

## E-submission: It's Coming for Traditional Registry Documents!

*Since the implementation of electronic submission on April 18, 2006, the number of e-submissions has been growing steadily. Approximately 25 per cent of all LR deeds, mortgages and releases of mortgage are now being submitted electronically to the Land Registration Offices across the province, and this number is increasing by about two per cent every few weeks.*

In August, we added the ability to submit many additional documents with the Form 24-E, 26-E and 27-E. In the early new year, all authorized submitters of documents will have the ability to electronically submit any document which can be submitted today with a paper Form 44. We plan to implement e-submission of Certificates of Judgment (new Form 26-E) and Satisfaction of a Judgment (new Form 47-E) by late fall, 2006.

Lawyers and legal assistants will get to go back to school — watch for news on regional training sessions which will take place about two to three weeks prior to the implementation of the new E-Forms.



**When upcoming changes are completed, nearly 97 per cent of all land related documents will be e-submittable.**

## Stats at a Glance

In mid-summer, we added a new link on our Property Online (POL) main web page ([www.nspropertyonline.ca](http://www.nspropertyonline.ca)) called **Land Titles Applications and Document Turnaround Times**. This table of province-wide statistics will assist our clients in anticipating the time frame for approval or registration of correct and complete applications and documents submitted to Land Registration Offices across the province. With your first usage of this convenient table, you'll want to bookmark it for frequent visits! It provides up-to-the-minute turnaround times for:

- AFRs;
- PDCAs;
- land title documents (from indexing to receipt of SRI);
- paper document mail-back; and
- e-submitted registered documents online.

On the POL main web page, we have recently added another new link to a useful table of current statistics on e-submission, conversion and document registration. The table is updated at the beginning of each month and includes statistics on:

- percentage of documents e-submitted province-wide;
- number of active e-submitters;
- percentage of parcels converted to land titles by county and province-wide; and
- total documents processed since January 1, 2006.

Take a moment to visit and bookmark these web tools and watch our province's properties transform electronically.

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# Scanning 101

## De-mystifying Scanning and Related Office Workflow

In July, the Nova Scotia Barristers' Society (NSBS) partnered with Craig McDonald to provide information to law firms on the process of scanning and the related technology options available. Craig is a representative of the PODi organization, which promotes the growth of the digital market by educating professionals, building communities of professionals who see the value in openly sharing ideas, and enabling the creation of a new digital infrastructure for more efficient delivery of information using the printed page. The information provided at this session filled a gap for many law firms: now, Land Registry e-submission has become practical, cost efficient, and functionally efficient.

Law firms had an opportunity to discuss the intricacies of how they scan, how to maximize work flow and what available technology and equipment can make scanning as easy as photocopying. Craig and the NSBS would like to offer the same opportunity to any interested law firm in the province, so we will combine the upcoming e-submission training session with a scanning information session similar to the one offered in July. Stay tuned for more information on the fall e-submission training schedule and the related scanning info sessions.



120,000 Plans ÷  
17 Land Registration  
Offices = Busy Scanners

Over 42,000 retracement and subdivision plans in Halifax have been scanned during the past few months as part of the Halifax E-vault project activities and will be available for viewing and printing in POL later this fall. The next phase in this project is to back scan the approximately 120,000 paper plans which are on file in the other 17 Land Registration offices around the province.

Many of the plans in the LROs had been microfilmed over the years but are in a multiple frame format which is not suitable for scanning and access through POL. Lawyers, title searchers and other users of POL must be able to retrieve a full-page image of a plan, so all legacy plans will be scanned in this convenient single-image format.

The original plan must stay at the LRO for use by clients during the scanning process, therefore the scanning must be done on site. To minimize the impact on the important work being done by staff and clients in our LROs, a small team of scanning technicians and a large scanner will move from LRO to LRO to get the job done over the next year or so. LRO staff and the scanning team will ensure that our clients' needs will continue to be met while the scanning is being completed.



# Scanning 101

## The ABCs of Daily Scanning of Plans

## Fall Condo Plan Scan in Halifax

Work is well under way on system and regulatory changes in preparation for the implementation of daily scanning of plans in all LROs in the fall. The system changes will be ready for provincial implementation in October as long as supporting regulations are in place.

Due to the complexity and cost of scanning plans, a professional digital imaging company will be contracted through a public tendering process to do the scanning offsite.

Changes to the regulations are being put forward requiring that two original plans be submitted to the LRO for recording or registration. This will enable our clients to have access to the paper plan while it is being scanned offsite. Plans being scanned include any document attachment which exceeds 11 by 17 inches or any retracement, subdivision, easement, condominium or other plan which is capable of being filed separately as a plan. Municipal Services has already been consulted on this requirement and Development Officers have assured us that they already have enough original copies to be able to submit an extra one to the LRO for plans that require municipal subdivision approval.

### Daily Scanning Process

Following is a very high level summary of the process for the daily scanning of plans:

- Two originals of each plan are submitted to the LRO for recording/registration.

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The Halifax LRO vault is home to approximately 300 multi-page condominium plans. As part of the project to provide our clients with online access to virtually all Halifax documents, these plans must be scanned. The condominium plans are unique in that they are typically very large and always multi-page. Because of this and challenges presented by the process itself, the scanning of these plans requires the expertise of a professional scanning company. We will select a professional service provider through the public tender process to meet the unique business requirements in accomplishing such a complex task. It is anticipated that all Halifax condo plans will be scanned and available for viewing on POL by late spring 2007.

The only official LRO condo plan available to a client is the paper condo plan at the LRO. The professional scanner must also have access to that plan in order to scan it. There is not enough room at the LRO and it is not practical for the professional scanning company to set up shop within the LRO due to the specialized ventilation and equipment requirements for this type of process, so the actual scanning of the plans must be done in the external scanning facility.


The following process will ensure that clients will be able to access the condo plans while they are being scanned offsite:

- The plans will be shipped out in small lots (one to three at a time).
- The professional service provider will be required to scan the condo plans and ship them back to the Halifax LRO within a three to four hour time frame.


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**Fall Condo Plan Scan** *cont'd from Page 3*

- There is a contingency plan for the rare occasion when the particular plan being scanned offsite also needs to be reviewed by a searcher or lawyer during that three to four hour time frame. Registrar of Condominiums, Jo-Ann Hamilton, has agreed to provide access to the condominium plans stored at the Condominium Registry, 1505 Barrington Street, 8<sup>th</sup> Floor South, in the event that a plan needs to be reviewed when it is out being scanned.
- If there is a request for a certified copy of the official LRO condominium plan while the plan is out being scanned, a paper copy could be made at the professional scanning company and certified when it comes back.

Once all plans have been scanned and QC'd, they will be loaded into Property Online. After the daily scanning of plans has been implemented (see The ABCs of Daily Scanning of Plans), any new condo plans coming in will be scanned at the time of registration. 

**ABCs of Daily Scanning** *cont'd from Page 3*

- One original will go through the usual recording or registration process and will be retained in the vault for use by on-site clients.
- The other original will be shipped out to the external scanning professional. This will be done daily in Halifax. Depending on the volumes of plans submitted for recording or registration, the other LROs will probably do this every two or three days.
- The tracking of the shipping out of plans is done in our internal system, LIN-NS.
- The external scanner will take approximately one full business day to scan the plans once they are received and likely one to two days for shipping.
- The scanning company will perform an initial quality control (QC) process and will electronically provide LRO staff with the scanned plan images. LRO staff will do the second level QC within approximately one business day.
- The plans will then be accessible by our clients in POL.
- Clients will be able to print the plan, save it to their computer files, or request a hard copy to scale from a central LRO which will fulfill these requests. 

## Canadian Conference of Land Titles Officials



The NS Land Registry is proud to announce it will be hosting the Canadian Conference of Land Titles Officials (CCLTO) this fall. Land Titles officials from across the country will gather for the fifth annual meeting in Halifax from September 27 to 29.

The conference provides officials with a forum for sharing and discussing common interests, innovations, legislation and other land related issues. Each official provides an update on the land registration system in his/her province and then general agenda items are discussed. Among this year's hot topics are title insurance, fraud and electronic submission. The rest of Canada will be watching for Nova Scotia's update on e-submission, our online procedures manuals, and a demonstration of Property Online.