

## E-Submission of Land Documents

Now that the provincial rollout schedule for the new land registration system is set and full implementation is just a year away, the Registry 2000 team has started to consider the next step in implementing the full Registry 2000 vision. This step would be an expansion of the number of documents that can be submitted electronically to Land Registration Offices across the province. Currently lawyers and surveyors can submit the Application for Registration and/or the Parcel Description Certification Application electronically, but thereafter paper documents are required to complete property transactions. The long-term vision is to have electronic processes from start to finish.

To prepare for implementation of this vision, we hired Conrad Doucet (former Halifax Registrar of Deeds) and Bill Stapleton, both of Unisys Canada Inc., to help us study e-submission issues and methodologies. We began by investigating land-related e-submission processes in several other provinces. Just as land registration systems and processes vary considerably from province to province, so do their e-submission processes.

For instance, in British Columbia where there are four standard documents used to update all land titles records, lawyers fill out special Adobe Acrobat forms, apply an electronic signature and e-mail the form to the registry. In Quebec, documents are drafted using a template, which allows specific information to be extracted for registry purposes once submitted for processing. Other differences are evident in relation to the degree of freedom of drafting, the amount of information stored in the registries and how funds are transferred electronically in each province.

A workshop was held on April 1, 2004 to discuss and explore these issues with a cross section of land registration users. Representatives from various groups including lawyers, surveyors, title searchers, lenders, other government departments, and land registration staff, were invited to participate.

The department plans to proceed with an expansion of e-submission functionality in the land registration system during the 2004-05 fiscal year. We are in the process of designing an approach for phasing in more e-submission functionality and will provide further information as our plans develop.

We have a new toll-free telephone number for any *Property Online* billing enquiries: 1-888-639-1905. Customers outside of Nova Scotia can reach us on (902) 424-8343 during regular business hours.



# New Brochures Consumer-Friendly Available

Now that the land registration system is a reality in eight counties across the province, Nova Scotian consumers need up-to-date information on how it directly affects them. Two new brochures have been developed to explain the process. Aimed directly at consumers, the brochures will help them prepare for future land transactions. These two new publications will be available shortly at all Registry of Deeds/Land Registration Offices and Land Information Centres, as well as through other provincial government offices such as Access Centres. The original series of brochures are also being updated and re-printed. For the convenience of those who wish to have a supply on hand for clients, check out our on-line brochure order form to order:

<http://servicens.ca/property/registry/brochures/default.asp>.

## ☛ **Planning to buy, sell or mortgage real estate?**

It answers questions such as:

- When does my land get converted?
- How long does it take to convert my land?
- Who can convert my property?
- Who pays to convert my property?
- What does it cost to convert a property?
- Do I have to pay the conversion fee more than once?
- When should I register my old deed?
- Do I need title insurance to convert my land?

## ☛ **What is provincial mapping?**

It gives a brief history of mapping in Nova Scotia, explains its role in the new land registration system and answers questions such as:

- How accurate is provincial mapping?
- How does the mapping become more accurate?
- How is provincial mapping changed?

# Better Search Tools for Property Online Users

There are currently two electronic tools available to search the names-based Grantor-Grantee Index (GGI) - the GGSearch in Registry vaults and a simplified version available through *Property Online*. Work is underway to replace both with a single *Property Online* registration index search tool. The new module features:

- ▶ enhanced searching capability
- ▶ reports similar to those found in the legacy GGSearch application
- ▶ mass update functionality by Registry staff for correcting names.

The technology development team recognizes the importance of the existing GGSearch in the title searching process, so users will find that every effort has been made to incorporate the current search functionality into the new registration index search tool. Enhanced features such as the ability to link from the registration index search tool to view scanned document images will further streamline the searching process.

Design of the new module was completed last fall with input from staff and searchers. CARIS (our application developer) developed the module based on the design, and delivered it to the project team for testing in late January. The team is now completing the testing, converting the remaining legacy GGI data, and preparing for searcher demonstration sessions and user training. Implementation of the new registration index search tool is targeted for May.

The introduction of the new registration index search tool coincides with the completion of rollout of the new technology platform (LIN-NS) to all registries by early May. When this is completed, all legacy GGI data that has been electronically back-keyed will become available in *Property Online*. (The number of years available varies from county to county). When the new registration index search module is introduced into *Property Online* the existing GGSearch/GGEdit application in use in Registry vaults will be phased out.

# Document Scanning in Land Registration Offices

Land Registration Offices in Colchester and Pictou counties have begun scanning paper documents received at the counter. This includes both traditional Registry of Deeds and all land registration documents. Paper copies of documents received on and after March 2, 2004 in Colchester and April 6, 2004 in Pictou will no longer be stored in the registry vault.

After each document is scanned, it will go through a two-step quality control process. Upon completion of the first quality control step, the document image can be viewed in *Property Online*, but the image will display an "unverified" header at the top of each page. The hyperlink from the document number to the image of the document is created at this stage. After the second quality control step is completed, the "unverified" header will be removed.

Scanned documents can be viewed in *Property Online* in the search results accessed through two menu options - *Access Parcel and Assessment Information* and *Access Registration Index (including GGI)*. The way to view the scanned images under these two searches is slightly different.

If a scanned image is available through searches of the *Access Parcel and Assessment Information* menu a "View" icon will appear beside the document number. Users click on the "View" icon to view the document or to have a copy of the document sent to their email address.

If a scanned image of a document is available following searches under the *Access Registration Index (including GGI)* menu, the document number on the Document Information Screen will be a hyperlink to the image. Users click on the document number to view the document or to have a copy of the document sent to their email address.

If you have trouble accessing a scanned document image in *Property Online* or notice any issues with online images, please call the LRO staff or call toll free to 1-866-518-4640.

During the week of April 26, scanning will be implemented in Antigonish and Cumberland counties. In May, scanning will commence in Annapolis, Digby, Hants and Kings counties. The schedule for the rest of the province is still being determined.

## WANTED

On April 7, 2004, SNSMR is issuing a Request for Proposals (RFP) for mapping and file improvement/paralegal services to support the rollout of the new land registration system. While staff & system users are learning the new processes and becoming familiar with new rules and regulations, the PDCA and AFR processes are potential bottle necks in the conversion to the new system, particularly during the busy summer months. Additional transitional mapping and paralegal/file improvement support will help to alleviate this situation.

Any company interested in bidding on this RFP should contact the Public Tenders Office at 424-7663, after April 7, 2004 to obtain a copy of the RFP.

## Update on Standard Charge Terms

In the December issue of *Deeds & Dialogue*, we announced that the Registrar General of Land Registration had notified Chartered Banks and Credit Unions that they had until March 31, 2004 to file standard charge terms pursuant to Section 95 of the *Land Registration Act*.

After receiving the notice, discussions were held on the details and logistics of filing the required documentation. While lenders supported the concept of filing standard charge terms, the implementation time-line was too aggressive. At the same time, the Registry 2000 Project began analysis of electronic submission options (see article on page 1) that could conceivably make standard terms unnecessary. The Registrar General has notified lenders that for these reasons, the requirement to file standard charge terms has been rescinded. Lenders have been told that we will announce the outcome of our analysis in June 2004. If the decision is to proceed with standard charge terms, the implementation date will follow full rollout of the new system in March 2005.

# Training Team Implementation Update

The training team continues to be busy as bees on a warm day in May. We have completed all staff and client training for Western counties land registration implementation. We have also been providing extra hands-on sessions for Halifax lawyers, legal assistants and title searchers who have completed the Nova Scotia Barristers' Society training since December.

We have completed forms and procedures review sessions for legal assistants and lawyers in Pictou, Cumberland and Antigonish Counties and did evening update sessions in these counties for lawyers, legal assistants and title searchers on March 30<sup>th</sup>, 31<sup>st</sup> and April 6<sup>th</sup>. Check out the complete April/May schedule on page 5.

We will be doing review sessions in the western region at the end of April for lawyers, legal assistants and title searchers. Watch for these sessions on the web site!

## Changes to Property Registration Fees

Nova Scotia is increasing more than 500 of its fees to cover the cost of inflation and to better reflect the true cost of delivering service. Increasing fees helps the government avoid cutting services. Personal property registration fee changes took effect on April 1, 2004. On May 1, 2004, changes to the fee structure for real property registration will come into effect. A number of fees are affected, including the real property document filing fee and search fee, and the personal property registration and renewal fee.

In order to provide land registration and Registry of Deeds clients with notice of the fee increases, we asked that the effective date for these fees be delayed. We were advised that the real property fee increases could be implemented on May 1, instead of April 1, 2004 (which was the date the majority of the fee increases were implemented).

Not all the news about the fee changes is about increases - two land registration fees have been removed as of May 1, 2004.

There will no longer be a charge for the provision of a Certificate of Registered Ownership produced by the Registrar (LRA Form 30). This certificate (suitable for framing) can be obtained from the Land Registration Office to provide owners of land registration parcels with proof of ownership.

Also as of May 1, the fee for recording subdivision plans approved before April 16, 1987 has been eliminated. This change was implemented to encourage the filing of these plans to aid with the PDCA approval process.

If you have questions on the fee changes, please contact your local Registrar of Deeds, the Personal Property Registrar at 902-424-4203 or contact our toll-free help line at 1-866-518-4640.



### More Information about Real and Personal Property Fee Changes

The full range of real and personal property fees changes are described on the table set out at page 6 of this issue of Deeds and Dialogue. The new fee schedules are available on our web site.

For Land Registration Act and Registry Act fees:

<http://www.gov.ns.ca/snsmr/property/registry/brochures/fees.asp>

For Personal Property fees:

<http://gov.ns.ca/snsmr/property/personalproperty/default.asp#fees>

# Land Registration Training Calendar

Eastern Region and Halifax County

(Dates and locations are subject to change)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>April 2004</b>				1	2	3
4	5	6 Surveyor refresher, New Glasgow LR Process Refresher Antigonish	7	8	9 <b>Good Friday</b>	10
11	12 <b>Easter Monday</b>	13 Lawyers Halifax	14 Legal Assistants Halifax	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
<b>May 2004</b>						1
2	3	4 Lawyer Mod. 2, Halifax	5 Lawyer Mod. 2, Halifax	6 Lawyer Mod. 2, Halifax	7	8
9	10	11 Lawyer Mod. 3, Halifax	12 Lawyer Mod. 3, Halifax	13 Lawyer Mod. 3, Halifax	14	15
16	17	18 Legal Assistants Halifax  Lawyer Mod. 4, Halifax	19 Legal Assistants Halifax  Lawyer Mod. 4, Halifax	20 Lawyers Halifax	21	22
23	24	25	26	27	28	29
30	31	<p><b>NOTE:</b> Check the Registry 2000 training web site for exact locations, session times and to register online: <a href="http://www.servicens.ca/property/registry/training/">www.servicens.ca/property/registry/training/</a></p> <p>For NSBS training sessions, check the Nova Scotia Barristers' Society web site for locations, session times and to register online: <a href="http://www.nsbs.ns.ca/LRAinitial.htm">http://www.nsbs.ns.ca/LRAinitial.htm</a></p>				

<b>Summary of Revised Fees for <i>Land Registration Act</i>, <i>Registry Act</i> and <i>Personal Property Security Act</i></b>			
<b>Fee Item</b>	<b>Old Fee</b>	<b>New Fee</b>	<b>Effective Date</b>
<b>Real Property Registration Fees (<i>Land Registration Act</i> and <i>Registry Act</i>)</b>			
Document filing fee	\$70	\$74.50	May 1, 2004
Fee for late bundles	\$100	\$100	no change
Certification by registrar	\$10	\$10.70	May 1, 2004
Certificate of Registered Ownership	\$25	no charge	May 1, 2004
Searching per half day	\$5	\$5.30	May 1, 2004
Producing document for inspection	\$2	\$2	no change
Photocopying	\$1	\$1	no change
Condominium declaration	\$100	\$107	May 1, 2004
Plus per unit	\$10	\$10.70	May 1, 2004
Condominium any other documents	\$35	\$35	no change
Certifying condominium document	\$25	\$25	no change
<b>Personal Property Registration Fees (<i>Personal Property Security Act</i>)</b>			
Initial Registration for 1-25 years	\$20	\$21.30	April 1, 2004
Plus each year	\$7	\$7.45	April 1, 2004
Initial Registration for infinity	\$500	\$500	no change
Renew a Registration (each year)	\$7	\$7.45	April 1, 2004
Renewal for infinity	\$500	\$500	no change
Discharge a registration	no fee	no fee	no change
Re-register a registration under subsection 36(7) PPSA	no fee	no fee	no change
Amend a registration	\$10	\$10	no change
Effect a global change of multiple registrations	\$500	\$500	no change
Search the Registry (cost per search)	\$7	\$7	no change

#### **NEW VOICE ANSWERING THE 1-866-518-4640 PROPERTY ONLINE HELP LINE**

We are very pleased to welcome Eileen Bartlett to the Registry 2000 team as our Property Online Support Representative - also known as our help line person or the voice at the end of the 1-866-518-4640 line! Eileen is replacing Noreen Zahkia who has assumed another position within the Department. Eileen comes to our team with many years of customer service related experience and three years of direct experience in the property registration business at the Halifax Registry of Deeds. Eileen will work with the Registry 2000 team, our staff and our clients to ensure the all calls get answered and that rollout of the new land registration system continues to go smoothly.