Property Circulation Address Look-up Function for GIS

User Guide for Broader Public Sector Users

What is the Property Circulation Address Look-up function?
The property circulation address look-up function is an application that has been developed to help school boards identify entities to which they shall circulate notice of surplus school property disposition, as set out in Ontario Regulation 444/98 – *Disposition of Surplus Real Property* (O. Reg. 444/98). This function is housed in the Ministry of Education's existing Geographic Information System (GIS) portal and allows school boards to generate a list of entities based on the location of the property to be disposed of.

Which entities are included in the Property Circulation Address Look-up function?
The property circulation address look-up function identifies addresses for the following entities:
- District Social Services Administration Boards (DSSABs) or Consolidated Municipal Service Managers (CMSMs);
- Universities;
- Lead Agencies for Child and Youth Mental Health;
- Local Health Integration Networks;
- Public Health Boards;
- The Crown in Right of Ontario;
- Lower or single tier municipalities;
- Upper tier municipalities;
- Indigenous Organizations; and
- The Crown in Right of Canada.

School boards will be responsible for identifying the following entities themselves:
- Coterminous school boards;
- Agencies providing accommodation for section 23 programming;
- Colleges; and
- Local Service Boards.

What is needed?
School boards will need the following to access and use the property circulation address look-up function:
- This user guide, *Property Circulation Address Look-up Function for GIS - User Guide for Broader Public Sector Users*, and the user guide *GO Secure Integration for GIS: Self-Registration Instructions for Broader Public Sector Users,* both of which are available from: http://www.edu.gov.on.ca/eng/parents/properties.html*;* and
- A supported browser version – i.e. Internet Explorer 10+, Safari 9+, Google Chrome 45+, Firefox 45+, with cookies enabled.

Contact Information:
If school boards have questions regarding GO Secure, GIS or the property circulation address look-up function they should contact:

Cindy Lu
GIS Unit - Data Collection and Decision Support Solutions Branch
Community Services I&IT Cluster
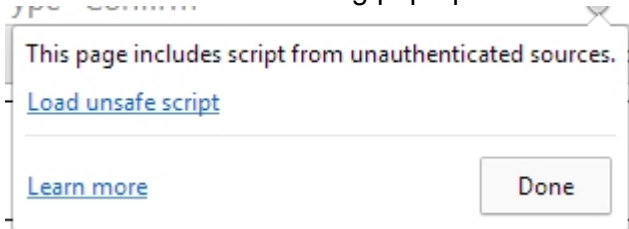Telephone: 416-585-7135

Email: CSC-GIS@Ontario.ca

How to use the Property Circulation Address Look-up function:

Step 1: Accessing Go Secure and Registering on the GIS Portal
- a. Users that are new to the GIS portal should:
  - i. Contact Cindy Lu for a temporary GIS user ID and password.
  - ii. Navigate to the GO Secure log-in page:
    https://www.maps.edu.gov.on.ca/cppb/EDUGIS
    - a. Log in with GO Secure ID and password if known ; or
    - b. Create a GO Secure account by following the steps in the *GO Secure Integration for GIS: Self-Registration Instructions for Broader Public Sector Users.*
  - iii. Upon receipt of the temporary GIS user ID and password, users should refer to Step #9 of the *GO Secure Integration for GIS: Self-Registration Instructions for Broader Public Sector Users* to complete the GIS registration process.
- b. Users that are already registered and have access to the GIS portal may proceed to Step #2 of this user guide.

Step 2: Loading the Base Map
- a. Google Chrome users that cannot see base map should do the following:
  - i. Click on the gray ⊘ icon at the right of the URL bar.
  - ii. The following pop-up window will appear.

This page includes script from unauthenticated sources.

Load unsafe script

Learn more   Done

  - iii. Click 'Load unsafe script' to load the base map.
- b. Internet Explorer users that cannot see the base map will get the following pop-up window at the bottom of the screen. Click 'Show all content' to display the base map.
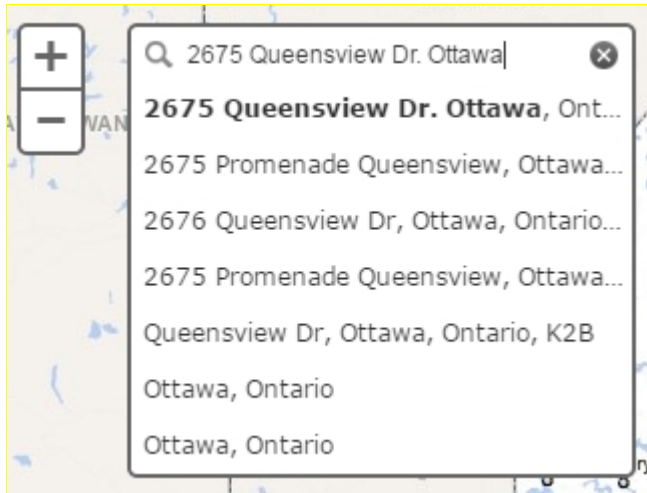
Only secure content is displayed.   What's the risk?   Show all content   ×

Step 3: Address Search
- a. In the input box located at the top-left corner of the screen, type the street address of the property to be disposed of in English.

b. A drop-down menu will appear with several addresses that are the same as or similar to the address that has been entered.

c. Select the correct address from the drop-down menu or press 'Enter' to generate a map of the property to be disposed of.
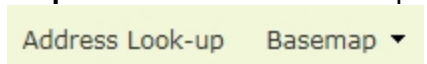
Step 4: Using the 'Layer List'
a. Click 'Layer List' located in the right-hand panel.

b. Under the 'Schools and Daycares' layer, click the boxes next to 'School Labels', 'Schools', and 'Closed Schools' so that they are checked off. This will help users to confirm that the correct property has been selected.
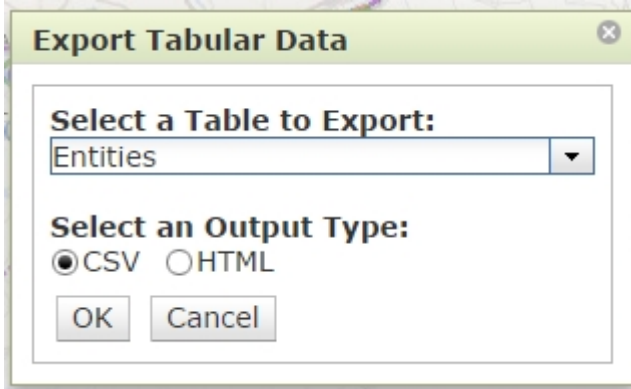

Step 5: Click 'Address Look-up' located in the menu bar.

a. If no address has been entered or if the address has not been properly entered, users will be prompted to input an address in the top left input box.

Step 6: Export Tabular Data
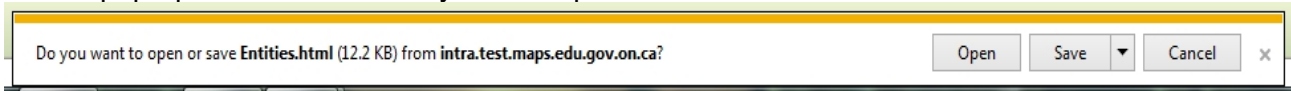a. After several moments the following pop-up window will appear.

b. Users may select output type 'CSV' or 'HTML'. The 'HTML' option generates a more user-friendly list of entities.
c. Click 'OK'.

Step 7: Download List of Entities

a. Google Chrome users downloading a list of entities will have a 'Download' button displayed at the bottom-right of the screen. Click the 'Download' button to generate a list of entities.
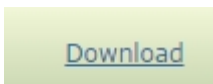
b. Internet Explorer users downloading a list of entities will be prompted with the following pop-up window. Users may either 'Open' or 'Save' the file.

Do you want to open or save **Entities.html** (12.2 KB) from **intra.test.maps.edu.gov.on.ca**?   Open   Save ▼   Cancel   ×

Step 8: To clear the search and start again, click the 'x' in the right-hand corner of the search box.
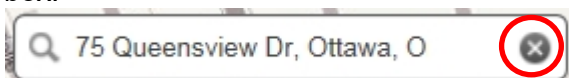
Step 9: Users may close the window or browser when finished to be automatically logged out of the GIS portal.