



LRO Moves to Torrington!



Back in 2005 when we started making plans for the first 100 per cent electronically accessible Halifax Land Registry, it was hard to visualize our goal of actually creating a virtual vault with the vast majority of documents being E-submitted. Well -- we made it! And the new facility for the Halifax County Land Registration district suits the needs of staff and clients beautifully.

The move to the new office space at 780 Windmill Rd (Torrington Place) took place on the weekend of February 29. Sole occupant of the third Floor, the new Land Registration Office is vastly different from the Terminal Road space, having been designed to embrace the concept of the electronic land registry.

The office is accessible by elevator or stairs, and clients emerge into a very bright and open Document Registration counter/Map Library area. The counter is raised, similar to those in the Access Centres, and has a fantastic view of the Dartmouth Yacht Club and the Bedford Basin as a backdrop. The Map Library, also a very bright open space with

views of the Bedford Basin, contains 20 searching terminals for walk-in clients to search POL, Map Library Module or access the PPR, along with our collection of provincial air photos, maps and other geographic information for sale.

The client waiting area has seating for 12 customers. Unlike the open concept of the Terminal Road location, "back office" staff (Land Registration Officers responsible for maintaining documents, Property Mappers, GIS, administration and managers) will be out of sight of the customers.

The single largest change will be the absence of a vault, no books on shelves or flat files containing plans! Although paper has become a thing of the past, some things have not changed, such as the Halifax LRO staff's commitment to provide excellent service to customers.



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The Financial Contact Person in Law Firms

and Access to Property Online

Ongoing Improvements to the Land Programs

The Tentative List For 2008-09

The Land and Property programs team has been working on the 2008-09 plan for non-system change items, including the following:

- Implement changes to audit program;
- Investigate/implement some of the recommendations coming out of the real estate fraud workshop 2007;
 - digital signatures
 - layered access in POL
 - changes to forms
- PDCA changes, other recommendations coming out of the NSBS/ANSLs report;
 - LRA changes based on operational experience and comments from stakeholders;
 - Improvements to regulations.

We will be working with the NSBS and ANSLs to tackle some or all of these items.

With the implementation of E-Submission, the financial contact person plays a critical role in a law office. The person designated as the financial contact person on the Authorized Lawyer Agreement by the law firm is the one who can access the Pre-authorized Payment Notices and related reports in Property Online (POL). The system can only identify one financial contact person per law firm.

Prior to E-Submission, there was no need or requirement for the financial contact person to be set up as a query user in Property Online. However, with E-submission the financial contact person must be set up in Property Online in order to receive electronically the Notices of Receipt for E-submitted documents and the link to "Pre-Authorized Payment Notices."

The financial contact persons are set up with access to a link in POL called "Pre-Authorized Payment Notices," which allows them to search by authorized lawyer and/or by date range on all of the financial transactions. This query can be made for a single day or the entire month, run by date range. The reports are used to reconcile the Service Nova Scotia and Municipal Relations (SNSMR) trust account with related activity in the law firm and will help to sort out or explain outstanding balances in the SNSMR trust account. At the moment, the financial contact person does not receive the "E-submission Document Rejection Notices." This is on the high priority list to change in the system. In the meantime, if the financial contact persons cannot balance the trust accounts, they should check with the lawyer(s) to see if a document has been rejected.

Recently it has become apparent that many of the designated financial contact persons were not set up as query users when the firm initially subscribed to Property Online. The department has been going through the agreements to make sure that the financial contact for each law firm has query access to Property Online. If you have been designated as a financial contact for a law firm and you don't have access to the financial report and payment notices, please contact Erin McInnis at 424-5619. Erin will ensure you are set up as a query user.



Mandatory E-Submission: Rollout Complete!

As of March 3, 75 per cent of all documents in the North and West regions are being E-submitted. Halifax is at 71 per cent and South and East regions, having just had mandatory E-submission implemented, are quickly climbing toward 50 per cent. The following table shows the percentage of all documents E-submitted over a one-month period in February 2007 and February 2008.

COUNTY	Feb-07	Feb-08	Mandatory E-sub Date
Annapolis	8.12	71.37	10-Dec-07
Antigonish	9.43	74.63	10-Dec-07
Cape Breton	5.23	21.79	10-Mar-08
Colchester	19.6	82.01	10-Dec-07
Cumberland	11.31	71.65	10-Dec-07
Digby	12.44	69.32	10-Dec-07
Guysborough	11.9	48.39	10-Mar-08
Halifax	28.94	71.33	4-Feb-08
Hants	17.48	79.53	10-Dec-07
Inverness	28.67	71.43	10-Mar-08
Kings	16	75.04	10-Dec-07
Lunenburg	18.66	46.59	25-Feb-08
Pictou	11.94	77.19	10-Dec-07
Queens	17.29	40.68	25-Feb-08
Richmond	21.55	47.86	10-Mar-08
Shelburne	8.24	41.24	25-Feb-08
Victoria	2.78	16.13	10-Mar-08
Yarmouth	40.52	64.03	25-Feb-08
Total	21.23	64.9	

Condo Changes Springing Up

Land Programs is changing the way condominiums are processed and the way they will be displayed in Property Online. The changes are being made to better represent the common interest in the common elements, including land. Implementation of the changes is scheduled for **May 19, 2008**. More details will follow in late April or early May.



Some of the enhancements we had hoped to have in place before the implementation in the North and West would have increased the E-submission percentage. A great many of the paper submissions are the result of batches of documents that must be filed together, where one of the documents in the batch cannot be E-submitted due to system functionality not being present yet. We hope to have the following enhancements done in Spring 2008:

- the ability to add more than one interest holder for F26;
- allow more removals on Form 27;
- allow for more types of exemptions from document fees;
- develop E-Form 45;
- allow independent easements; and
- flip side easements.

Currently, only authorized lawyers are able to E-submit; 81 per cent of all authorized lawyer submissions are now being done electronically in the North and West.

E-Land Registry Update

The E-land Registry realized huge accomplishments throughout 2007-08, an incredible year. We currently have 17 million historical images online and 8.8 million are Halifax's.

An enormous thank you goes to Mike Jacklyn, Ning Wang, and Ken Pierre, collectively, for their great work and commitment to this critical segment of the Land Registry modernization. As well, many thanks to project and operational staff and managers who have assisted in this work by being involved in quality control, data reconciliation and ensuring the overall quality of the records and indices. Searchers, lawyers and surveyors who use the online information daily provide the highest level of quality assurance by reporting anomalies with the images online and providing the detail to enable the timely corrections/ replacement of the image.

There are many ways we can improve the data and images available online and there are multiple reconciliation projects in the works at any given time. We thank everyone who contributes to this work.

The 2008-09 work plan has been established; it includes the continuation of work to make all land records accessible electronically, province-wide. Some loose ends remain to be cleaned up: some document images to load, a few left to scan, some data discrepancies to iron out in order to complete the 60-year back scanning in Lunenburg, Victoria and Guysborough Counties. We have 15 years left to complete in Cape Breton County. A bit more work will render the Pictou records 100 per cent accessible online. Once these sites are cleaned up, we will continue the 60-year scanning project in the five remaining sites (Richmond, Cumberland, Queens, Shelburne, Yarmouth) during the 2008-09 fiscal year, with hopes of completing them all. Antigonish and Yarmouth Counties will be converted to 100 per cent E-Land Registry during 2008-09, with completion targeted for January 2009.

Mike Jacklyn, Ning Wang and Ken Pierre will continue to do their excellent work to ensure all images are reconciled with indices and vice versa and to ensure the best quality of images possible.

Remember to use Ask POL a Question to report image quality issues and be sure to distinguish between urgent requests, indicating, for example, where the original document or plan is not available on site at the LRO and where the image is unreadable and not usable to complete the title work. Reminder: when sending a request, please include the county, any referenced plan numbers, book and page numbers, drawer numbers, as well as the level of urgency of your request.

Land Titles' New Deputy Registrar General:



Janice MacKenly

Since graduating from the Paralegal Technology program at the College of Cape Breton, Janice has spent 26 years in land administration, in both mapping and registry. She has been a Property Mapping Supervisor, Co-ordinator of Policies and Procedures, a trainer of staff and stakeholders, and an invaluable asset to the Land and Property Programs team.

As Deputy Registrar General, Janice will have authority to exercise all the powers of the Registrar General of Land Titles.