



**City of Kingston
Report to Council
Report Number 19-011**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer and City Treasurer
Resource Staff: Jeff Bumstead, Chief Information Officer
Phil Healey, Manager of Enterprise GIS Services
Date of Meeting: December 18, 2018
Subject: Award of Contract to Teranet Inc. for Acquisition of Easement
Mapping Data

Executive Summary:

Property and ownership data is a foundational component of the City's Enterprise GIS, used by many departments to support the business operations of the City. Currently property mapping data does not include the mapping of easement locations where the municipality has a legal right to use or enter onto a property owned by another, for a specified purpose. This report seeks Council approval to award a contract to Teranet Inc. to map and supply associated data for all registered easements held by the City of Kingston. Teranet owns and operates Ontario's Electronic Land Registration System (ELRS) and facilitates the delivery of electronic land registration services on behalf of the Province.

Section 4.5 of the Purchasing By-Law Number 2000-134 requires Council approval to procure any single source contract valued over \$50,000.

Recommendation:

That Council authorize the Mayor and Clerk to execute a contract with Teranet Inc. for easement identification and mapping of all historically registered easements held by the City of Kingston, in a form satisfactory to the Director of Legal Services, for an amount not to exceed \$129,915 excluding HST; and

That Council authorize the Mayor and Clerk to enter into any related agreements with Teranet to maintain and update easement data, in a form satisfactory to the Director of Legal Services.

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF FINANCIAL OFFICER AND CITY TREASURER

**Desirée Kennedy, Chief Financial Officer and
City Treasurer**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Lanie Hurdle, Commissioner, Community Services	√
Jim Keech, President and CEO, Utilities Kingston	√
Denis Leger, Commissioner, Corporate & Emergency Services	√

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Options/Discussion:

Through an exclusive agreement with the Province of Ontario, Teranet Enterprises Inc. (Teranet) developed, owns and operates Ontario's Electronic Land Registration System (ELRS) and facilitates the delivery of electronic land registration services on behalf of the Province. The ELRS is the means by which ownership of real property and interests on title are searched, recorded and transferred in the Province of Ontario. Property and ownership mapping in Ontario is only available from Teranet.

Currently the City does not maintain an inventory of easement locations. An easement is a legal right to use or enter onto a property owned by another, for a specified purpose. The City and Utilities Kingston rely on easements to protect land interests and infrastructure located on property not owned by the City of Kingston. Easements ensure that staff and contractors have the necessary rights to access infrastructure during routine and emergency maintenance and infrastructure replacement. Having a comprehensive inventory of easement location, size, purpose and associated legal registration information helps minimize risk associated with the uncertainty of knowing and managing the City's land interests.

This report seeks Council approval to award a contract to Teranet Inc. to map and supply associated data for all registered easements held by the City of Kingston. Teranet estimates that there are approximately 1,200 easement registrations which affect approximately 8,000 properties within the city. Other municipalities in Ontario, including Peel Region, Halton Region, York Region, City of Mississauga, City of Peterborough, City of Brampton, and the Town of Newmarket have previously contracted Teranet to identify and map their easement data.

Similar to property and title data, easement data, alongside existing property and ownership information, will be accessible through the City's enterprise GIS database and through web-based applications such as KingMaps. Property and ownership information is used by city departments and Utilities Kingston in support of property acquisition, right-of-way/easement and land access negotiations for road widening projects and sewer and water main installations and maintenance.

The City has a General Municipal Licence Agreement with Teranet for property mapping and land titles data. This agreement will be updated to include access to the new easement mapping data. In May 2016, Council Report 16-139 provided the Chief Information Officer with delegated authority to amend the license agreement as required.

This report seeks Council approval to award a contract to Teranet Inc. to identify, map and supply associated data for all City registered easements at a total cost of \$129,915 excluding HST. Deliverables will include registered easement mapping data in GIS format, report of easement registration and usage details and associated legal registration document images.

Existing Policy/By Law:

By-Law Number 2000-134, a By-Law to Establish Purchasing Policies and Procedures, as amended

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Notice Provisions:

There are no notice requirements for this report.

Accessibility Considerations:

There are no accessibility provisions with this report.

Financial Considerations:

The total contract amount awarded to Teranet is \$129,915 exclusive of HST. There are sufficient funds allocated in the approved 2018 capital budget for this expenditure.

Contacts:

Jeff Bumstead, Chief Information Officer, extension 1341

Phil Healey, Manager of Enterprise GIS Services, extension 3255

Other City of Kingston Staff Consulted:

Mark Campbell, Director of Engineering

Peter Huigenbos, Director of Real Estate and Environmental Initiatives

Susan Nicholson, Director of Legal Services and City Solicitor

Jim Miller, Director of Engineering, Utilities Kingston

Exhibits Attached:

Not applicable