



## The Evolution of a Newsletter

Say goodbye to *Deeds and Dialogue* and hello to a new quarterly communiqué from the Registrar General of Land Titles.

The time has come to move from a project newsletter to a different communication tool. Since its first edition was published in July 2000, the *Deeds and Dialogue* newsletter has served as an effective communication tool to keep users abreast of the Registry 2000 Project and the rollout of the new land registration system. Now that the land registration system is moving from project to operational mode, we have identified



the need for a direct communication from the Registrar General to keep readers informed on current issues.

This new update will contain all you need to keep you abreast of policies and procedures, directives for the LRA, and regulations, straight from the office of the Registrar General. The first publication is planned for February 2006.

We thank all of our readers for the great feedback and ideas for articles we have had over the years as a result of reading *Deeds and Dialogue*.

## Property Online Working for the Long Term

Just as your local computers need to be replaced every few years to stay up-to-date and operate efficiently, likewise the software and servers used to run Property Online must be upgraded. Over the next few months, the Service Nova Scotia technical group and the Property Online software developer, CARIS, will be working to move the Property Online applications and database to new servers, running the most up-to-date versions of operating system, database and application software. These upgrades will ensure Property Online continues to operate efficiently and will be ready to handle the growth projected for upcoming years.

While this work is being carried out, software changes must be put on hold (frozen). Once the upgrades are complete, users will see the Property Online improvements that are currently being designed. These changes include an improved Plan Search, the addition of the Municipal Government Compliance Statement to the PDCA screens, and improvements to the E-Submission pilot. We expect the freeze to be lifted in February when CARIS will begin working on these software updates. Users should see the next series of system improvements in March/April 2006.

# New E-Submission Pilot Members

Service Nova Scotia and Municipal Relations is in the process of implementing electronic document submission for the land registration system on a province-wide basis. The e-submission package has been sent out to all authorized lawyers and law firms, and e-submission agreements are rolling in! All authorized lawyers who have signed an e-submission agreement will be able to submit deeds, mortgages and mortgage releases electronically by March 2006, for land registration parcels only.

Those who are using e-submission continue to praise the easy process and the speed at which they are able to close a file. The rejection rate of e-submitted documents is three per cent compared to 15 per cent for paper documents; this is just one benefit of electronically submitting documents to the land registration system.

As a result of interest generated by a recent *Deeds and Dialogue* article, we have added 11 new lawyers to our e-submission pilot group, providing the pilot with good representation of property law firms working in the land registration system. The new participants received training on November 28 and 30, 2005 and some began submitting documents to the Halifax Land Registration Office in December. Visit our e-submission web page at [www.gov.ns.ca/snsmr/property/e-submission](http://www.gov.ns.ca/snsmr/property/e-submission) and watch for the e-submission tutorial coming soon. Specifications for scanners can also be found here. Below is the schedule for introductory e-submission information sessions planned for January 2006 (training sessions will be held later) to answer your initial questions about the process and to see e-submission in action. *Participants need to attend only one two-hour session.* To register, please call the toll-free Help Line at 1-866-518-4640 or call Veronica at (902) 424-1847.

## Halifax

January 10: 9 to 11 a.m. and 1 to 3 p.m.

January 11: 9 to 11 a.m. and 1 to 3 p.m.

January 18: 9 to 11 a.m. and 1 to 3 p.m.

## Province-wide

January 16: Wolfville - 9 to 11 a.m. and 1 to 3 p.m. at Old Orchard Inn

January 17: Yarmouth - 10 a.m. to noon at Rodd Grand

January 18: Bridgewater - 9 to 11 a.m. and 1 to 3 p.m. at Wandlyn Inn

January 23: Sydney - 9 to 11 a.m. and 1 to 3 p.m. at Days Inn

January 24: Truro - 3 to 5 p.m. at Best Western Glengarry

January 24: Port Hawkesbury - 9 to 11 a.m. at Port Hawkesbury Civic Centre

**Note: Set-up for pre-authorized debit of POL usage fees must be done before we can set up the e-submission pre-authorized debit agreement (PAD). If your firm has not already done so, please send in the Property Online PAD agreement as soon as possible.**

**Reminder: Return your e-submission pre-authorized debit agreement and authorized lawyer agreements by February 1, 2006 in order to begin e-submitting documents in March.**

## Pre-Authorized Debit for Property Online Invoices

In June 2005, all Property Online clients received notice that Service Nova Scotia was moving to pre-authorized debit (PAD) payment for Property Online invoices. Since that time, we have been signing up users to the new PAD payment system at a steady pace, and the vast majority of our clients are now using this convenient payment method.

# Re-location of the Halifax LRO

The Halifax Land Registration Office (LRO) has been located in the downtown Halifax core since it was first established and has been located on Terminal Road since 1996. The current lease expires in August 2006. Service Nova Scotia must ensure that the Halifax LRO has a facilities space plan in place to meet the needs of the Halifax LRO's staff and clients for the next five to 10 years as its business evolves from paper-based to electronic service.



Space in Lower Sackville will be available in Fall 2007 and is being considered as a possible site for the Halifax LRO. Consultation has taken place with registry users to identify all critical success factors. A decision on the possible relocation of the LRO move out of the downtown core will be made by January 2006.

While the steps involved in making the Halifax Land Registration Office electronically accessible for the vast majority of searching and recording are numerous and although this task is an ambitious one, we also have confidence that we can make these changes over the next 12 to 18 months. To this end, we have received additional funding this fiscal year to further our progress in making these services available.

The following are the items that we will be working to complete by March 31, 2006:

- Back keying plan information to fill in the gaps in the plan index and loading the information into Property Online (POL);
- Designing changes to Property Online to enable more robust searching of plans, and to allow daily scanning of plans, plus retrieval and viewing of plans online (these system changes will be developed and implemented in fiscal 2006-07 when the current migration to a new level of Oracle has been completed);
- Scanning the 42,000 plans (including expropriation plans) that are on record in Halifax so that they are ready to load into POL when the necessary system changes are made;
- Completing the quality control process on the Grantor Grantee indices that have been back keyed from 1941 to 1959 and loading the indices into POL;
- Back keying and completing quality control of the GGI from 1900 to 1940 (working backward from 1940) and loading the data into POL;
- Scanning documents back to 1900 – this includes speeding up the current project to scan books, plus scanning microfilmed records and loading the images into POL;
- Completing system design changes to accommodate the electronic submission of AFR bundles; and
- Designing new e-forms and system functionality to add approximately 20 new e-submission documents (including lis pendens and builders/mechanics liens) and to allow the e-submission of traditional registry documents.

System development work and additional back keying and back scanning will continue through 2006 and 2007 to work towards a goal of close to a 100 per cent electronic access to the Halifax Land Registration Office by mid-2007.

# One Million Scanned Images Added to POL

Service Nova Scotia's plan to scan 60 years of documents province-wide is well under way. Every day, 15 to 20 new books of scanned images from Halifax are added to Property Online. This number varies depending on equipment, book and quality control issues. Scanning teams are also working in Sydney and Truro, adding to the total document images available online. Scanning began in Sydney on November 21, 2005, and in Truro on December 12. Three staff members are being added to the current six Halifax scanners to complete the project more quickly.

## Back scanning of Books

**Total Halifax to date: 873 books**

Halifax: **1,091,250** images or **218,250** documents now online (based on 1,250-page books and 5 pages per document)

**Total Sydney to date: 144 books, 144,000 images or 28,800** documents now online (based on 1,000 page-books and 5 pages per document)

**Total Truro to date: 65 books, 65,000 images or 13,000** documents (based on 1,000-page books and 5 pages per document)

Conversion of Scanned Images from Halifax Optex System to Property Online

**Total to date: 495 books**

**618,750 legacy images or 123,750** documents now online (based on 1,250 page books/5 pages per document)

When Halifax is completed, the scanning team and equipment will move on to other registries.

## Forgotten but not Gone

### Searching Dead Registration Districts

When searching the Property Online Registration Indexes for parcels in the following discontinued registration districts, keep in mind that you should search twice – once using the county where the discontinued district is located (to capture any transactions which have occurred from the time of amalgamation until present) and once using the name of the discontinued district, found at the bottom of the drop-down menu in the POL Registration Index County field (to capture any transactions which occurred prior to the amalgamation date).

Name of District	Amalgamated With	Date
Barrington	Shelburne	1995
Chester	Lunenburg	1995
St. Mary's	Guysborough	1995
Parrsboro	Cumberland	1947



May  
peace  
and love  
be among your  
gifts this  
holiday season.

Happy New Year to  
everyone from the

Registry 2000 Team: Eileen,  
Kevin, Alison, Patricia, Carol, Elky,  
Mark, Arlene, Doug, Bernie, Kory, Mike,  
Tina, Janice, Ken, Veronica, Tom,  
Nancy, Marie, and  
Wade.