
The Landfills Feature Layer has been separated by the source data provider, MNR and MOE, to ease the process of maintenance and updates. As such the user will discover two drop-downs from the Feature Layer tab as noted below;



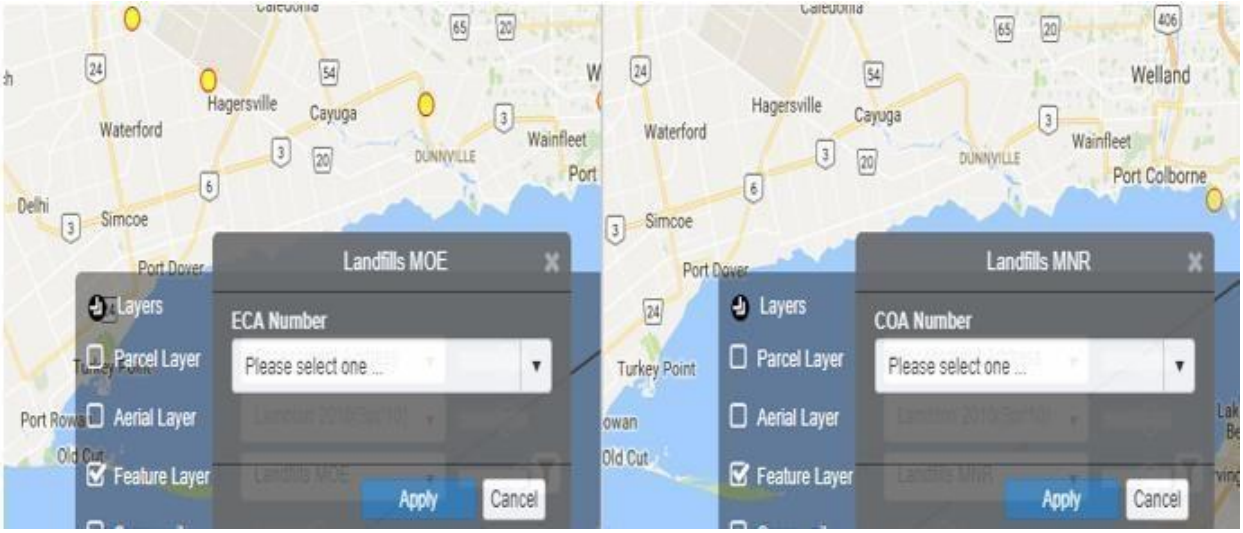
Where the user needs to view both sets of data together, the process would be to open a second map window and select each of the two Feature types as depicted below;



Each data set is searchable by its Certificate of Approval (COA#) in the case of the MNR Landfills and the Environmental Compliance Approval (ECA#) in the case of the MOE sites.

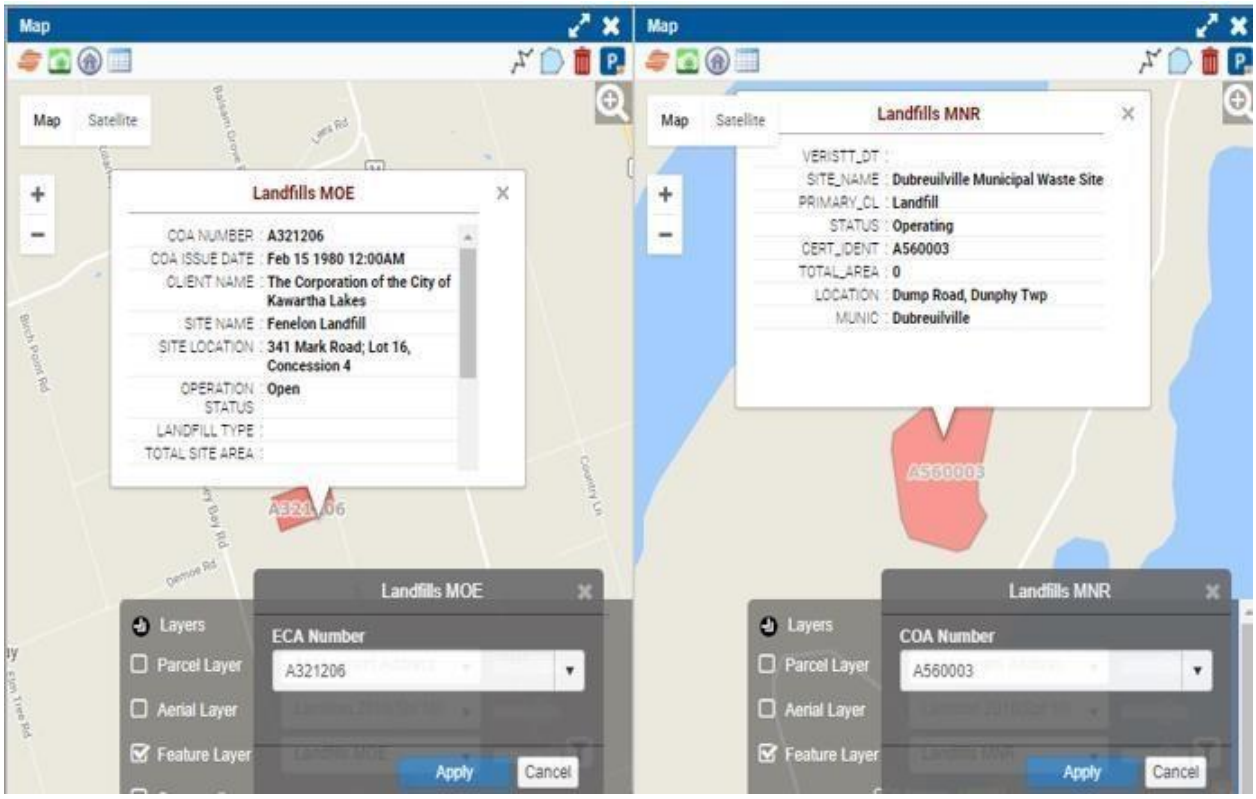


The user can either enter a number or select the number from the drop-down list.

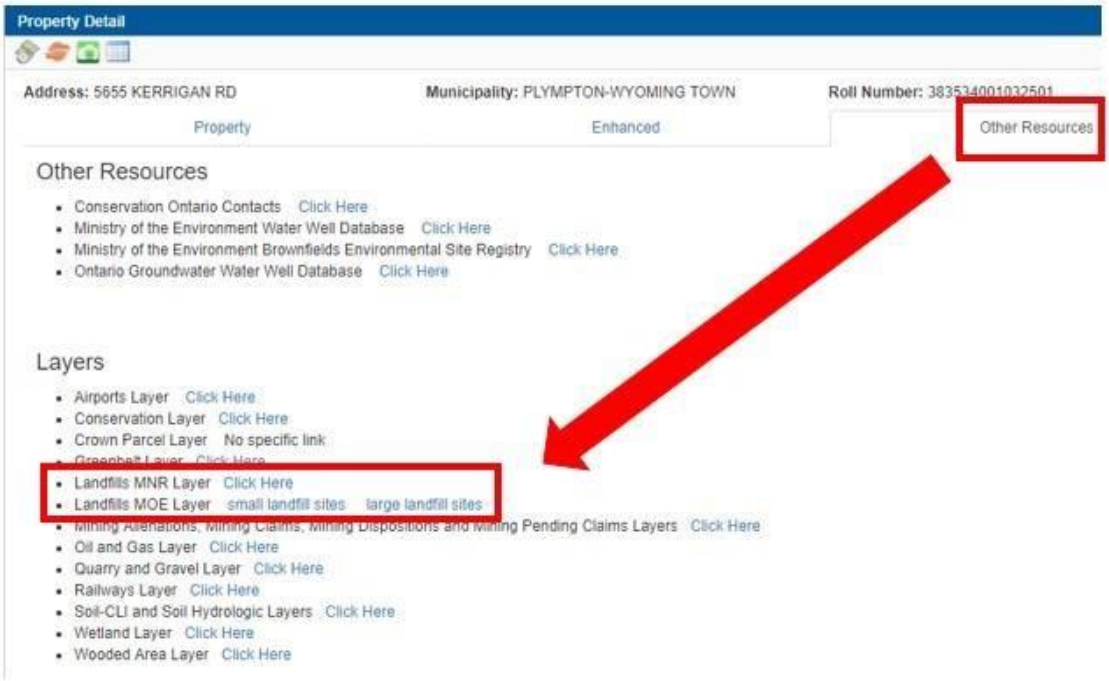


Once selected, the map will automatically pan to the location of the selected landfill.

Additionally, each landfill includes its associated metadata which is displayable upon double clicking the icon or anywhere within the associated polygon.



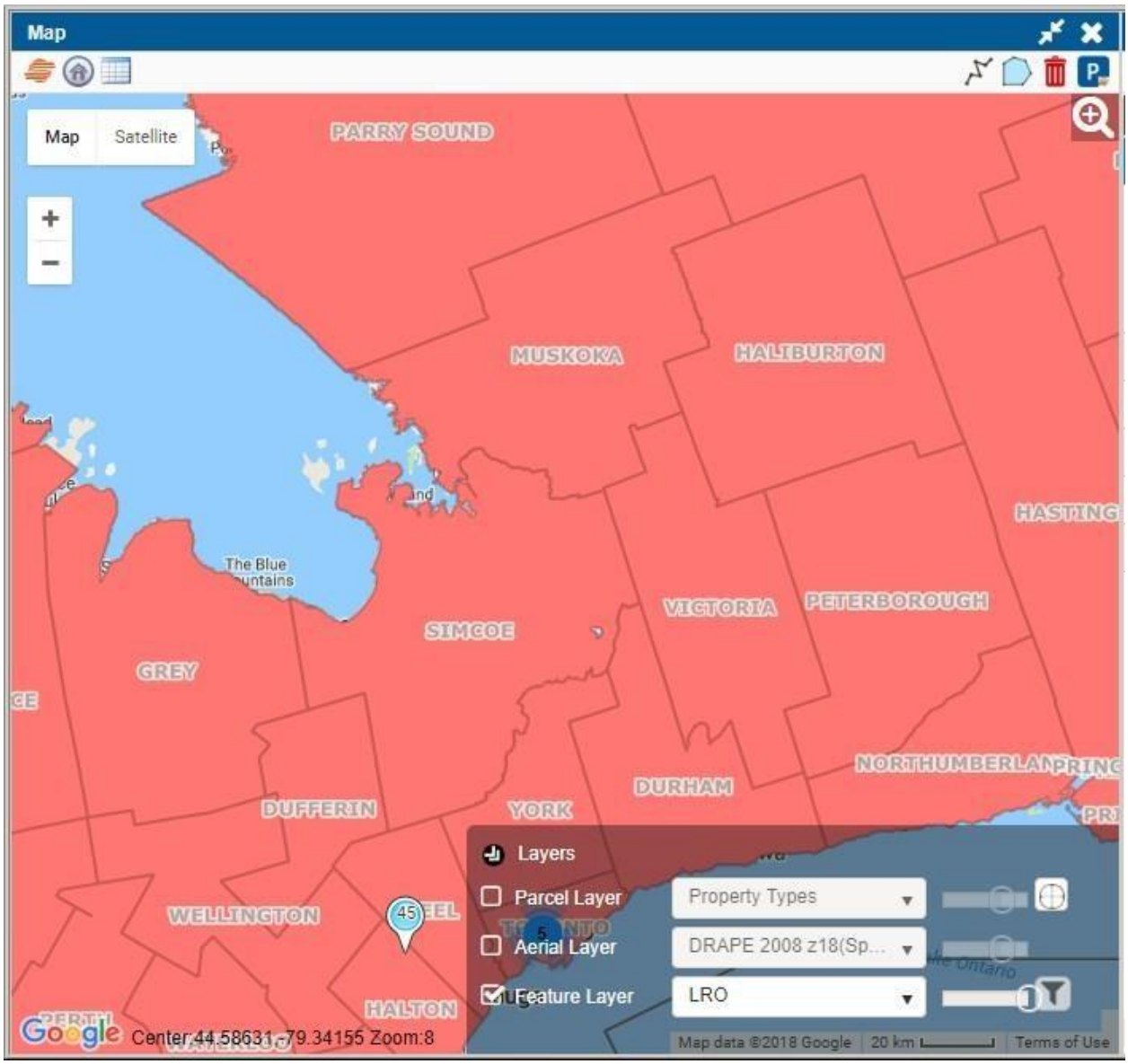
Links to all sites from which the data originated is available through the Other resources tab.



It is important to note that not all Landfills, particularly older and closed small landfill sites, are geocoded due to the absence of information that describes their exact location. Approximately 2000 of these sites are NOT depicted as a result of this issue.

9.3.9 Land Registry Office Boundary

Land Registry Office Boundaries are visible within the layer.



9.3.10 Mining Claims Data

Four sets of Mining Claim information have been integrated from the Ministry of Northern Development and Mines' Claimaps application;

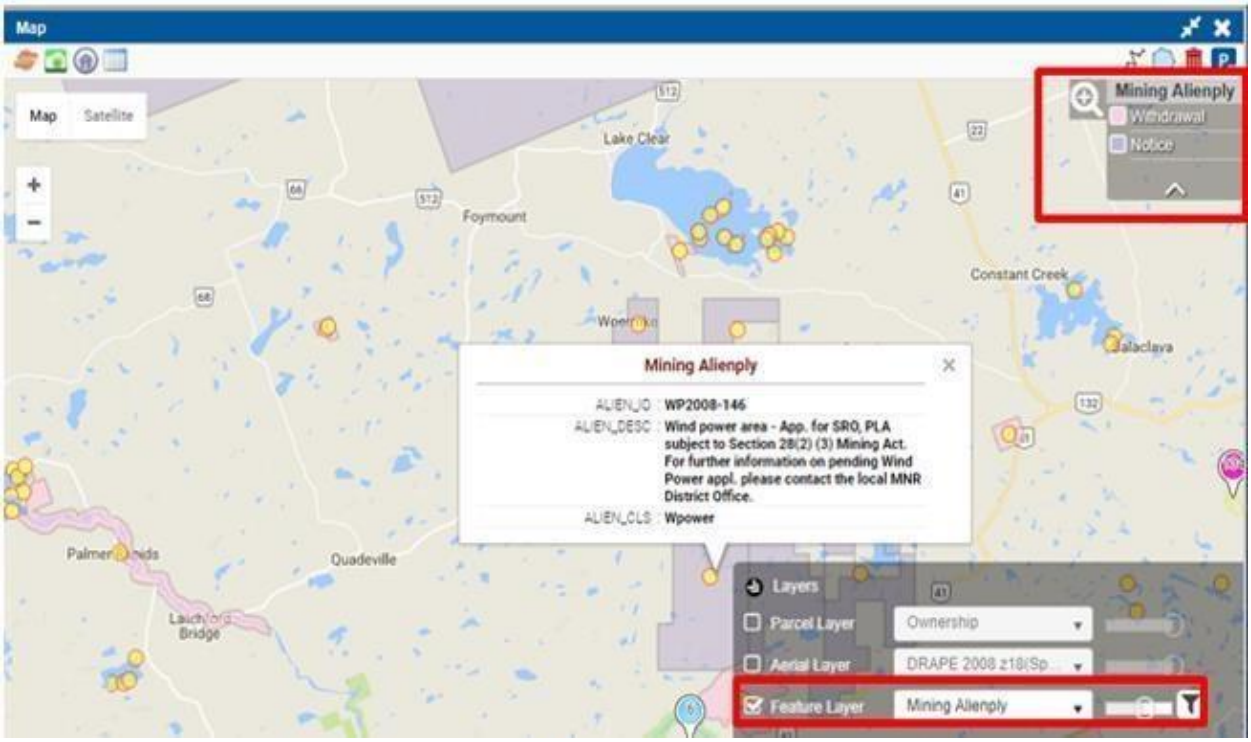
- Mining Alienations
- Mining Claims - Active
- Mining Dispositions

- Mining Claims - Pending

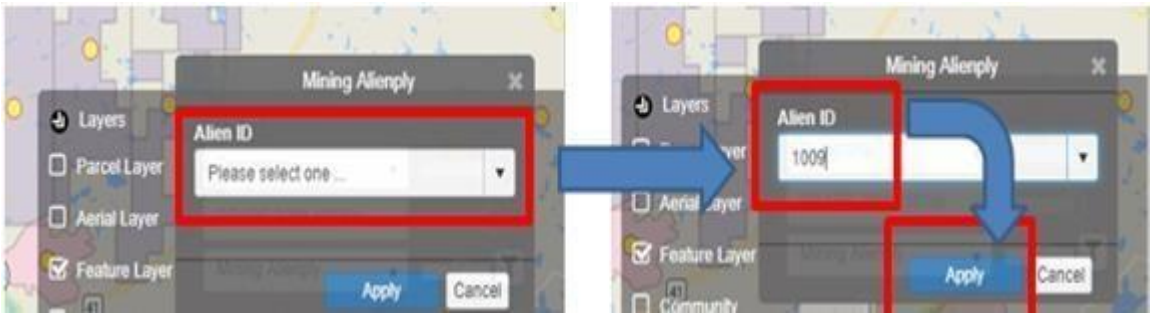
9.3.10.1 Mining Alienations

An alienation is an area of Crown land that has been withdrawn from staking or other use for surface rights, mining rights or both under various legislative authorities such as the Mining Act or Public Lands Act. Alienations cannot be purchased or transferred. Alienations are usually generated as a result of requests by the Ministry of Natural Resources and Forestry for lands that form part of a newly proposed provincial park or conservation area where a prescribed burn may be conducted or an area where there is contentious staking activities.

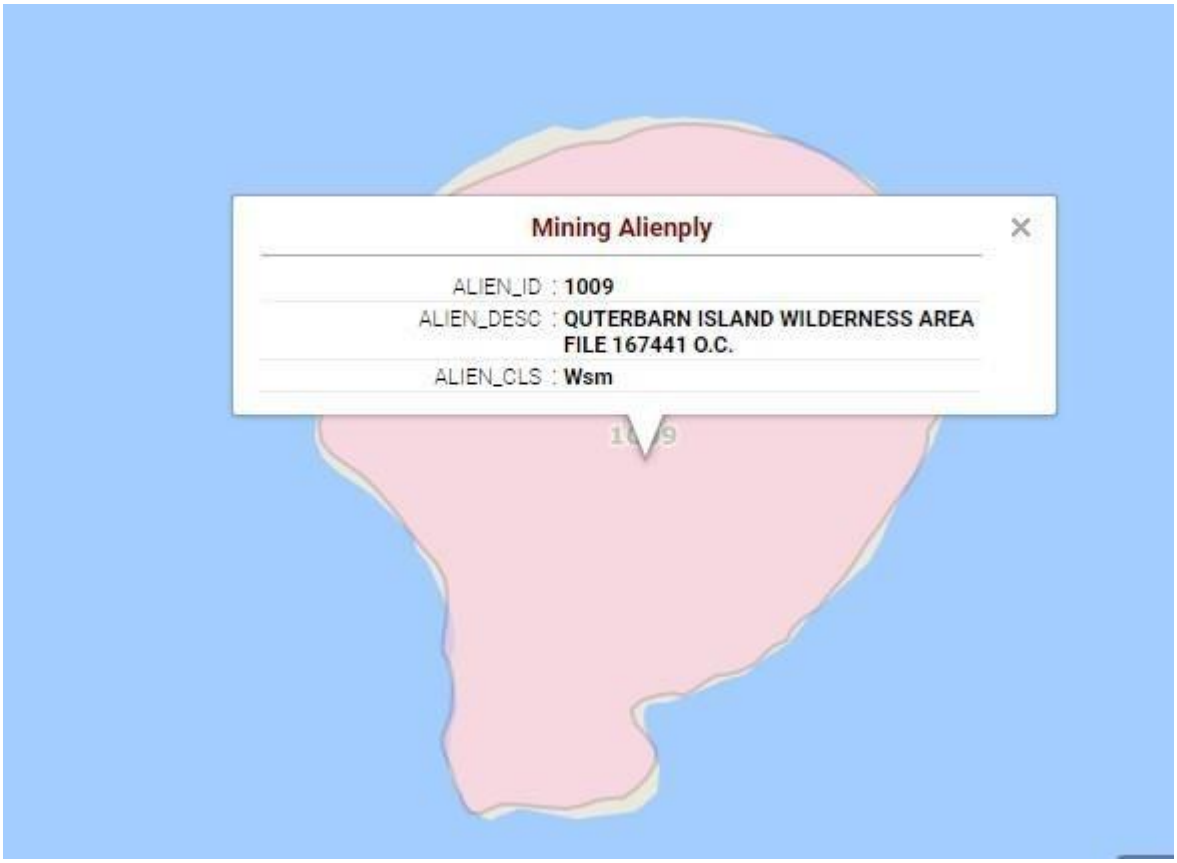
The Alienations Layer is colour coded to reflect the two possible states for Alienations, either a Notice of an Alienation or a Withdrawal of an Alienation. The legend is in the top right corner of the map ViewPort. Upon locating the alienation of interest, the user can double click within it to reveal the metadata in a pop-up window.



Where the user knows the Alienation Number, they can select the filter icon and either enter the number of the Alienation or scroll through the list and select the Alienation of interest from the list.



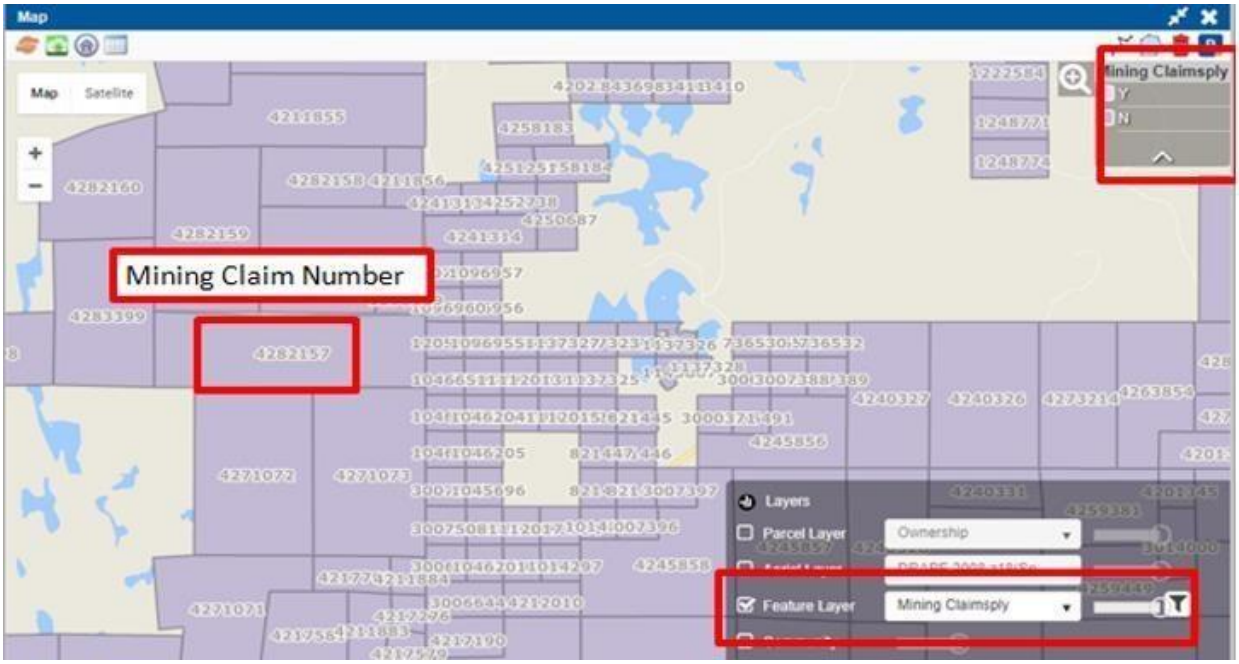
Selection takes the user to the location and displays the associated metadata upon clicking within the polygon.



9.3.10.2 Mining Claims

Mining Claims, referred within the Ministry as unpatented mining claims, is an area of Crown land that is staked by an individual that holds a valid prospector's license. A reconciled mining claim is a parcel of land including land under water which has been staked and recorded in accordance with the Mining Act and regulations and whose coordinates have been verified by the Ministry through a reconciliation process granting legal mineral interests to the staked-out parcel of land. Status codes for unpatented **mining claims are active, cancelled and pending.**

This layer has colour coded the Mining Claims as Reconciled or Active but not Reconciled.

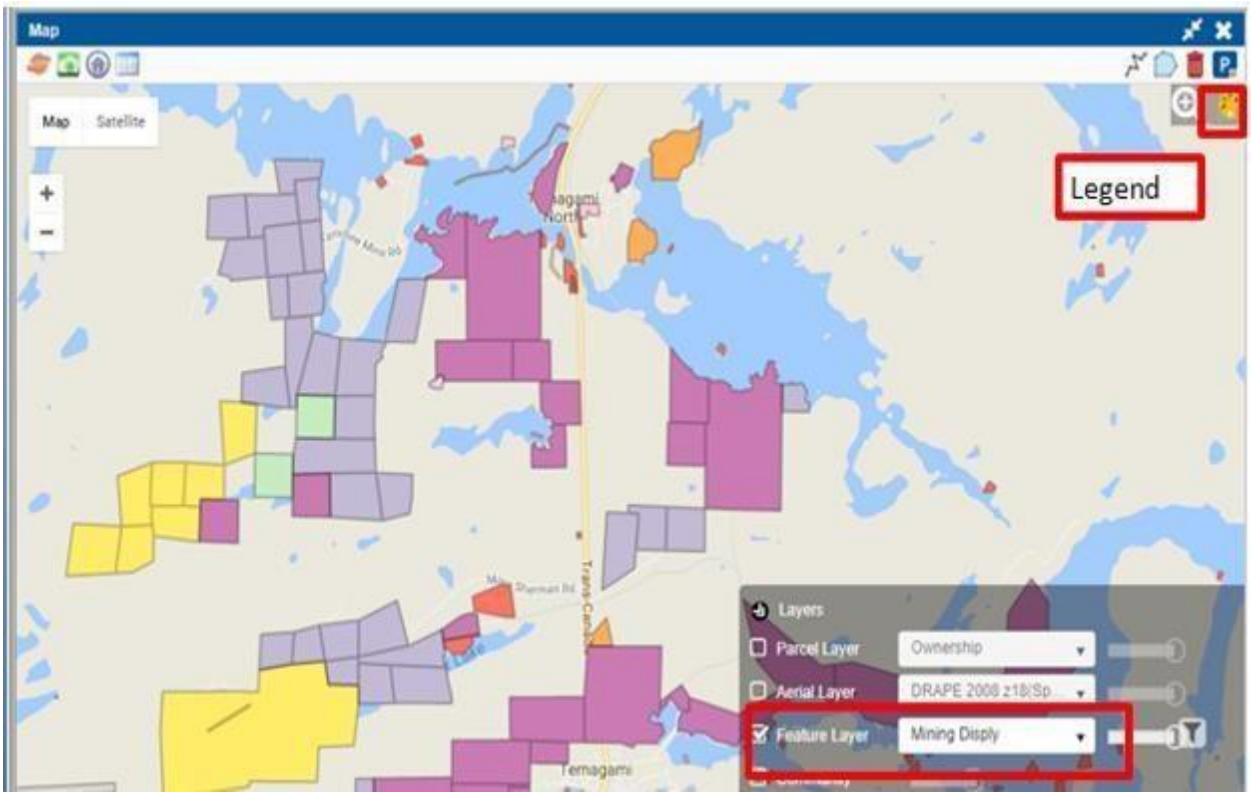


Each claim also has a claim number which can be entered in the Search filter.

9.3.10.3 Mining Dispositions

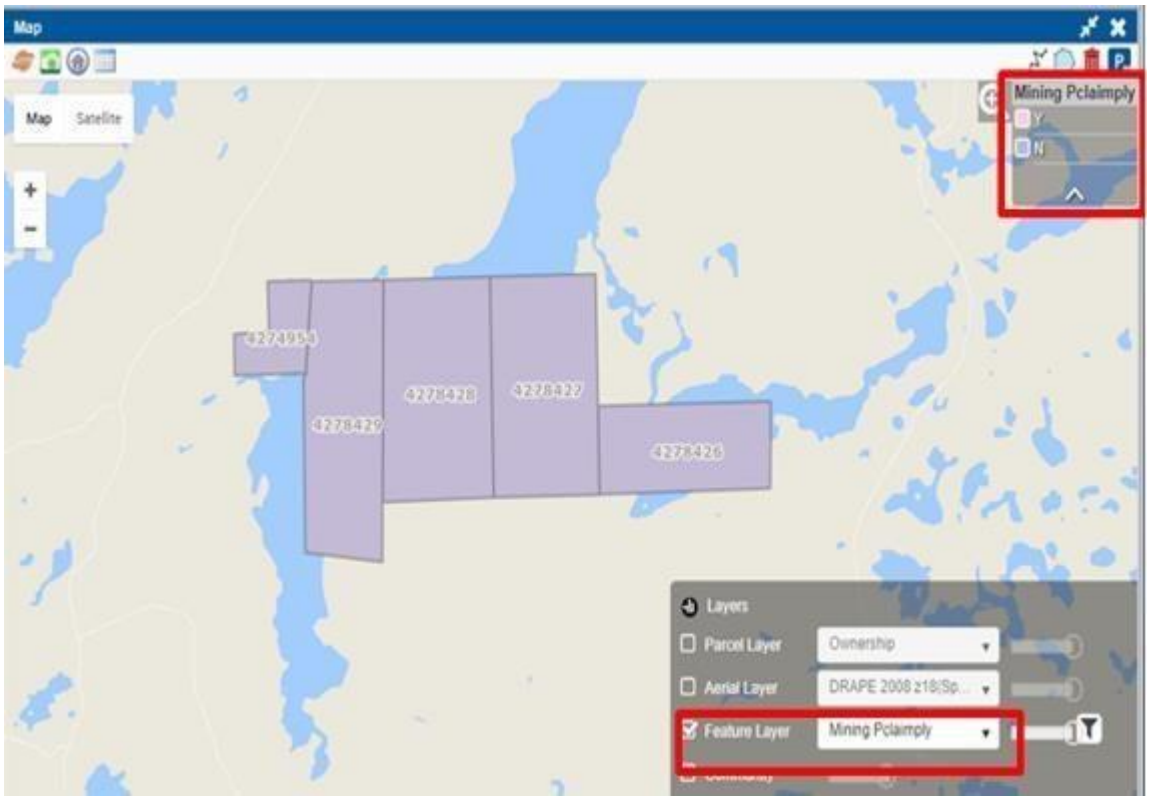
Mining Dispositions is an area of Crown land where the ownership status and permitted activities are granted through a patent, lease or license of occupation. Disposition documents are initially generated by the Office of the Surveyor General of the Ministry of Natural Resources and Forestry and are described by legal survey. Dispositions can be for surface rights, mining rights or for both surface and mining rights.

The Dispositions Layer is colour coded to reflect each of the 16 Disposition symbol codes used by the Ministry of Northern Development and Mines.



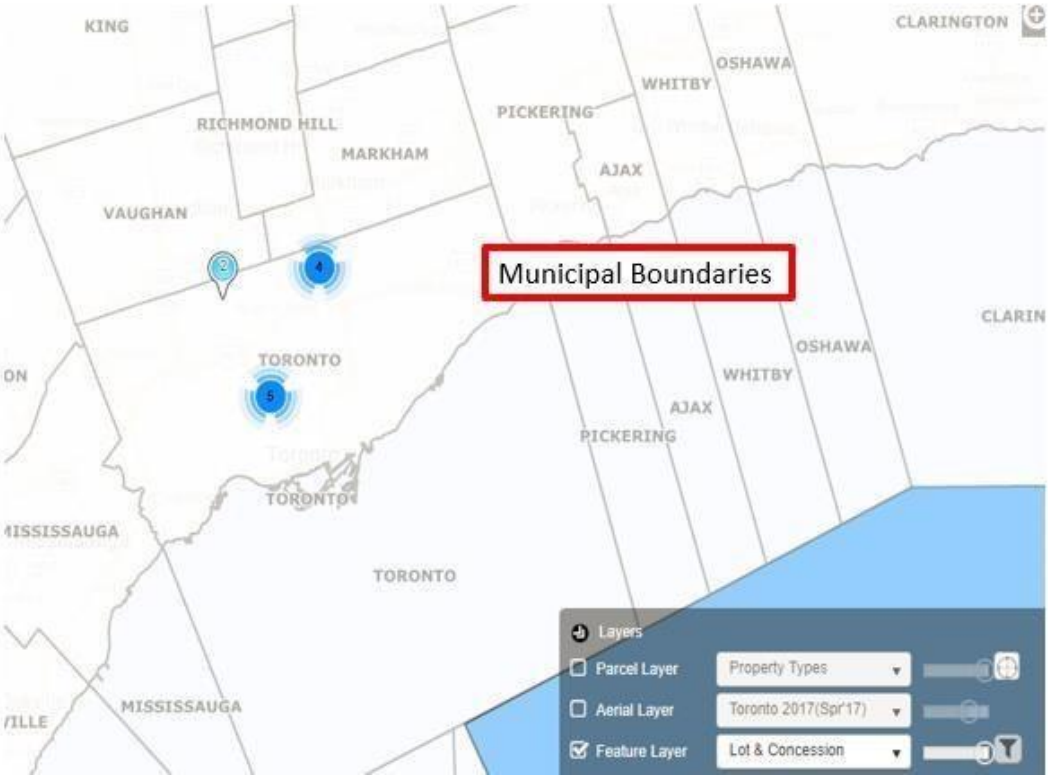
9.3.10.4 Mining Claims Pending

This layer reflects claims for which application has been made but the decision for which is pending. This is the smallest data set in the Mining group but for which there is a filter and a drop down for selecting the claim number to aid in its search.

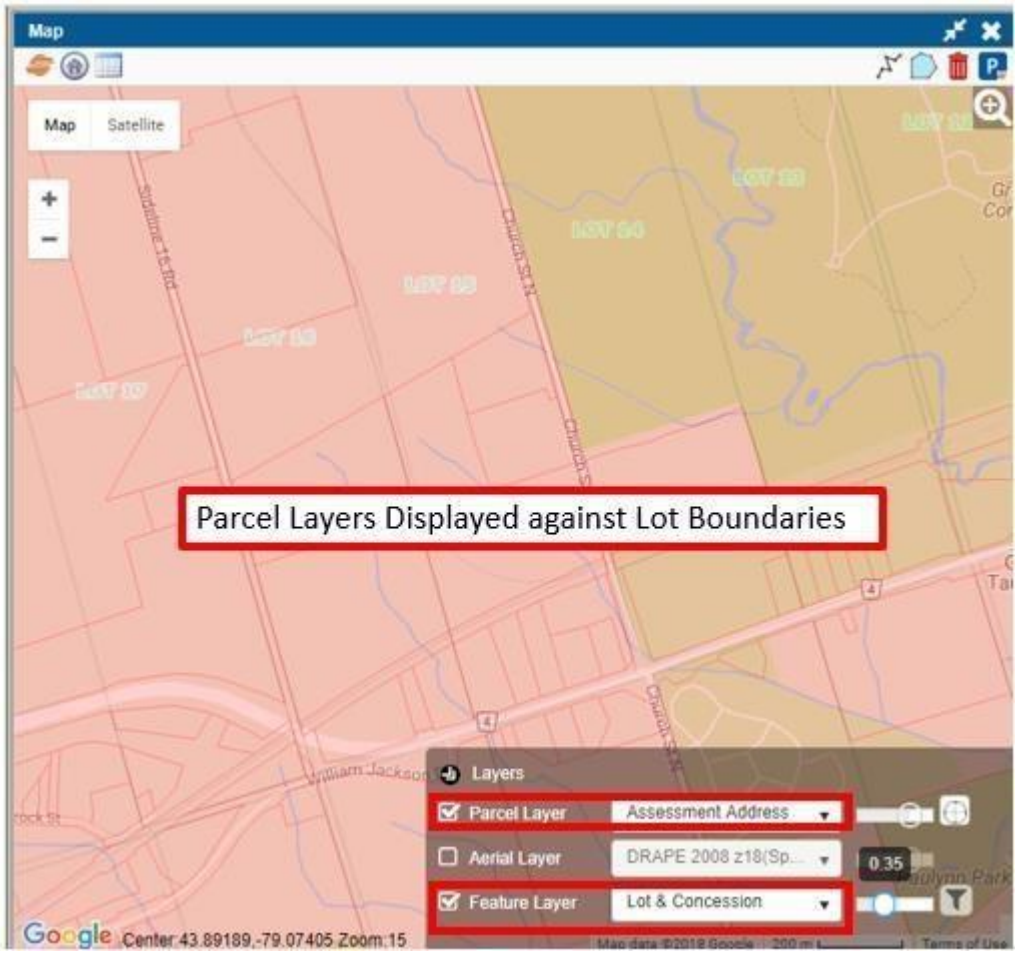


9.3.11 Municipal, Township, Concession and Lot Boundaries

The boundaries are controlled by zoom levels. The user can begin zoomed out until their desired Municipality is within view and then progressively increase the zoom level as noted below until the Township, Concessions, Lots and eventually parcel boundaries are visible.

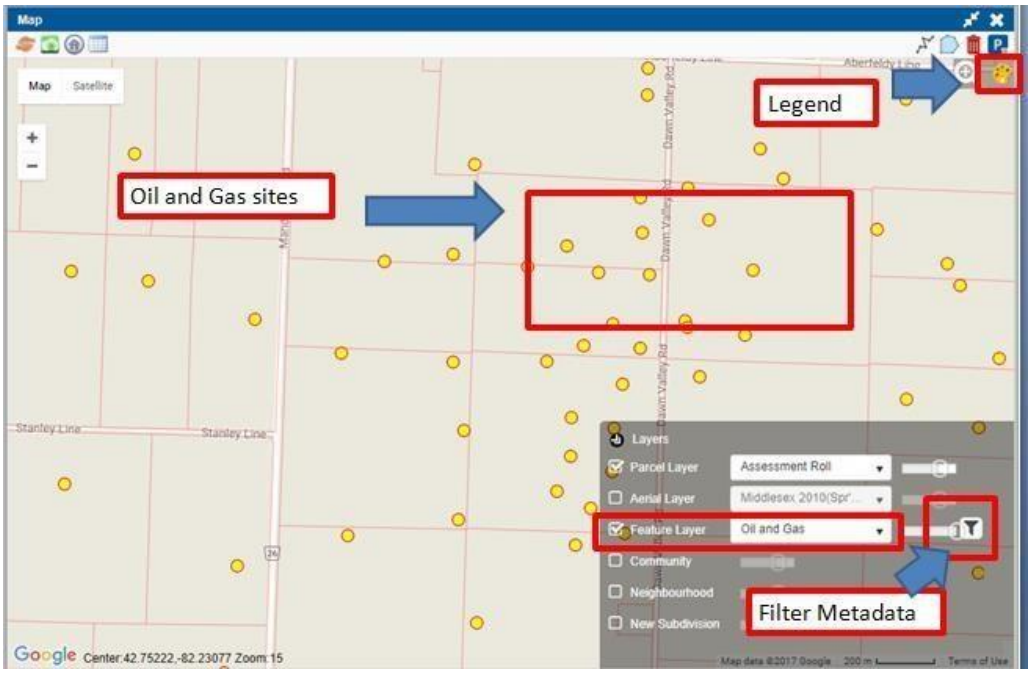

KING
CLARINGTON
OSHAWA
WHITBY
PICKERING
RICHMOND HILL
MARKHAM
AJAX
VAUGHAN
Municipal Boundaries
CLARIN
OSHAWA
TORONTO
WHITBY
AJAX
PICKERING
TORONTO
MISSISSAUGA
TORONTO
MISSISSAUGA
Layers
Parcel Layer
Property Types
Aerial Layer
Toronto 2017(Spr'17)
Feature Layer
Lot & Concession

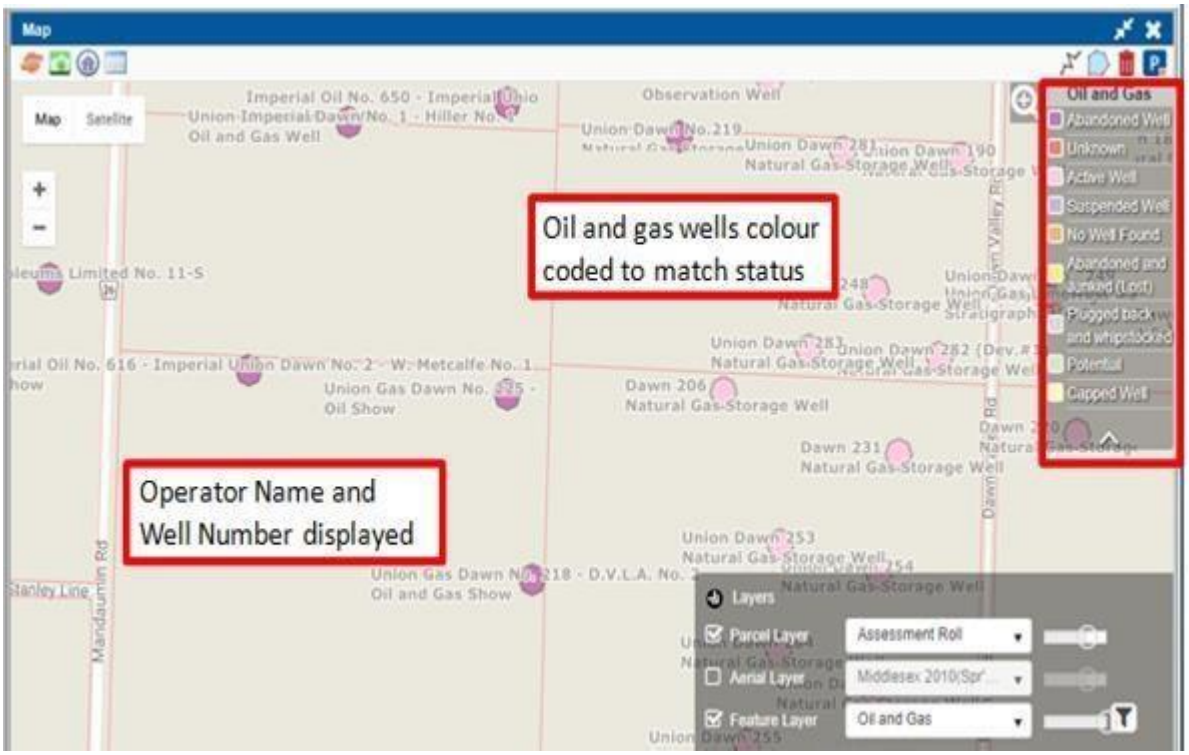

Township Boundaries
Zoom Level 12
Concession Boundaries
Zoom Level 14
Lot Boundaries



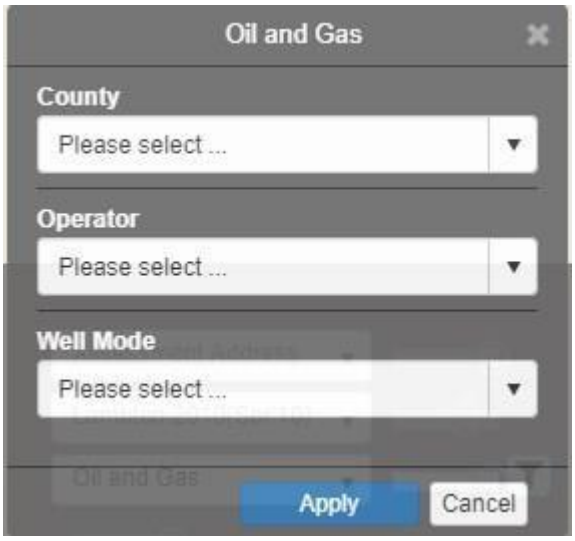
9.3.12 Oil and Gas Feature Layer

The Oil and Gas Feature Layer is activated by selecting it from the Feature layer drop down menu. Upon zooming into areas of interest, the user will note that the oil and gas well point features are colour coded based upon their relative status. By activating the Legend control in the top right corner of the map display, the user has access to an index that describes the state of the well.

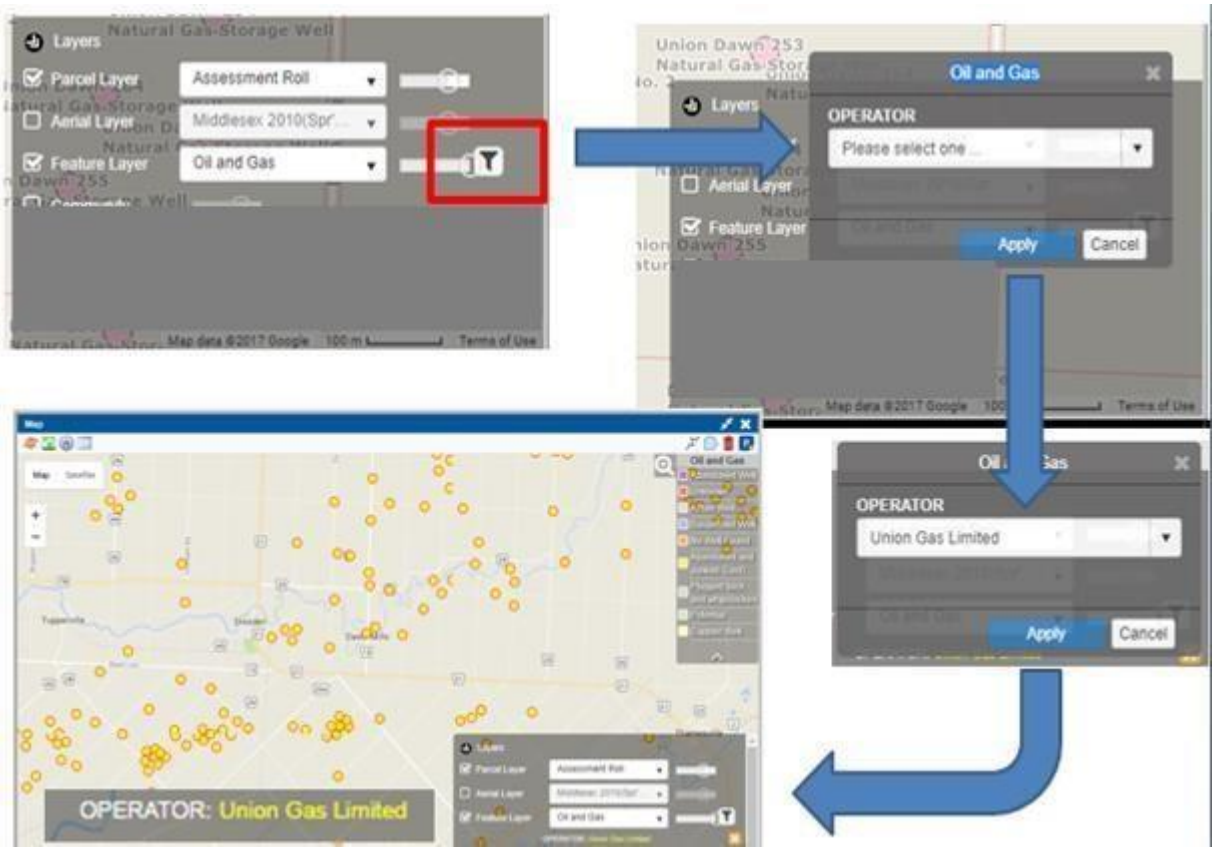

Map
Legend
Oil and Gas sites
Layers
Parcel Layer
Assessment Roll
Aerial Layer
Feature Layer
Oil and Gas
Community
Neighbourhood
New Subdivision
Filter Metadata

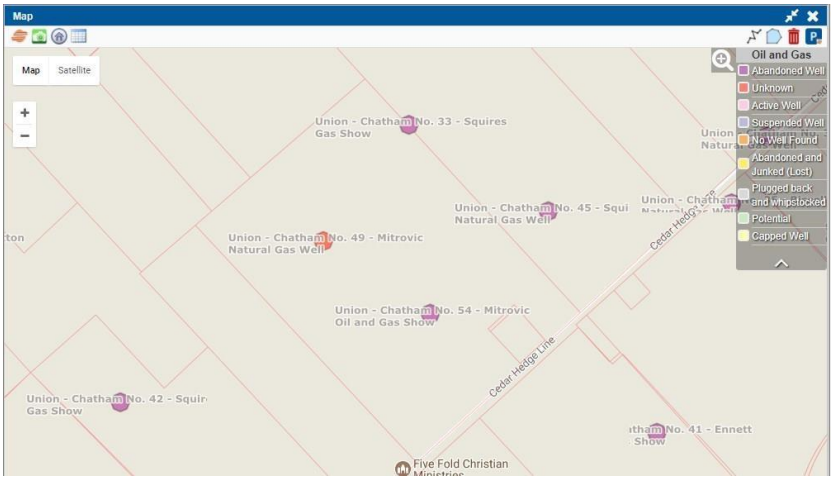

Map
Oil and gas wells colour coded to match status
Operator Name and Well Number displayed
Layers
Parcel Layer
Assessment Roll
Aerial Layer
Feature Layer
Oil and Gas

The user can filter the results of the metadata based upon the County, Operator and Well Mode by entering the associated names or selecting from a drop-down list. More than one filter can be added in each category.



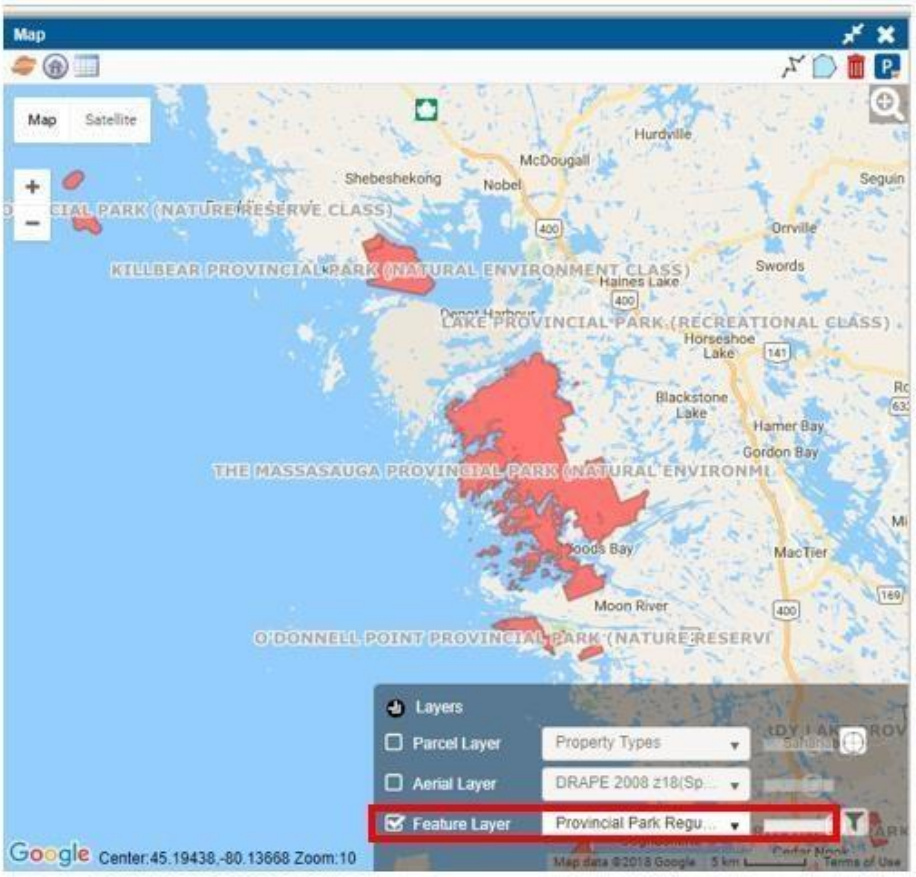
By selecting the Filter, the system provides a drop-down box wherein the user can scroll through the list of Counties, Operators and Well Modes to make their selection, or type in the first few characters of the operator's name. The system will respond by only displaying the oil and gas well locations managed by the selected operator.





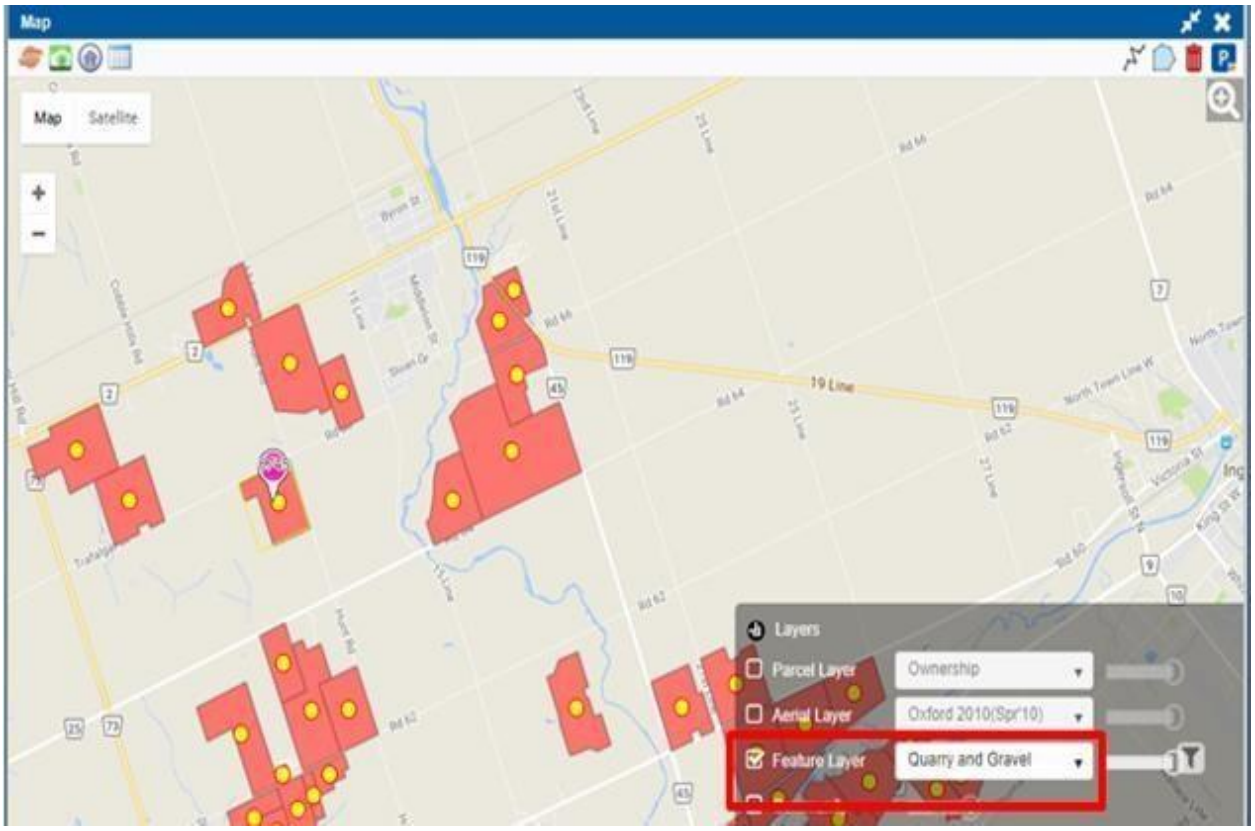
9.3.13 Provincial Park Regulated

The Provincial Park Layer is thematically coloured and accompanied by a label identifying the name of the Provincial Park.

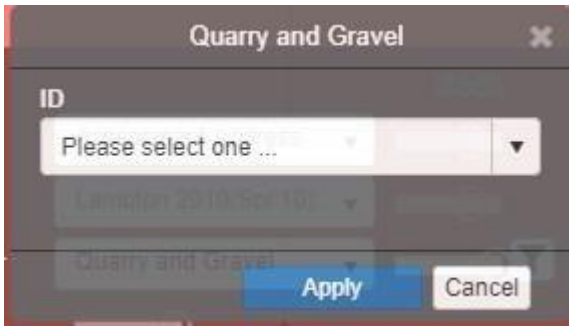


9.3.14 Quarry and Gravel Feature Layer

The Quarry and Gravel feature is imported from the MNR LIO database and includes the assigned site ID and associated metadata. The polygons displayed are the active sites. The user can pan and zoom to the selected area of interest, select or zoom into the polygon of interest to reveal the ID number.



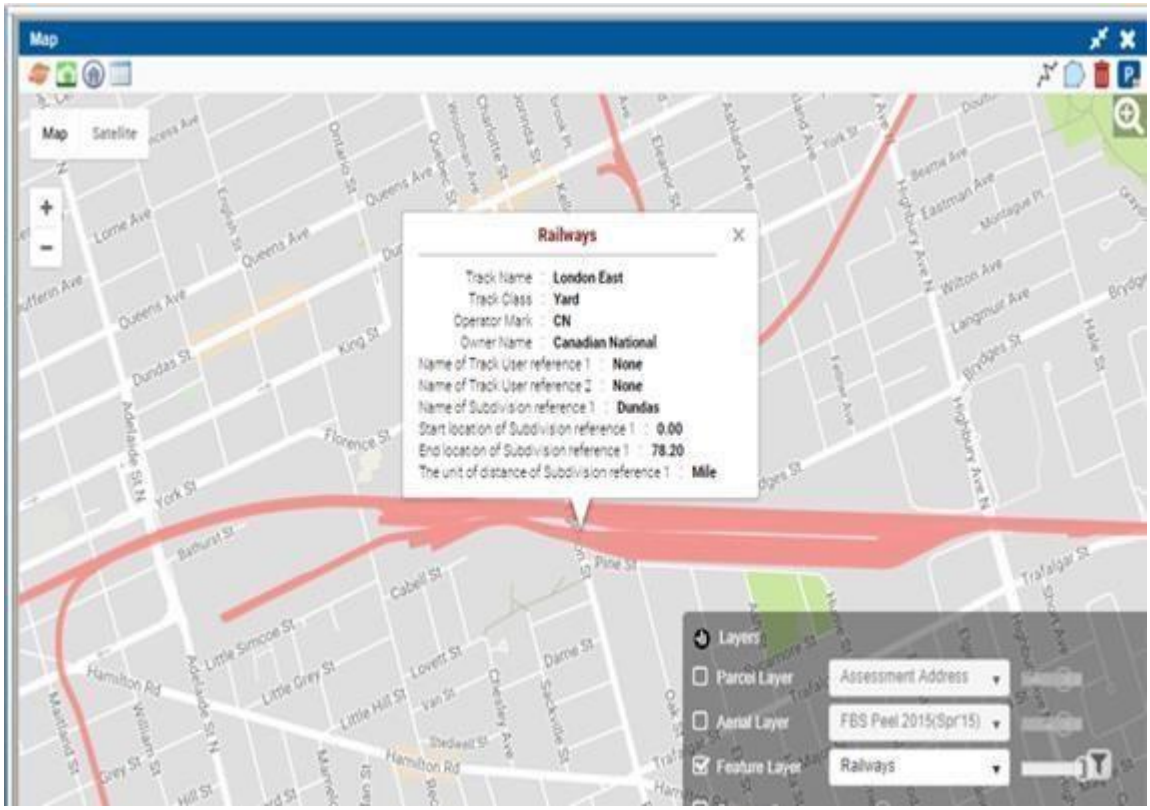
A Search by ID function is available to support the user selecting from a dropdown of IDs or they can enter an ID number after which the system will center the selected site on the map.



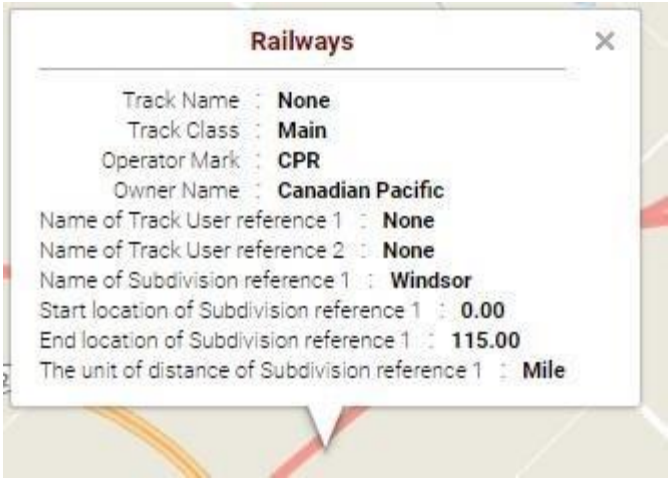
Double-clicking within the polygon will reveal the associated metadata as part of the pop-up.

9.3.15 Railways Feature Layer

The Railways Feature Layer, once selected, is displayed as a red line network across the province. The user can select any track segment to display the associated metadata as a pop-up.

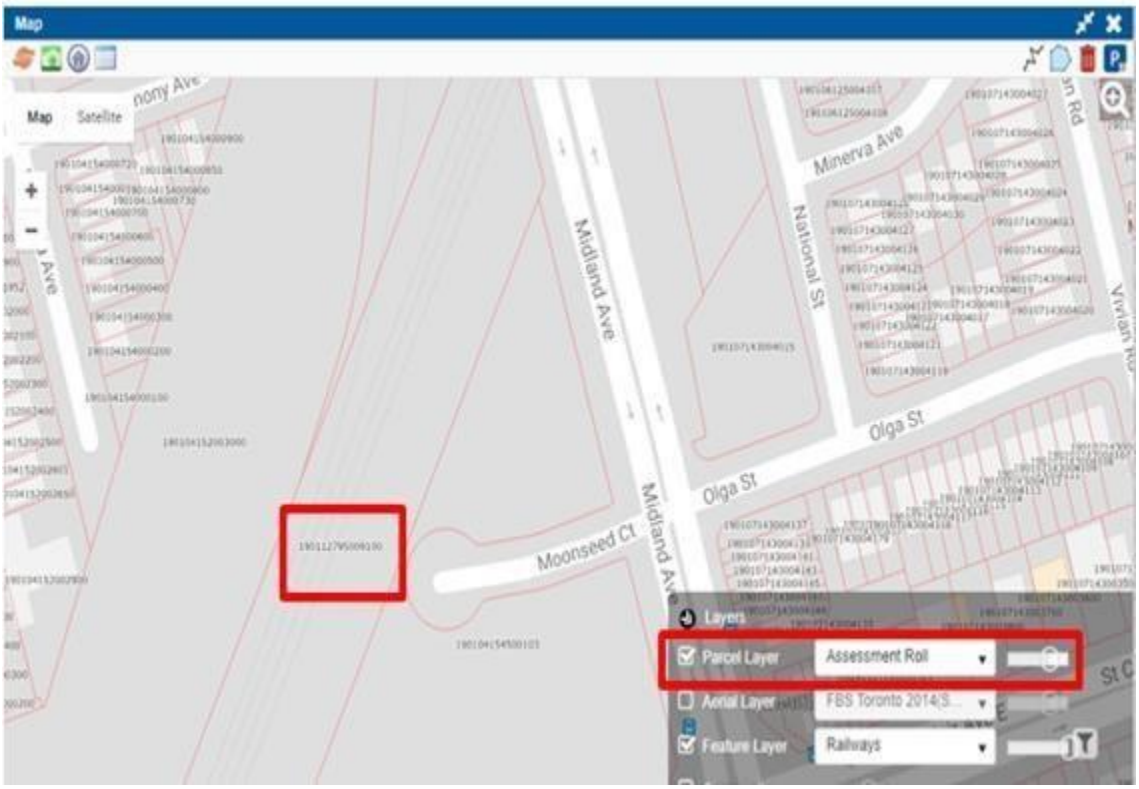


The metadata, where available, is categorized under the following subheadings



Page

Upon zooming into the map display, the red linework will not be visible to allow for the display of the associated ARN. Note the Assessment Parcel Layer must be active.

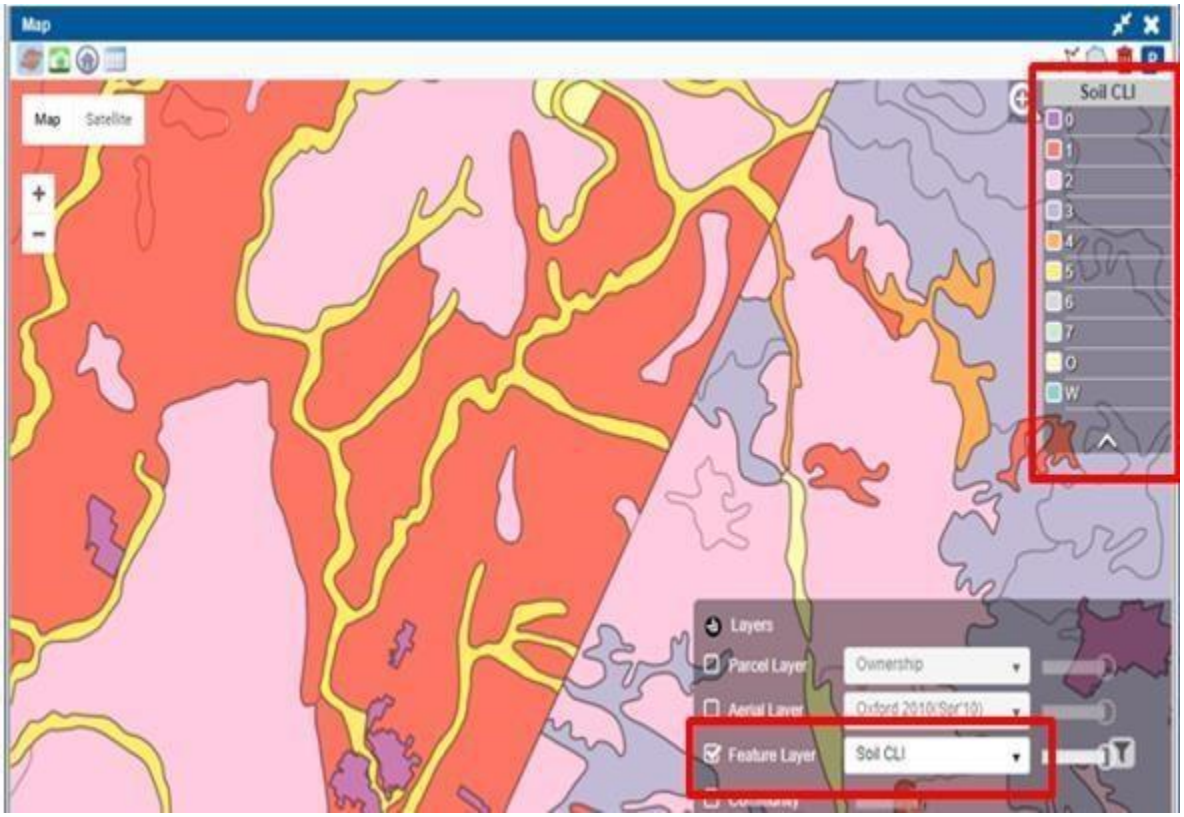


9.3.16 Soils Feature Layer

The Soils Feature layer is available through the Feature layer drop down menu. Soils are broken into the Soils categories as defined by the seven classes established by the Canada Lands Inventory delineation and the Hydrologic Soil Classes into four categories.

9.3.16.1 Soils CLI

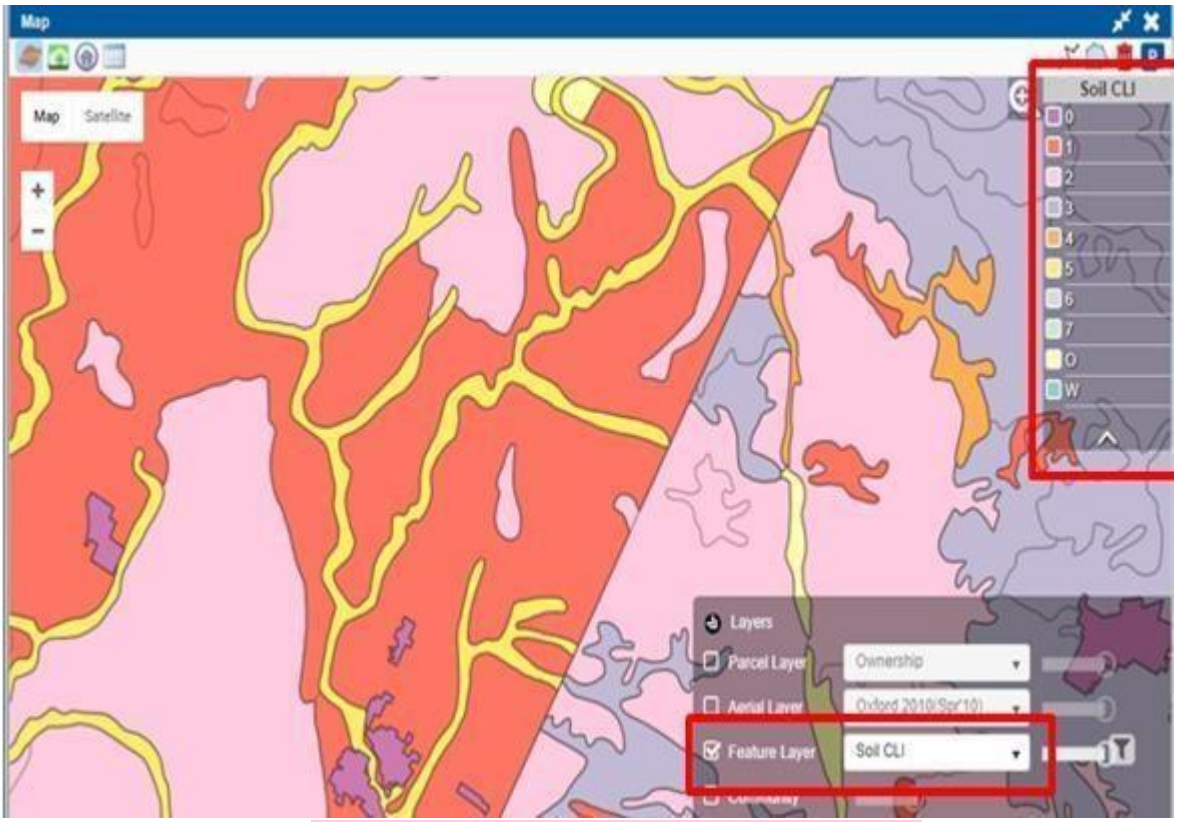
The Canada Land Inventory (CLI) designation indicates the capability of the land to sustain agriculture. There are seven classes used to rate agricultural land capability. Class 1 lands have the highest capability and Class 7 lands have the lowest capability to support agricultural use activities. Organic soil is labelled separately and as such does not have a CLI rating.

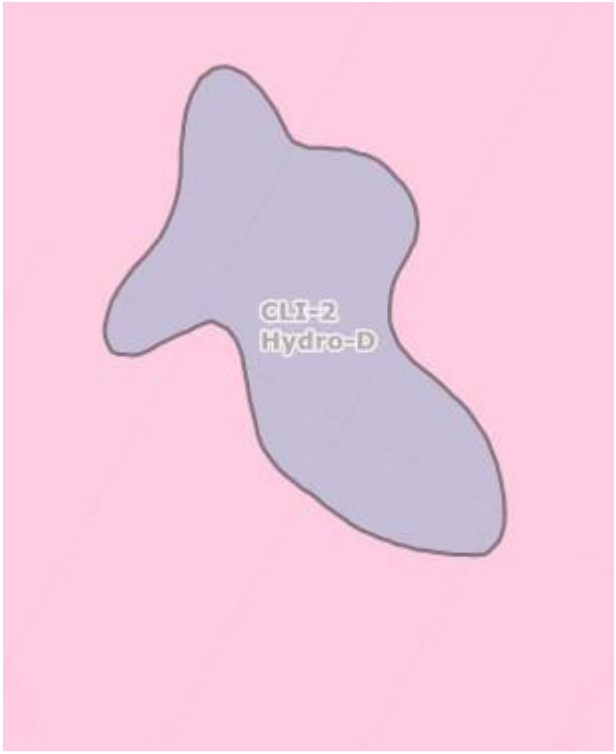


9.3.16.2 Soils Hydrologic

The Hydrologic rating of soils assesses the potential for ground water contamination depending upon the soil type. The ratings are generally established in four categories as High, Moderate, Low to Very Low.

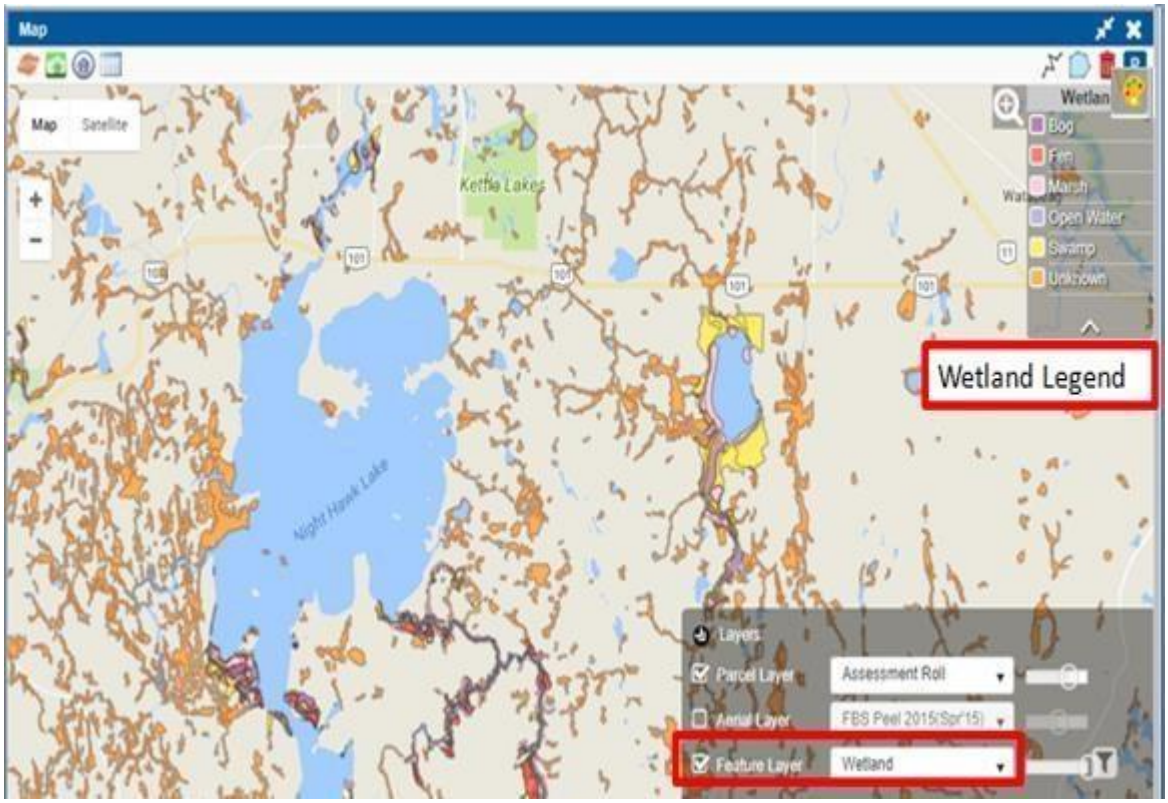
The Hydrologic conditions of the soil are displayed on this layer and colour coded to match the respective condition.


Map
Map
Satellite
Soil CLI
0
1
2
3
4
5
6
7
O
W
Layers
Parcel Layer
Ownership
Aerial Layer
Feature Layer
Soil CLI


CLI-2
Hydro-D

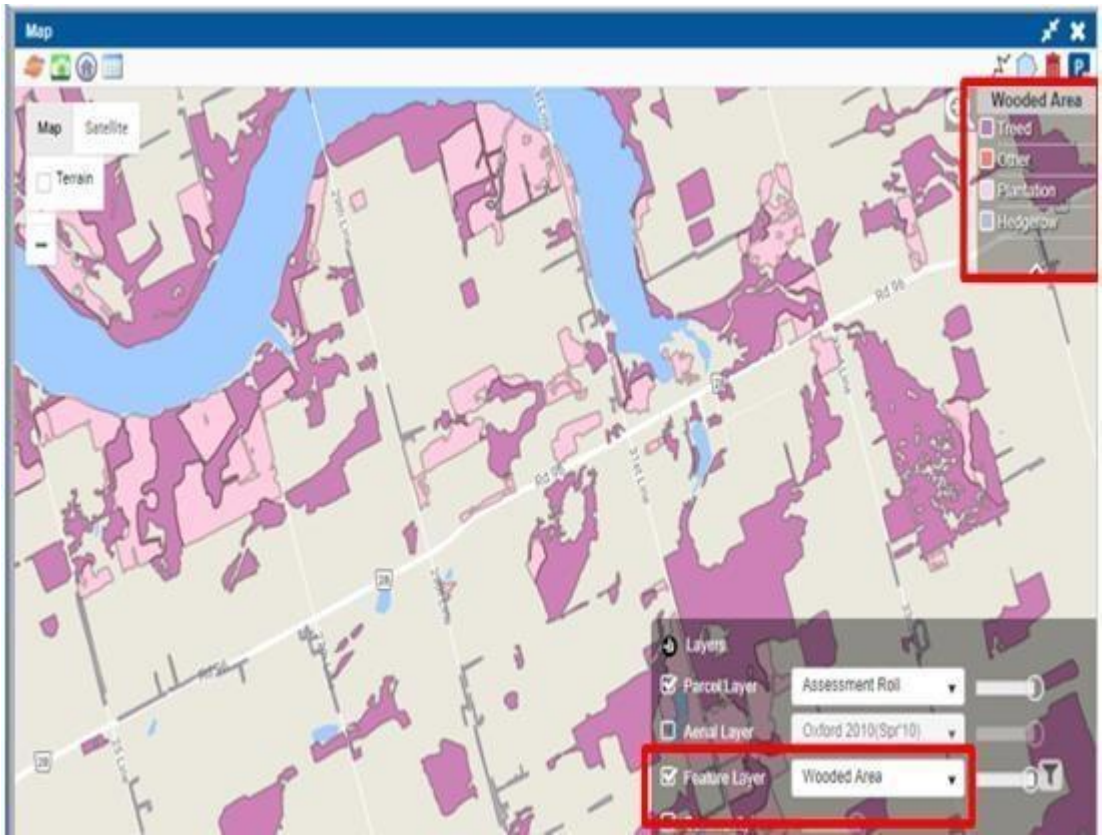
9.3.17 Wetlands

The Wetlands Feature layer is available through the Feature layer drop down menu. Upon its selection, the six different wetland types will be colour coded matching the legend which is available upon selecting the palette at the top right-hand corner of the map window.

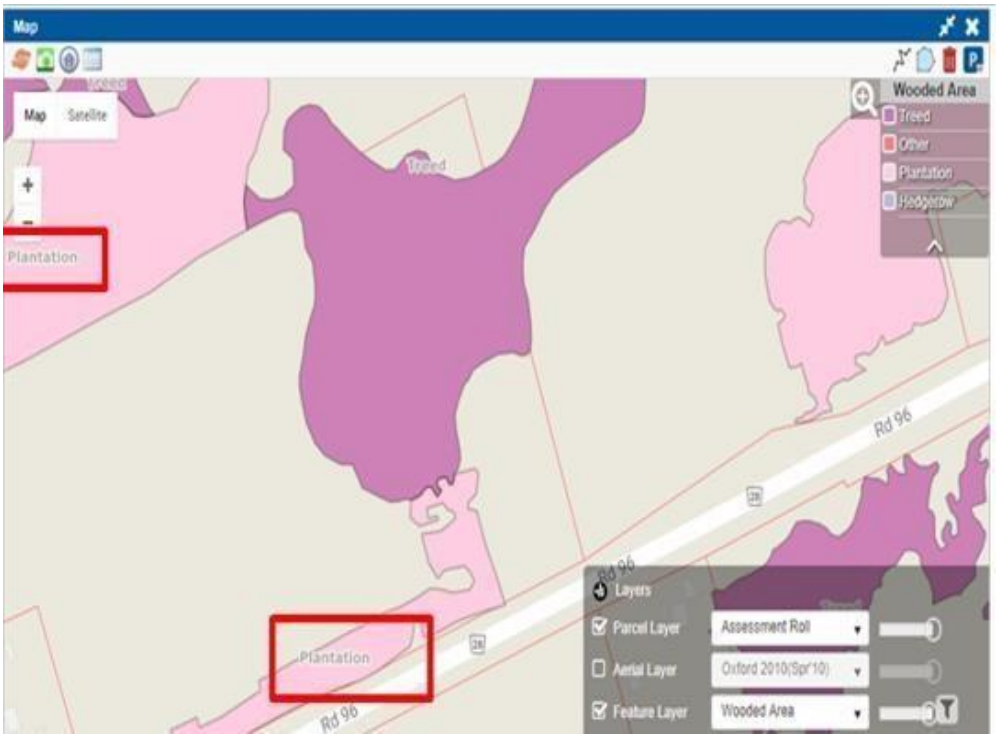


9.3.18 Wooded Areas

The Wooded Area Layer displays the four categories of wooded areas across the province as depicted in the legend; Treed, Other, Plantation and Hedgerow.

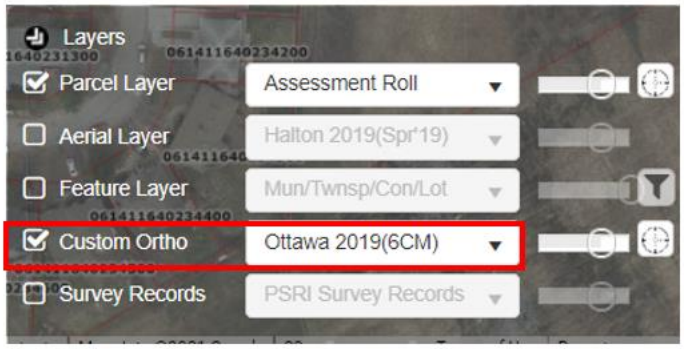


Zooming in on the Wooded Area will display the associated label.



9.3.19 Custom Ortho Layer

The City of Ottawa has provided access to their current high resolution orthoimagery. This is provided as a separate feature class and not integrated within the aerial imagery layer provided by First Base Solutions.

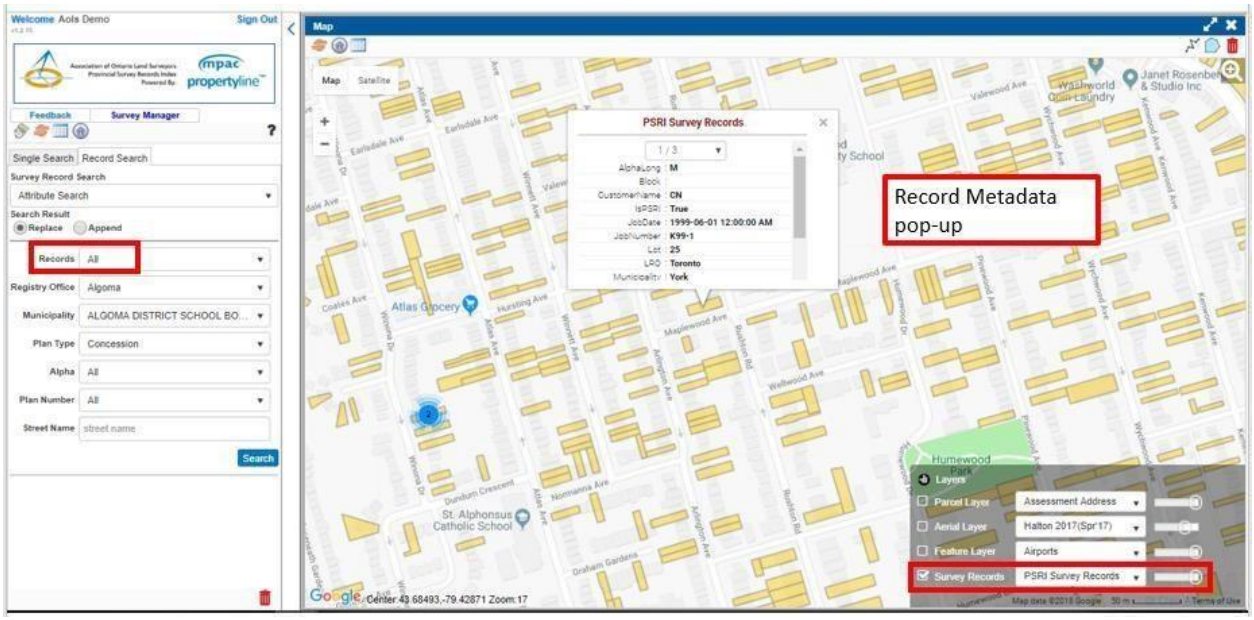


9.3.20 PSRI Survey Record Layer

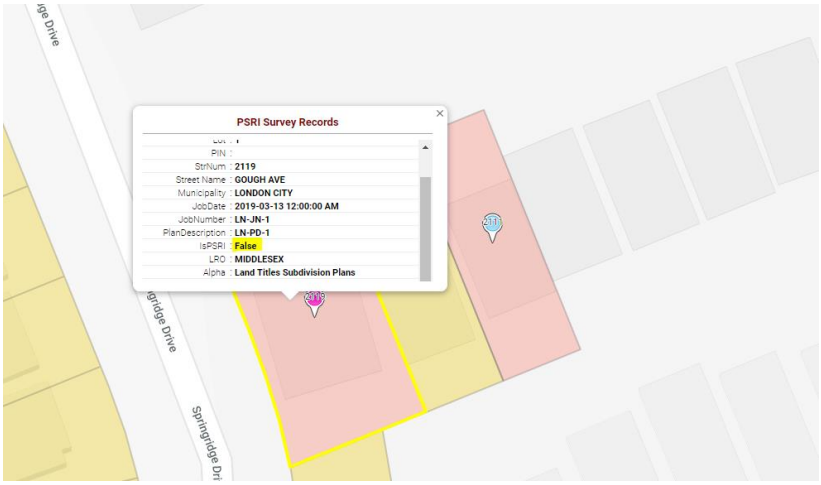
All geocoded records are reflected on the parcel fabric as a colour coded layer. Selecting any of the records will generate a pop-up that will display the metadata of the survey record.

The User can choose to display just their own Firm's geocoded records, just those from Other Firms or All geocoded records as reflected in the example below.

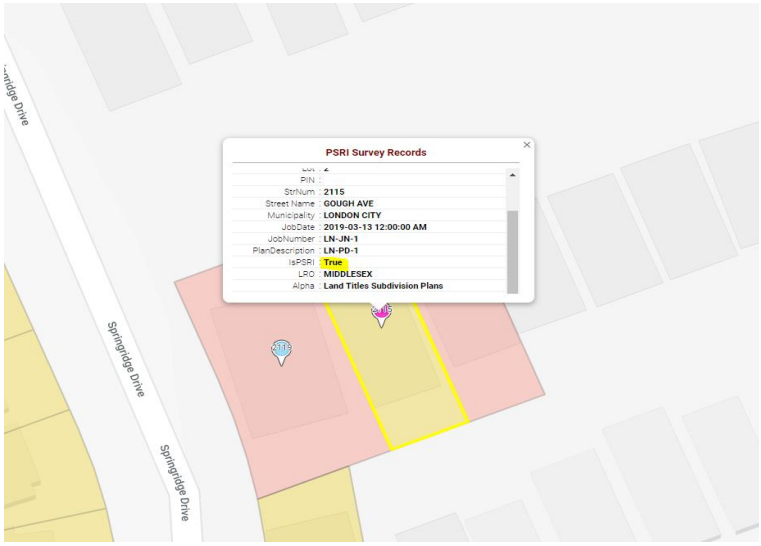
The PSRI Records are shown within a different tab to allow them to be displayed in conjunction with the other Feature Layers.



Private records will display in pink and public records will be in yellow on the Map layer



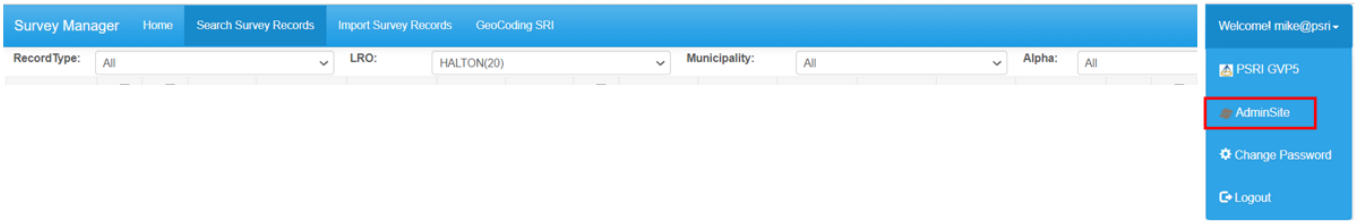
Page



10.0 Administration Site (adminsite.ilookabout.com)

The Administration Site allows each firm to manage the credentials of the users within their firm. A number of firm usage reports are also available through this site.

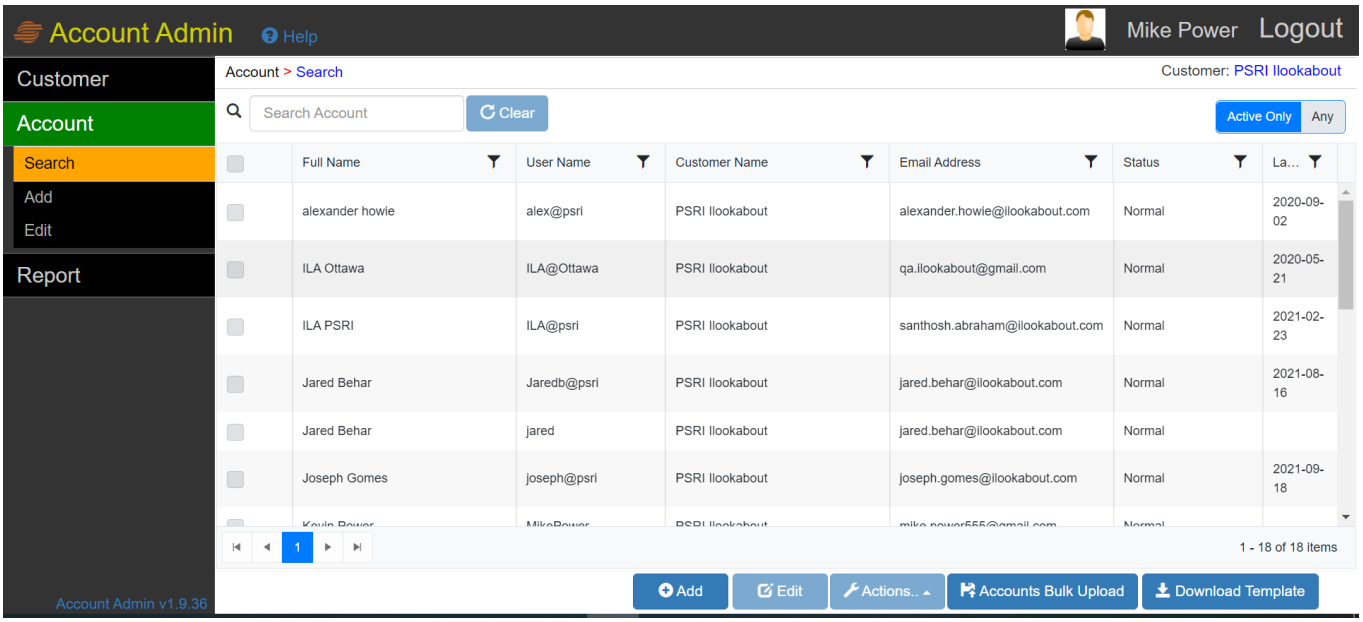
Access to the site can be obtained through the URL above, or through the hotlink to the site which is available when clicking on the user name on the top right hand corner of the Survey Manager application



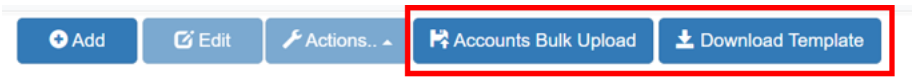
10.1 Firm Administrator – Adding Users

Each Firm has identified one or more staff members to act as the Firm Administrator. The log-ins provided to these individuals allows them to access this site and establish

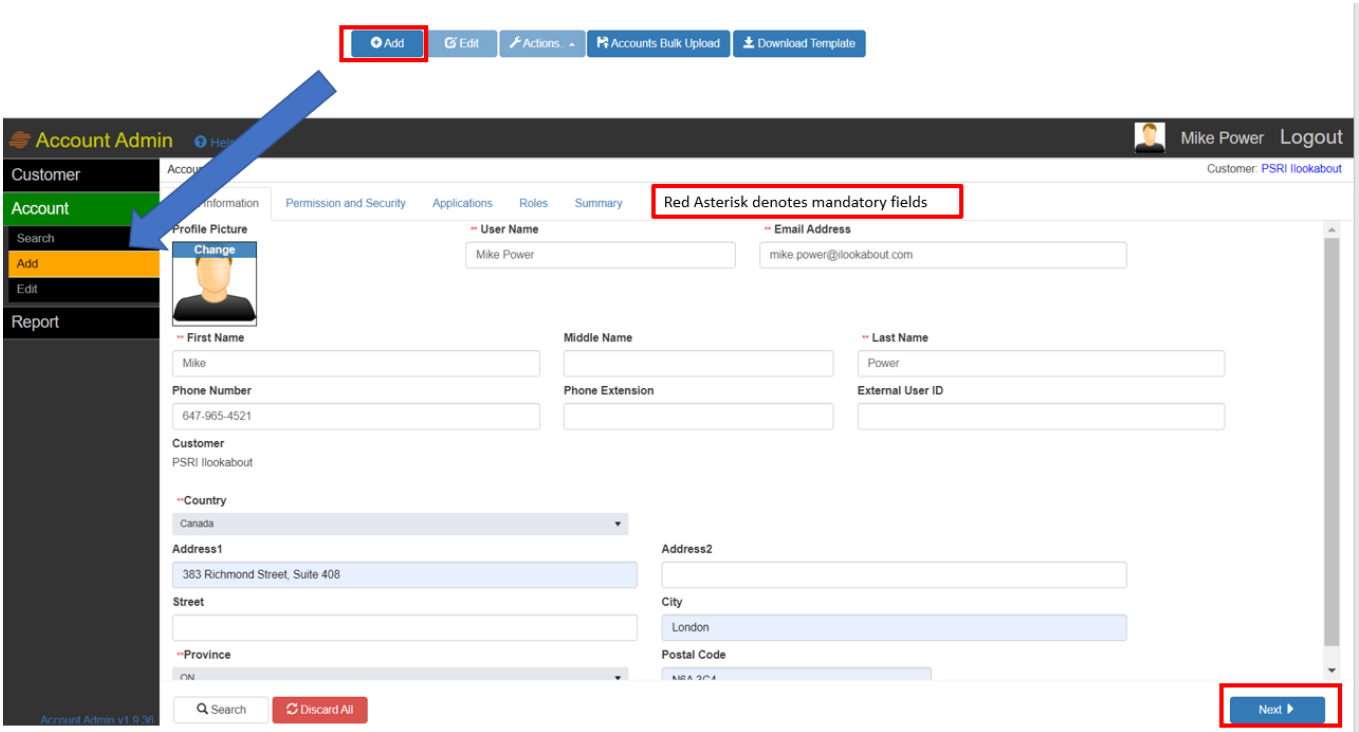
credentials and profiles for other members of the firm. Upon logging into the site, the Administrator will see a list of staff for whom credentials have already been established.



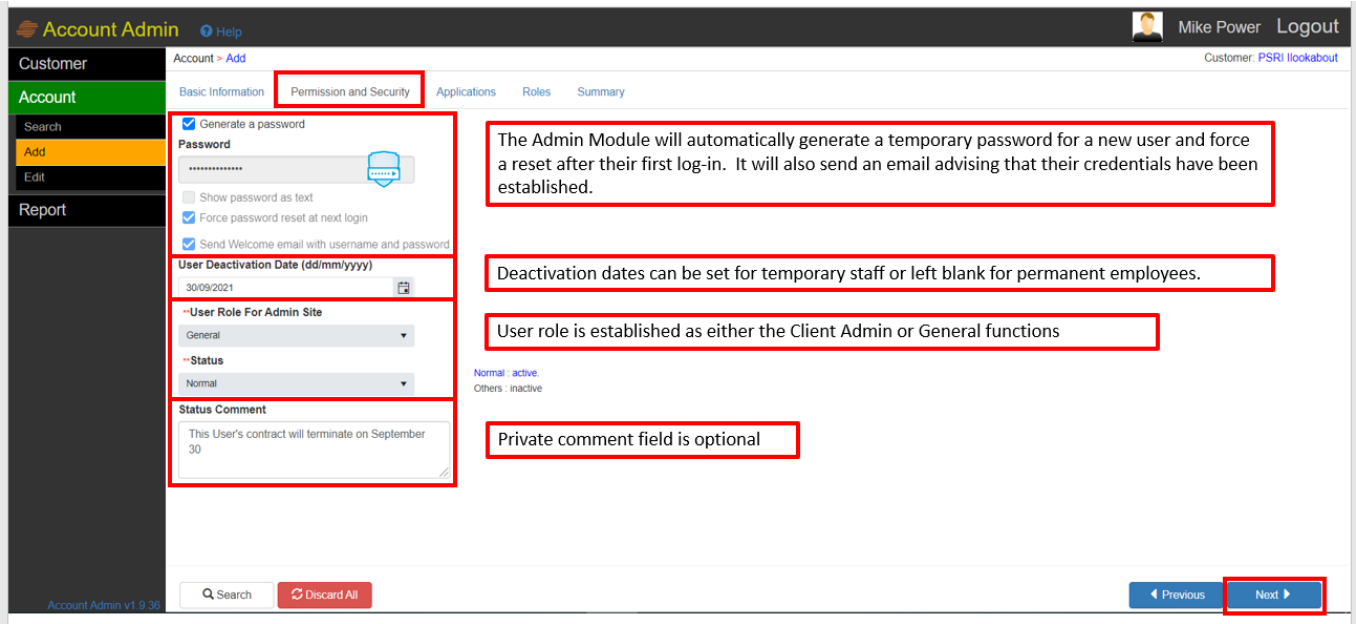
In situations where the Firm has a large complement of staff for which credentials need to be established, they can make use of the Bulk Upload Template to enter the necessary details related to the users, establish a temporary password and upload the template into the Administration Site. A facility exists to notify the user that their credentials have been established by sending a 'Welcome email' instructing them how to access the site and to change their password following initial log-in. By selecting any pre-existing user, the Administrator can also 'Edit' the user's credentials or through the 'Actions' button, they can change their status and permissions.



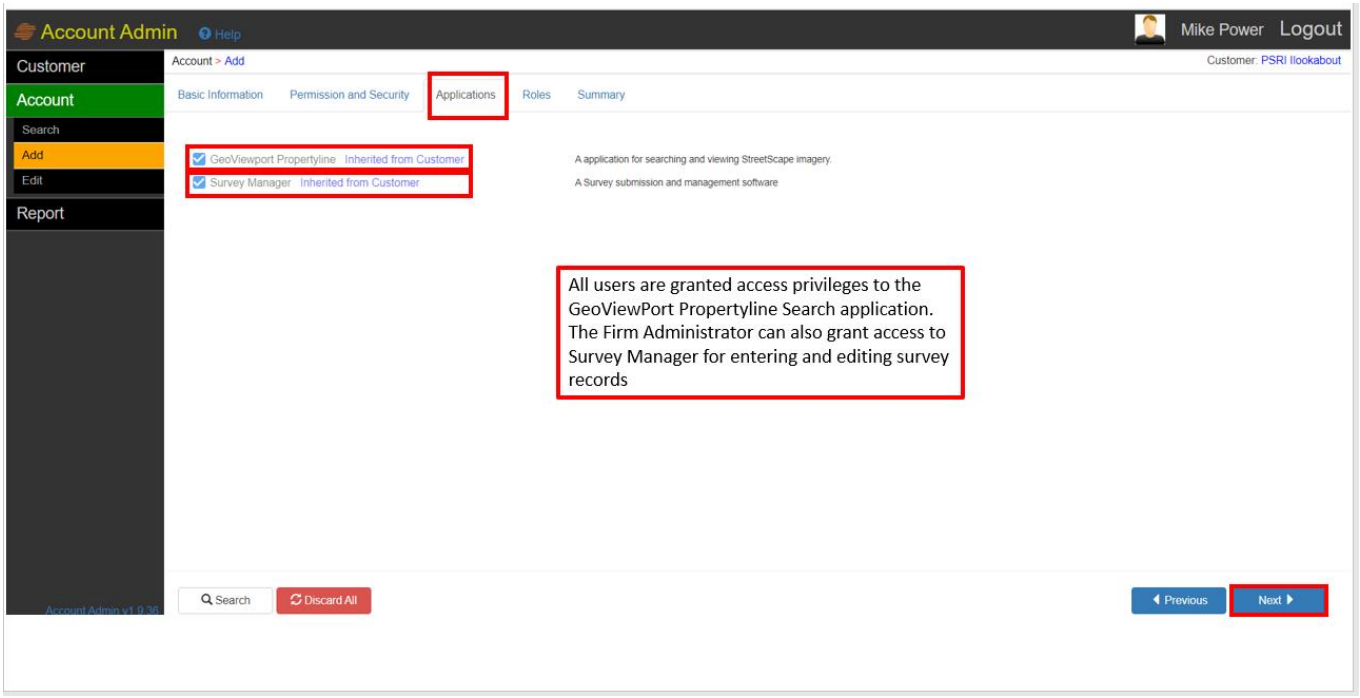
Where the Firm Administrator is granting access to a small number of users, this can be done incrementally by selecting the 'Add' function at the bottom of the toolbar to invoke the set of fields that the Administrator must complete to grant access to a new user.



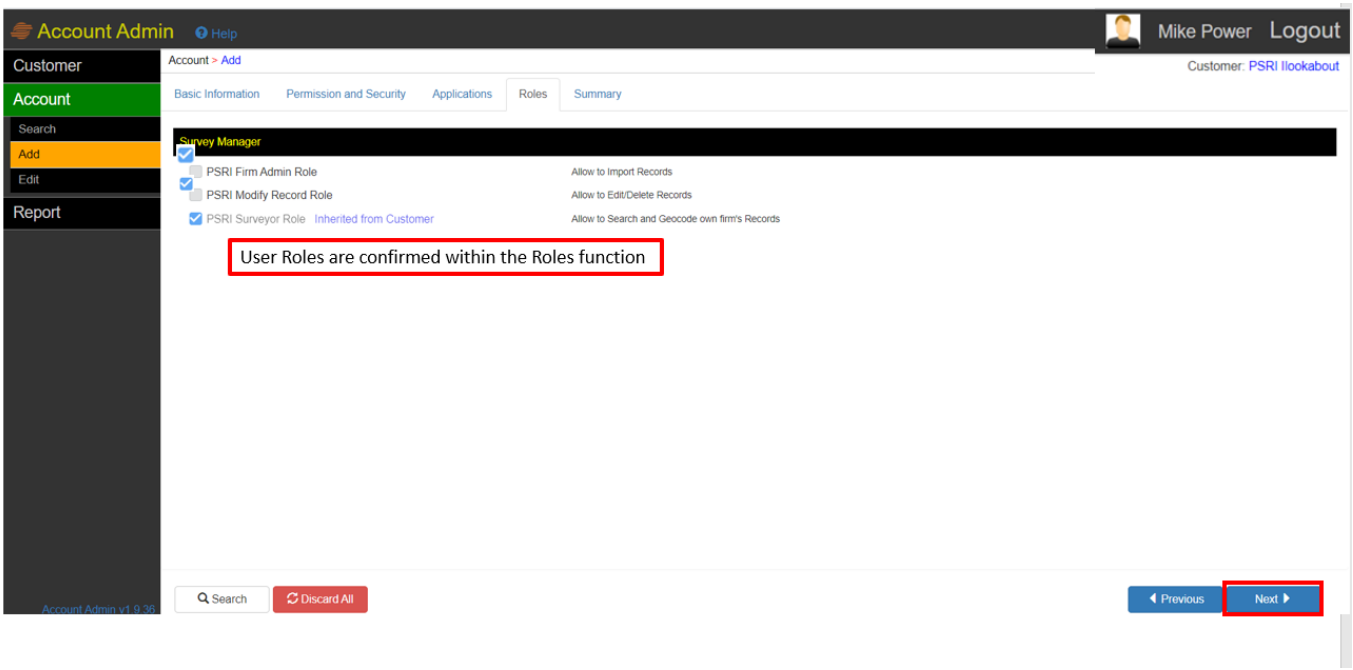
Upon completing the above template the Administrator selects 'Next' at the bottom right corner of the screen to move from the 'Basic Information' page to 'Permission and Security'. The Permission and Security tab confirms credentials and the access privileges of the new user. To enable a firm to provide credentials to contract or temporary staff, the ability exists to 'expire credentials' on a selected date.



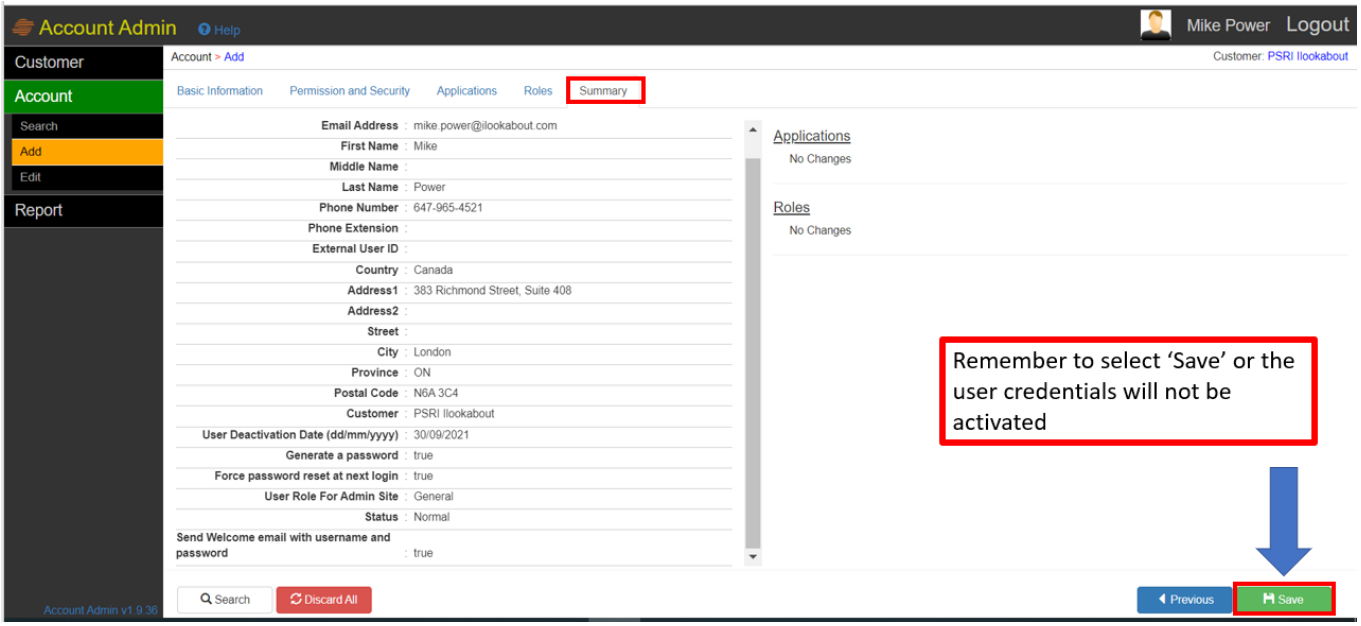
Upon the completion of establishing credentials, the Administrator can select the 'Next' function to move to the 'Applications' to assign which of the 'Search' or 'Search and Enter/Edit' capabilities will be available to the user. All users have access to Search functions.



Upon the selection of the 'Next' tab, the Administrator can select the Roles to be granted to the new user.

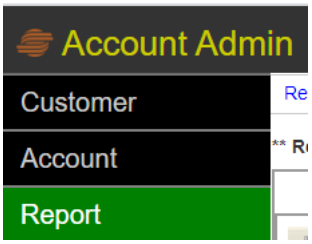


A 'Summary' tab follows which requires that the Administrator selects 'Save' to establish the credentials that they have set up for the new user. Once completed, the new user will be added to the list of pre-existing users under the 'Account' highlighted in green below.

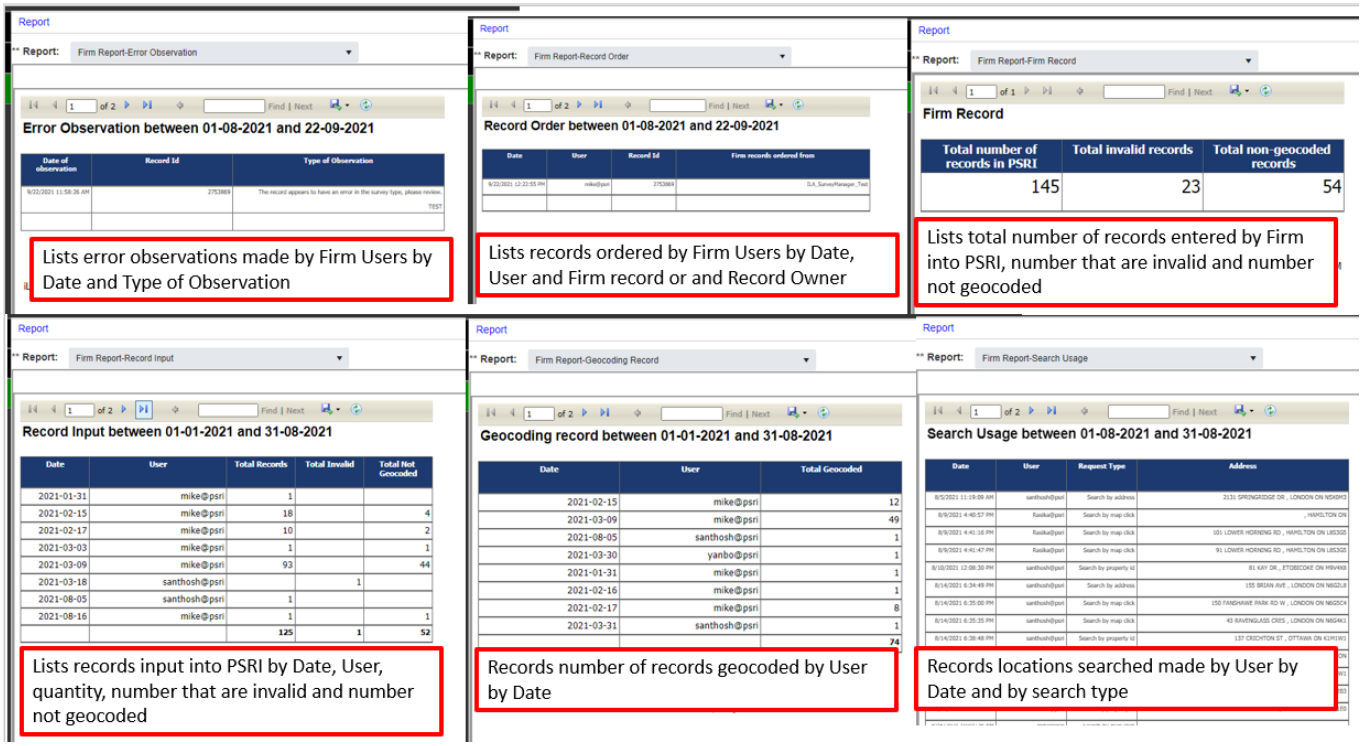


10.2 Reports

The system generates a number of reports which are available only to the Firm Administrator and available under the 'Reports' tab on the Admin Site.



Each of the reports can be exported to excel and each, with the exception of the Total Firm Records Report, can be generated against a user defined set of dates as part of the report parameter setting. Each of the reports and their content is depicted below.


Report
Report: Firm Report-Error Observation
Error Observation between 01-08-2021 and 22-09-2021
Date of observation
Record Id
Type of Observation
Lists error observations made by Firm Users by Date and Type of Observation
Report
Report: Firm Report-Record Order
Record Order between 01-08-2021 and 22-09-2021
Date
User
Record Id
Firm records ordered from
Lists records ordered by Firm Users by Date, User and Firm record or and Record Owner
Report
Report: Firm Report-Firm Record
Firm Record
Total number of records in PSRI
Total invalid records
Total non-geocoded records
145
23
54
Lists total number of records entered by Firm into PSRI, number that are invalid and number not geocoded
Report
Report: Firm Report-Record Input
Record Input between 01-01-2021 and 31-08-2021
Date
User
Total Records
Total Invalid
Total Not Geocoded
2021-01-31 mike@psri 1
2021-02-15 mike@psri 18 4
2021-02-17 mike@psri 10 2
2021-03-03 mike@psri 1 1
2021-03-09 mike@psri 93 44
2021-03-18 santhosh@psri 1
2021-08-05 santhosh@psri 1
2021-08-16 mike@psri 1 1
125 1 52
Lists records input into PSRI by Date, User, quantity, number that are invalid and number not geocoded
Report
Report: Firm Report-Geocoding Record
Geocoding record between 01-01-2021 and 31-08-2021
Date
User
Total Geocoded
2021-02-15 mike@psri 12
2021-03-09 mike@psri 49
2021-08-05 santhosh@psri 1
2021-03-30 yanbo@psri 1
2021-01-31 mike@psri 1
2021-02-16 mike@psri 1
2021-02-17 mike@psri 8
2021-03-31 santhosh@psri 1
74
Records number of records geocoded by User by Date
Report
Report: Firm Report-Search Usage
Search Usage between 01-08-2021 and 31-08-2021
Date
User
Request Type
Address
Records locations searched made by User by Date and by search type