



Registering for a GeoLinc^{Plus} Account



Dear GeoLinc Plus Client:

Thank you for your interest in opening a GeoLinc Plus account. Exciting changes are coming to Geolinc Plus. On November 1, 2022 a new, modern and consumer friendly version of Geolinc Plus will be released.

With a new look and access to new features, also comes a change in fee structure from the existing “pay-per-click” model to a new “30-day subscription” model that includes unlimited searching. The new fee for the subscription-based model will be \$18 per 30-day period including HST, and users will be able to take advantage of either conveniently paying online by credit card, or by dropping off or mailing a cheque.

With the changes to GeoLinc Plus will come changes to the terms and conditions. While registering for an account on the existing GeoLinc Plus system between now and October 31, 2022, you will be agreeing to the terms and conditions found in Schedule A and the fees in Schedule B up to the closure of the existing system on October 31, 2022. Your account will then be migrated to the new system as described below if it has a positive balance at October 31, 2022 and the terms and conditions and fees noted in Schedule C will then apply. If the account does not have a positive balance the account will be cancelled, and you can simply reapply for a new account under the new system if you require access.

All users with an active account and positive balance at October 31, 2022 will be automatically migrated to the new Geolinc Plus system, with any remaining balance being equated and converted into the appropriate amount of subscription months. Any positive balance under \$18 will be converted to one month of access. Please note that after this balance runs out if you wish to continue with your GeoLinc Plus account access you will have to pay for additional months through one of the methods outlined above.

If you do not want your account to be migrated to the new GeoLinc Plus system on November 1, 2022, you may request a refund of the balance on your account and terminate the agreement by giving written notice to PEI Taxation and Property Records. A refund request form and vendor registration form can be found at http://princeedwardisland.ca/new_geolinc_migration. Should you choose to terminate your agreement and request a refund, the refund request form must be received by October 28, 2022 or the account will be automatically migrated to the new Geolinc Plus system.

We look forward to showcasing the new and improved Geolinc Plus in the coming months, and if you have any additional questions, please visit http://princeedwardisland.ca/new_geolinc_migration.



Department of
Finance
Taxation and
Property Records

Registering for a GeoLinc^{Plus} Account

Freedom of Information and Protection of Privacy

Personal information on this form is collected under the authority of Section 31(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to register for and access GeoLinc Plus. Questions on the collection and use of this information can be directed to the Manager, Corporate and Tax Administration Services, PO Box 2000, Charlottetown, PE C1A 7N8 (902) 368-5137.

Section A – Client Information (Individual or Business)

Individual Name (first, middle and last) or Business Name

Mailing Address

City, Town, Village

Province

Postal Code

Contact Person

Phone

Fax

E-mail Address

Section B – Financial Agreement

A GeoLinc^{Plus} account is opened with an initial deposit of \$25. The account is then debited on a transactional basis. When the account balance is low, the users of the account will receive a low balance alert. Subsequent payments will be based on the anticipated volume of transactions.

Section C – Certification

I certify that the information is correct to the best of my knowledge and belief. I agree to all conditions set out in Schedule A (see attached) and agree to pay all transaction costs outlined in Schedule B (see attached) until October 31, 2022, and agree to all conditions and transaction costs set in Schedule C (see attached) beginning November 1, 2022, which apply upon acceptance of this application by Taxation and Property Records.

Name of Client or Client Representative

Title

Signature

Date

Note: Please allow up to five days for processing

Office Use Only

Payment Amount \$ _____

Application Status: Approved Denied

Method of Payment: Cash Debit Chq Chq No. _____

Account # _____ Verification of Account

Received by: _____

Client Contacted

Date Received: _____

Activation Date _____

Version française également disponible



Instructions on Registering for a GeoLinc^{Plus} Account

How to Open a GeoLinc^{Plus} Account

Opening a GeoLinc^{Plus} account is easy! Carefully review the terms and conditions in Schedule A and transaction fees in Schedule B and sign the *Registering for a GeoLinc^{Plus} Account* form. **After submitting your completed registration form and initial deposit (minimum \$25), please allow up to five business days for processing.**

Upon approval of your completed application form and receipt of an initial deposit, Taxation and Property Records will create a username and temporary password for you, and will provide the information to you via email. All persons who receive a username and password are bound by the terms and conditions in Schedule A and Schedule B (see attached) until October 31, 2022, and by the terms and conditions in Schedule C after October 31, 2022.

System Requirements for GeoLinc^{Plus}

The system requirements for GeoLinc^{Plus} are:

- A personal computer with a Pentium Processor
- Netscape 4.76 or Internet Explorer 5.5
- Sun Java Virtual Machine (Java 1.4.1)
- Adobe Acrobat Reader 4.0 or higher, and
- An Internet connection of 56K or better.* For best results, use a high speed Internet connection.

*Check with your Internet service provider for more information.

How to Complete the Registration Form

Section A – Client Information

Print or type your organization's name, mailing address, phone number, fax and e-mail address where indicated.

Please identify a **contact person** in your organization who Taxation and Property Records can contact about business or financial matters regarding your GeoLinc^{Plus} account.

Section B – Financial Agreement

Initial Deposit Amount

An initial deposit (\$25 minimum) is required to establish a GeoLinc Plus account. You can pay by cash, debit card, money order or cheque made payable to the Minister of Finance of Prince Edward Island.

Subsequent payments will be based on your anticipated volume of transactions.

Payment Remittance Form

A payment remittance form must be sent with the initial and subsequent payments. It will ensure that the payments are applied to your account. You can view and print this form from GeoLinc Plus.

Transaction Costs

The Client (business or individual) will be responsible to pay transaction costs that are outlined in Schedule B - GeoLinc Plus Transaction Fees until October 31, 2022 and in Schedule C after October 31, 2022.

Invoices

GeoLinc^{Plus} provides an invoice after each session. Once a user logs-on, GeoLinc^{Plus} recognizes who the user is and a session begins. During the session, the system records all the transactions the user performs. When he or she logs-out of the session, an invoice is prepared and sent to the user's e-mail account and the contact person's e-mail account. Then the invoice amount (fees and HST) is debited from the Client's account balance.

At any time, a user can review copies online of his or her transactions for each session in GeoLinc^{Plus}.

Low Balance Alert

Low Balance Alert is used by the system to help you keep your GeoLinc^{Plus} account in positive balance. The system will alert you when your GeoLinc^{Plus} account falls to a low balance. The alert message is a warning to you that the funds in your GeoLinc^{Plus} account are low and that you should take steps to deposit further funds in your account.

Section C – Certification

Return your registration form and initial deposit (minimum \$25) payable to the Minister of Finance of PEI:

Mail to:

Department of Finance,
Taxation and Property Records
PO Box 1150
Charlottetown, PE C1A 7M8

Deliver to:

95 Rochford Street
Shaw Building, 1st Floor, South
Charlottetown, PE C1A 3T6

We are looking forward to providing you with our service. Remember, if you have any questions, please call our Program Application Coordinator at (902) 368-4148.

Thank you for your interest in GeoLinc^{Plus}!

Schedule A

GeoLinc^{Plus} Terms and Conditions of Agreement

Effective to October 31, 2022

1. Deemed Acceptance of Agreement

The Client, as named in Section A of *Registering for a GeoLinc^{Plus} Account*, is deemed to have accepted the terms and conditions set out herein, which form the contract between Taxation and Property Records Division of the Department of Finance (hereafter Taxation and Property Records) and the Client in respect to the services offered if, after notification of or receipt of these terms and conditions:

- i) the Client has submitted an application for access to GeoLinc^{Plus}; and
- ii) Taxation and Property Records has accepted the application and payment, and has provided access to the Client.

2. Description of the Service

Taxation and Property Records provides access to information on a land parcel basis. In general, GeoLinc^{Plus} contains the following information:

- **Assessment Details** contains information about the use and assessed value of real property.
- **Registry Summary** contains information about registered documents and survey plans, as well as, a registry index (1995 to present) and scanned images of legal documents within the Computer Hosted Registry Indexing System (CHRIS) online index (April 2003 to present).
- **Assessment – Tax Values** contains information about assessment values, tax rates, and the current annual taxes for real property.
- **Property Map** contains a graphical representation of all land parcels in the province, base maps and orthophotos.

3. Access to GeoLinc^{Plus}

- 3.1 The Client, subject to Section 1 of Schedule A, will be provided with username and password codes for each user profile for the purposes of accessing the information described in Section 2 of Schedule A.
- 3.2 The Client is responsible for use and maintenance of the account. All correspondence from Taxation and Property Records pertaining to the account and use will be addressed to the Client at the address on the Client's application.
- 3.3 The Client is the sole recipient of the username and password codes, which provide access to the account. The Client is responsible for the security of the account.
- 3.4 The Client is responsible for informing Taxation and Property Records of users who have access to the account.
- 3.5 At its own expense, the Client will provide, operate and maintain its own computer hardware and communications software for the purposes of accessing this account.
- 3.6 The Client may request a change in the designation of the user(s) of its account and username and password codes to its account in writing to Taxation and Property Records.
- 3.7 Taxation and Property Records will suspend privileges if the Client has breached any terms or conditions of this agreement.

4. Payment of Use of Service

- 4.1 Taxation and Property Records will provide the Client with a GeoLinc^{Plus} account and username and password codes to the account upon approval of the Client's application.
- 4.2 The Client will prepay for the use of GeoLinc^{Plus}. An account is established with an initial minimum deposit of \$25. As transactions are completed, fees are deducted from the account. When the remaining balance is low, the user will receive a low balance alert. The Client can replenish the account by providing payment to Taxation and Property Records.
- 4.3 Prior to fulfilling a transaction request, a positive account balance must be available. If the account balance is insufficient, the transaction will not be completed.
- 4.4 The Client will agree to pay the transaction fees for GeoLinc^{Plus} as outlined in Schedule B – GeoLinc^{Plus} Transaction Fees.
- 4.5 The Client will be charged a service charge for returned cheques or other dishonoured payments. Taxation and Property Records will set the service charge and may change the service charge from time to time without specific notice to the Client.
- 4.6 The liability of Taxation and Property Records, in respect of holding, management and administration of the account,

shall be limited to the balance of the account at any time, less applicable fees and charges.

5. Ownership

- 5.1 Taxation and Property Records will retain sole ownership rights to the real property information made available to the Client through this account.
- 5.2 The Client may not give, loan, lease, sell or otherwise make available to any other party GeoLinc^{Plus}.
- 5.3 Access to this account, directly or indirectly, shall not extend to affiliates of the Client.

6. Warranty, Limitation and Indemnity

- 6.1 Taxation and Property Records makes no representations or warranties, either express or implied as to the accuracy of the information made available through GeoLinc^{Plus} and the Client assumes the entire risk as to the use of all and any information.
- 6.2 The Client will indemnify and save harmless Taxation and Property Records from and against any losses, claims, damages, actions, cause of action, fees and expenses that result from:
 - a) use of, or the inability to use GeoLinc^{Plus};
 - b) errors, omissions or inconsistencies to the information contained in the databases made available to the Client through this account.

7. Amendments

The Client acknowledges that Taxation and Property Records may amend the terms and conditions of this agreement from time to time to accommodate changes in the services provided or for other reasons. In this event, an email will be sent to the attention of the Client at the mailing address of the Client (as outlined in Section A of *Registering for a GeoLinc^{Plus} Account*). Continued use of the account after notification of such amendment constitutes acceptance by the Client of these new terms and conditions.

8. Assignment

This agreement or any portion thereof shall not be assigned by the Client without the prior written consent of Taxation and Property Records.

9. Entire Agreement

This agreement is the entire agreement between the parties and supersedes all previous agreements, arrangements, or understandings between the parties hereto whether written or oral, in connection with or incidental to the aforementioned GeoLinc^{Plus}.

10. Law of Contract

- 10.1 This agreement shall be governed by and construed in accordance with the laws of the Province of Prince Edward Island and the laws of Canada applicable in the Province of Prince Edward Island and the parties hereto irrevocably defer to the jurisdiction of the courts of Prince Edward Island as the sole forum for the determination of any disputes arising hereunder.
- 10.2 Taxation and Property Records shall not be liable for any loss, damage of any kind or fees incurred by the Client should legislation of the Province of Prince Edward Island restrict or prohibit the distribution of all or any of the information made available through this account.

11. Termination of Contract

- 11.1 The Client may request the balance of the account and terminate this agreement by giving notice in writing to Taxation and Property Records.
- 11.2 Taxation and Property Records will immediately suspend the account if the Client breaches this agreement. At such time, Taxation and Property Records will provide written notice specifying the breach. The account will be reactivated if the Client can correct the breach to the satisfaction of Taxation and Property Records.

Schedule B

GeoLinc^{Plus} Transaction Fees

Effective to October 31, 2022

Transactions are produced by activating buttons in GeoLinc^{Plus}. Prior to activating a button, users should note whether a transaction fee is indicated on the button. Once a button is clicked, a transaction is completed, and the transaction fee (if any) is deducted from the account. Transaction histories and account balance can be reviewed anytime online.

The Client, as named in Section A of the Registering for a GeoLinc^{Plus} Account form, agrees to pay the fees described below immediately upon completion of each GeoLinc^{Plus} transaction:

Note: *A transaction denoted with an asterisk (*) is recorded only once a day for each parcel. The transaction can then be repeated for the parcel at no additional charge prior to midnight that day. For example, a map for parcel number 123456 can be viewed in the morning for a fee, and can be reviewed again anytime until midnight that day at no charge, by that specific user.*

I. Search

Click on the Search button from the main menu and then click on the Find button for \$0.25 to search for a parcel by:

Parcel Number	\$0.25
Owner's Name	\$0.25
Civic Address	\$0.25

II. Parcel Information

Click on any of the following buttons to view property information. Once you have viewed the information, you can generate the corresponding report at no additional charge.

*View Assessment button	\$1.00
You can view and generate assessment information for a parcel by clicking on the View Assessment button, then click the Print Report button and choose Assessment Report from the list of available reports.	
*View Registry button	\$1.00
You can view and print the document registry index for a parcel by clicking on the View Registry button, then click Print Report button and choose Registry Report from the list of available reports.	
*View Tax Values button	\$1.00
You can view and print tax information for a parcel by clicking on the View Tax Values button, then click Print Report button and choose Tax Report from the list of available reports.	
*View Map button	\$2.00
You can view and print tax information for a parcel by clicking on the View Map button, then click Print Report button and choose Map Report from the list of available reports.	

III. Document Searching

by book and page	\$1.00
by document number	\$1.00
by document type	\$1.00
by first and third	\$1.00
by name	\$1.00
by parcel number	\$1.00
by search survey	\$1.00

IV. Mapping Functions

When you have a map displayed, you click on the following buttons and use these tools:

Navigation Tools – Explore the Island!

Overview map button	Free
Zoom button	Free
Zoom Out button	Free
Pan button	Free
Zoom to PID drop down box	Free
Zoom to Community drop down box	Free
Zoom using x and y coordinates box	Free
Zoom map to scale	Free
Previous Draw button	Free
Refresh Map button	Free

Ownership Information

Lasso Select (multiple properties)	\$0.50
*Whose Is It? button (one property)	\$0.25
Find Neighbours button (neighbouring properties)	\$0.50

Selection and Calculation Tools

Select Community button	Free
*Select Parcel button	\$0.25
Clear Selection button	Free
Select Property Line button	Free
Select Monument button	Free
Change Measurement Units box	Free
Calculate Area button	Free

V. Reports

If you know the number of the parcel you are looking for, you can quickly generate a report.

From the Main Menu, click on the Reports button to generate any one of several reports for a parcel. Once you have generated a report for a parcel, you can view the same information at no additional charge.

*Assessment Report	\$1.00
*Lease Code Report	Free
*Map Report	\$2.00
*Neighbours Report	\$0.50
*Registry Report	\$1.00
*Tax Report	\$1.00

Schedule C
GeoLinc Plus Agreement - Terms and Conditions
Effective on November 1, 2022

1. Agreement

The Subscriber is deemed to have accepted the terms and conditions set out herein, which form the contract between the Government of PEI, Department of Finance, Taxation and Property records Division ("Taxation and Property Records"), and the Subscriber in respect to the services offered if, after notification of or receipt of these terms and conditions:

- i) the Subscriber has submitted an application for access to GeoLinc Plus; and
- ii) Taxation and Property Records has accepted the application and payment and has provided access to the Subscriber.

2. Description of the Service

Taxation and Property Records, through GeoLinc Plus, will provide the Subscriber access to real property information on a land parcel basis (the "Service"). In general, GeoLinc Plus contains the following information:

- **Assessment** contains information about the use and assessed value of real property.
- **Registry** contains information about registered documents and survey plans, a registry index (1995 to present) and scanned images of legal documents within the associated Government IT system (April 2003 to present).
- **Property Charges** contains information about assessment values, tax rates, and the current annual taxes for real property.
- **Map** contains a graphical representation of all land parcels in the province, by base maps and orthophotos.
- **Monuments** contains information about PEI Survey Monuments

3. Access to GeoLinc Plus

- 3.1 The Subscriber will be provided with a username and password for the purposes of using the Service. The Subscriber is responsible to reset their password at first use.
- 3.2 The Subscriber is responsible for use and maintenance of their account, including ensuring registration information is complete, accurate and current. All correspondence from Taxation and Property Records pertaining to the Subscriber's account and use will be addressed to the Subscriber at the email address provided on the Subscriber's application, as may be updated by the Subscriber.
- 3.3 The Subscriber is the sole recipient and user of the username and password, which provide access to the Subscriber's account. The Subscriber shall not give, loan, lease, sell or otherwise make available their username or password to any other party. The Subscriber is responsible for the security of their username and password.
- 3.4 At its own expense, the Subscriber will provide, operate and maintain their own computer hardware and communications software for the purposes of accessing this account.
- 3.5 The Service is provided to the Subscriber only for the purpose of the Subscriber accessing, downloading and printing the information available on GeoLinc Plus, which accessed, downloaded or printed information shall not be used for any criminal, fraudulent or other improper purpose. Without limiting the foregoing, the Subscriber agrees not to perform bulk extractions, data mining, web mining, web harvesting and/or any similar automated conduct using GeoLinc Plus.
- 3.6 Taxation and Property Records will suspend the Subscriber's account immediately if in the sole opinion of Taxation and Property Records the Subscriber has breached any term or condition of this Agreement or if the Subscriber puts at risk the ability for other Subscriber(s) to use or access GeoLinc Plus or any Government records.
- 3.7 The Subscriber's personal information is being collected under the authority of clause 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01, for the purpose of administering the Subscriber's subscription to the Service. This personal information will be used to identify the Subscriber and provide the notices

required. Personal information may also be used by us to contact the Subscriber for the purposes of correcting e-mail routing or other system delivery errors. For more information about how personal information is collected, used and disclosed by Taxation and Property Records, please contact Island Information at (902) 368-4000 or toll-free 1-800-236-5196.

- 3.8 In the event GeoLinc Plus receives an electronic transmission from the Subscriber that is infected with a virus or other electronic code that, in the sole opinion of Taxation and Property Records is considered harmful to GeoLinc Plus, Taxation and Property Records reserves the right to take action as deemed necessary to disinfect such electronic transmission. Taxation and Property Records will not be liable for any changes that may occur to the electronic transmission submitted by the Subscriber, including rendering such transmission unreadable, as a result of the disinfecting process.

4. Payment of Use of Service

- 4.1 Taxation and Property Records will provide the Subscriber with a GeoLinc Plus account and username and password codes to the account upon approval of the Subscriber's application and payment of the initial subscription fee.
- 4.2 The Subscriber will prepay for the use of GeoLinc Plus at the rate of \$15.65 plus HST per 30 day period. A minimum subscription period of 30 days applies
- 4.3 Taxation and Property Records will provide the Subscriber a minimum of 30 days' notice by email of any changes to the fees for use of GeoLinc Plus. Continued use of the Service after the notification period constitutes acceptance of the fee changes.
- 4.4 The Subscriber will be charged a service charge for returned cheques or other dishonoured payments. Taxation and Property Records will set the service charge and may change the service charge from time to time without specific notice to the Subscriber.
- 4.5 The liability of Taxation and Property Records, in respect of holding, management and administration of the Subscriber's account, shall be limited to the fee balance of the account at that time, less applicable fees and charges.

5. Ownership

- 5.1 Taxation and Property Records will retain sole ownership of all real property information made available to the Subscriber through this account and GeoLinc Plus, and retains copyright on all information available to the Subscriber through GeoLinc Plus.
- 5.2 The Subscriber shall not give, loan, lease, sell or otherwise make available their account to any other party.
- 5.3 Access to the Subscriber's account, directly or indirectly, shall not extend to affiliates of the Subscriber.

6. Warranty, Limitation and Indemnity

- 6.1 GeoLinc Plus and the Services are provided "as is" without warranty of any kind, including warranty of fitness for a particular purpose. Taxation and Property Records does not warrant the accuracy or the completeness of GeoLinc Plus or the Service or any information provided to the Subscriber as a result of using the Service, or that GeoLinc Plus or the Service will function without error, failure or interruption.
- 6.2 Taxation and Property Records will not be liable to the Subscriber for any direct or indirect, incidental, special or consequential damages of any kind whatsoever, and no action or claim may be brought by the Subscriber or any person against Taxation and Property Records for any loss or damage of any kind caused by any reason or purpose including, without limitation, the Subscriber's use or inability to use GeoLinc Plus or the Service or any reliance on the functioning of GeoLinc Plus or the Service.
- 6.3 Taxation and Property Records makes no representations or warranties, either express or implied as to the accuracy of the information made available through GeoLinc Plus and the Subscriber assumes the entire risk as to the use of all and any information.

- 6.4 The Subscriber will indemnify and save harmless Taxation and Property Records from and against any losses, claims, damages, actions, cause of action, fees and expenses that result from:
- a) use of, or the inability to use GeoLinc Plus;
 - b) errors, omissions or inconsistencies to the information contained in the databases made available to the Subscriber through this account.

7. Amendments

The Subscriber acknowledges that Taxation and Property Records may amend the terms and conditions of this Agreement from time to time to accommodate changes in GeoLinc Plus, the Services provided or for other reasons. In this event, an email will be sent to the attention of the Subscriber at the last email address provided by the Subscriber. The Subscriber's continued use of their account after the email notification of such amendment has been sent constitutes acceptance by the Subscriber of the amended Terms and Conditions of this Agreement.

8. Assignment

This Agreement or any portion thereof shall not be assigned by the Subscriber without the prior written consent of Taxation and Property Records.

9. Entire Agreement

This Agreement is the entire agreement between the parties and supersedes all previous agreements, arrangements, or understandings between the parties hereto whether written or oral, in connection with or incidental to GeoLinc Plus.

10. Governing Law

- 10.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Prince Edward Island and the laws of Canada applicable in the Province of Prince Edward Island. The parties hereto irrevocably defer to the jurisdiction of the courts of Prince Edward Island as the sole forum for the determination of any disputes arising hereunder.
- 10.2 Taxation and Property Records shall not be liable for any loss or damage of any kind or fees incurred by the Subscriber should legislation of the Province of Prince Edward Island restrict or prohibit the distribution of all or any of the information made available through GeoLinc Plus or the Subscriber's account.

11. Termination of Agreement or GeoLinc Plus

- 11.1 Taxation and Property Records may discontinue GeoLinc Plus or the Service at any time for any reason without providing notice to the Subscriber.
- 11.2 The Subscriber may request the balance of their account and terminate this Agreement by providing notice in writing to Taxation and Property Records.
- 11.3 Taxation and Property Records will only refund fees for those months after the month in which the Subscriber's request for termination is received.
- 11.4 Taxation and Property Records will immediately suspend the Subscriber's account if, in the sole opinion of Taxation and Property Records, the Subscriber breaches this Agreement. At such time, Taxation and Property Records will provide the Subscriber with written notice, by email, specifying the breach. The Subscriber's account will be reactivated if the Subscriber can correct the breach to the satisfaction of Taxation and Property Records.