



Partnering for Successful Learning: Registry 2000 Training Strategy

SNSMR is partnering with the Nova Scotia Barristers Society (NSBS), the Association of Nova Scotia Land Surveyors (ANSLs) and the Nova Scotia Association of Realtors (NSAR) to deliver a comprehensive Registry 2000 education and training program for our stakeholders. Representing over 90 percent of the total training audience, these associations are working closely with the project team to design and develop effective training, documentation and standards.

Registry 2000 Training Approach

The Registry 2000 Team, in consultation with stakeholder representatives on the Training Working Group, have developed a training approach that:

- ✓ includes partnership with key stakeholder groups - NSBS, ANSLs and NSAR will deliver training to their members.
- ✓ is incremental - delivered in small doses over several months.
- ✓ uses various training methods & tools - hands-on exercises, presentations, online tutorial, user guides, procedures and forms manuals, job aids and cheat sheets.
- ✓ is just-in-time - hands-on training 2 to 4 weeks prior to implementation.

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Educational Program for Legal Professionals

The Nova Scotia Barristers' Society is assessing the legal community's educational needs and developing an educational program with respect to the *Land Registration Act* (LRA) and the new land registration system. NSBS is currently consulting with real property lawyers and their legal support staff (including title searchers) to gather information to develop an effective educational program that will prepare all legal professionals for real property practice under the new land registration system.

Training for Surveyors

SNSMR and the ANSLs will use a train-the-trainer approach for surveyor training. Zone Councillors will be trained on procedures and parcel description standards under the new land registration system. These ANSLs trainers, assisted as required by SNSMR trainers, will then deliver regional surveyor training sessions during provincial implementation. Surveyor training will include focussed information sessions (e.g. presentation at the ANSLs AGM in October 2002) as well as hands-on training on the use of the new system and procedures.

Training for Realtors

Realtor education will include two land titles information sessions and a more detailed elective training course. NSAR trainers will conduct brief seminars on land titles migration triggers, Parcel Description Certification Applications, Applications for First Registration and the subdivision process. Attendance at this seminar will be required for NSAR license renewal.

SNSMR will hold an Alpha Site “Lunch and Learn” session for realtors in Colchester, Pictou, Cumberland, and Hants Counties, covering similar topics as noted above. NSAR and SNSMR will jointly deliver a two to three hour elective course on LRA implications for realtors, beginning in Halifax in March 2003 at the annual Real Estate Conference and continuing in each region as the provincial roll-out proceeds.

Your Questions Answered

During the provincial “road show” undertaken by Mark Coffin and Peter Kittilsen over May and June 2002, a number of questions were asked, questions which we promised to answer in upcoming newsletters. In total more than 60 different questions were raised. Included in this issue of the newsletter are just a few. Over the next month we will be posting the full list of questions and answers on the Registry 2000 website.

Questions & Answers from the 2002 Provincial Stakeholder Update	
Question	Answer
When people search judgments do they have to search former parcel owners' names?	Yes. Former owners can be identified through a search of the archived documents associated with the parcel. The new land registration system provides this functionality. The judgment roll is then searched against all the relevant owners.
How will abstracts be stored?	Paper copies of the abstracts submitted by lawyers will be stored in a central location to facilitate access by specified Service Nova Scotia (SNSMR) staff, the Nova Scotia Barristers' Liability Claims Fund (NSBLCF) or the Nova Scotia Barristers' Society (NSBS) for audit or claims purposes. A retention schedule is being developed. Our initial view is that abstracts will be stored for 20 years and then destroyed.
Do abstracts have to be typed?	SNSMR will not be requiring lawyers to type their abstracts, however they to do have to be legible. The NSBS is reviewing this issue and may be providing guidelines to lawyers. If scanning of abstracts is implemented in future, additional requirements regarding ink colour and quality of images may be introduced.
Who will be authorized to file Parcel Description Certification Applications (PDCAs)?	Lawyers and surveyors who subscribe to the <i>Property Online</i> service will be authorized to file PDCAs.

Questions & Answers from the 2002 Provincial Stakeholder Update	
Question	Answer
Can PDCA's be submitted without using the electronic process?	It will not be possible to submit the PDCA to the Land Registration Office counter in a paper form. Lawyers and surveyors will be required to submit PDCA electronically, using Property Online , the new version of the Registry's online property information system (also known as GeoNOVA and NSPRD Online).
Is it permissible for a lawyer's legal assistant or secretary to submit an Application for First Registration (AFR)?	Support staff can work on an AFR, filling in the relevant information, but the lawyer must review the information and be the one who submits the AFR. The Grantor Grantee Index (GGI) will be accessible in real time at the lawyer's desk to facilitate up to the minute subsearching.
Will there be government fees for filing the electronic PDCA's & AFRs?	The Fees Working Group is recommending that there be no fees for submitting the PDCA's and AFRs electronically, however the current recording and registration fees for documents will apply to all deeds, mortgages and other documents that are submitted to the new land registration system.
Are we changing closing practice/timing?	<p>The current closing practice and timing will be continued in the new system, with a few added steps.</p> <p>1. The Parcel Description Certification Application (PDCA): Before a parcel can be registered in the new system, the registrar/mapper must certify a match between the parcel's legal description and the property identification number (PID) in Service Nova Scotia's mapping system. PDCA's will be made electronically on the parcel owner's behalf by authorized submitters – lawyers and surveyors. The agreement of purchase and sale may specify whether the seller or buyer is to obtain PDCA approval. This process should be straightforward and be able to be completed quickly in most cases (90%), however, it will take longer if insufficient information is provided to locate the parcel on the map.</p> <p>2. Draft Application for First Registration (AFR) submission: Once the PDCA has been submitted and before closing, the buyer's lawyer will do an on-line real time subsearch of the Grantor Grantee Index (GGI) to update the title search for the parcel. Then the buyer's lawyer will electronically submit a draft AFR that shows the parcel owners and other interest holders. Staff will notify the lawyer whether the draft AFR is pre-approved. This review is expected to be completed within one business day.</p> <p>3. Pre-Approved AFR submission: When the lawyer is ready to submit the pre-approved AFR, the lawyer does another subsearch of the GGI. If the subsearch is clear, the lawyer then electronically submits the pre-approved AFR. At that point, the new land registration system accepts the AFR, registers the title to the parcel, and sends a notice of conversion to the GGI as required by s.43 of the Land Registration Act (LRA). The system will also create the parcel register. The lawyer then closes the transaction and sends the trigger document (i.e. deed or mortgage) to the Land Registration Office for revision of the register.</p>

Questions & Answers from the 2002 Provincial Stakeholder Update	
Question	Answer
What is the turn around time for PDCAs?	For existing parcels, the processing time for PDCAs is not expected to exceed three business days, and in most cases will be much faster than that. Several factors will affect the length of time required by the mappers: <ul style="list-style-type: none"> <input type="checkbox"/> The processing backlog in the registry; <input type="checkbox"/> Whether the parcel is currently mapped/has a Parcel Identification Number (PID); <input type="checkbox"/> If there is no existing PID, whether the mapper is able to locate the parcel with reasonable accuracy as required by the LRA; and <input type="checkbox"/> How long it takes the owner to provide the mapper with the information required to locate the parcel with reasonable accuracy.
Who files the AFR – seller or buyer?	The Agreement of Purchase and Sale between the parties may specify which person will register the parcel. The LRA allows lawyers for either party to submit the electronic AFR. If the seller has not registered the parcel before closing, subsection 37(2) of the LRA requires the buyer to register the title. It is anticipated that unless otherwise agreed, the buyer (with the seller's authorization) will register the seller's title as part of the closing activity such as the title search.
Is the AFR submitted on closing or before closing?	The draft AFR will be submitted before closing, after the buyer's lawyer has conducted the real time subsearch of the GGI. Once the draft AFR is approved, the lawyer will update the subsearch and submit the pre-approved AFR just prior to closing. Once the pre-approved AFR is submitted, a notice will be automatically be placed in the Registry of Deeds to advise users that the parcel has been registered pursuant to the LRA.
Will we still have books and pages?	Until daily scanning is implemented, Registry of Deeds documents will still be indexed by book and page. Land titles documents will be housed in separate folders. Once scanning is implemented, document numbers are all that will be used or required for both land titles and registry documents. The legacy documents on record will continue to be utilized and accessed through book and page references.
Will registration fees be increasing?	It is not anticipated that there will be an increase in the \$70 fee for registering or recording documents, although there will be new fees for new services. The Fees Working Group has reviewed the new land registration processes and will be making recommendations to Cabinet in the fall regarding fees for new processes.
Will Registry vault access fees be increasing?	The Fees Working Group is recommending that the search and access fees remain at \$5 per half day.
Who pays the cost of copying abstracts of title?	The applicant for registration (owner) will typically pay the cost of copying as a disbursement incurred by the lawyer, but the individual lawyers will be setting their own policies on fees and disbursements.

Technology Solutions Component Update

Much activity has occurred with the Technology Solutions Component of the Registry 2000 Project since our last newsletter, and activity is expected to remain at high levels for the remainder of the year as we ready the technical framework that will support the new land registration system.

Recently, the Registry 2000 Team achieved a milestone with the completion of the Detailed Design Specifications that outline the system changes required to meet Nova Scotia Registry of Deeds and land registration requirements. Registry 2000 Team members along with other Service Nova Scotia employees and staff from CARIS (the New Brunswick system vendor) worked together to develop and review these specifications. They are currently being used by CARIS to make the changes to their Land Information Network (LIN) product to develop Nova Scotia's new **Property Online** system.

Significant activity has also been expended preparing for the testing phase that will begin this fall once CARIS has customized the system. Test scenarios that represent traditional registry and new land registration business transactions are being developed to ensure that the system will support document processing in the new system. Designated staff will execute these tests to verify that the system works as outlined in the Detailed Design Specifications and that it demonstrates acceptable user response time.

Working with CARIS and Eastbridge Consulting (the project Implementation Partner), the Registry 2000 Team has been preparing data for the new system. All of the electronic data housed in the existing legacy systems will be migrated to the new application over an 18-month period. To provide a sense of the scale of this migration, there are over eight million Grantor and Grantee records dating back as far as 250 years in certain parts of the province, that need to be included in the new system.

Although the schedule is aggressive, the Registry 2000 Team and its partners, are still striving to implement the new **Property Online** system in Colchester County by the end of the year. In order to do this, certain functionality such as document scanning and integrated financial functionality will be deferred until the system is rolled out province wide.

It is planned that the deferred items will be addressed in a future release of **Property Online** expected by mid-year 2003 to coincide with full provincial rollout. Other items such as access to outstanding tax balance information are anticipated to be included at that time.

When Alpha Site is implemented, the new system will:

- Support the traditional Registry, Property Mapping and Assessment processes;
- Support the new land registration processes;
- Provide connectivity between the electronic map (GIS) and the parcel attribute data;
- Enable Internet access for public queries;
- Provide online Internet access to the GGI to facilitate subsearching from the lawyer's office;
- Allow lawyers and surveyors to electronically submit Parcel Descriptions and obtain PID approval;
- Allow lawyers to electronically submit Applications for First Registration.

Controversial Subdivision Changes To Be Postponed

Following detailed consultations with developers, development officers, bankers/lenders, and Municipal Services staff, the Registry 2000 Team and Municipal Services are recommending that subsection 119(3) of the Land Registration Act (LRA) not be proclaimed.

Subsection 119(3) includes amendments to section 269 of the Municipal Government Act (MGA) that would require all subdivision applications for “non-LRA parcels” to be accompanied by lawyers’ certificates outlining the parcel owners and security interest holders. The amendments also would have provided that existing subdivisions approved without all owners’ signatures would be cancelled.

These MGA changes were placed in the LRA in response to recent Court decisions that have voided subdivisions where owners and security interest holders have not all signed the subdivision application. The signatures of owners are required under existing Provincial Subdivision Regulations, but they are not always obtained.

The changes set out in subsection 119(3) would have required a title search even where the subdivision is exempt from LRA conversion. This was strenuously opposed by lawyers, surveyors, and Municipal Development Officers alike.

The Municipal Services Division of SNSMR supports the recommendation that subsection 119(3) of the LRA not be proclaimed. An education process will be put in place to reinforce with subdividers that signatures of all owners must be obtained prior to subdivision.

Registry 2000 Project Update

Milestones We’ve Reached

- ✓ Completed System Design August
- ✓ Developed Training Strategies July
- ✓ Completed 1st Draft of Procedure Manual July

What We’re Working on

- ★ Preparing for data conversion
- ★ Writing and reviewing procedures
- ★ Preparing training materials
- ★ Developing brochures and fact sheets
- ★ Finalizing standard forms and regulations
- ★ Establishing the technology architecture
- ★ Preparing a Service Level Agreement for system

What’s Next???

- Build system modifications Summer/Fall
- Test System Fall 2002
- Complete Training Materials Fall 2002
- Train Alpha Site users and staff Fall 2002
- Implement Alpha Site Winter 2002/03
- Begin province-wide rollout Mid-2003

New Facilities for Hants County Registry of Deeds

The Hants County Registry of Deeds Office in Windsor has re-located. As of Monday, July 29, 2002 Registry of Deeds operations moved to the Windsor Mall, 80 Water Street. The Registry’s telephone and fax numbers remain the same. Commencing August 20, 2002 the Registry of Deeds office will add part-time Registry of Motor Vehicle services to its roster, making it easier for local residents to renew drivers’ licences and vehicle registrations. As a result of the move, the Hants Registry of Deeds will no longer be accepting payment of Provincial Court fines at its counter. The Provincial Court House at 87 Cornwallis Street in Kentville is the nearest centre where such fines can be paid. Deed transfer tax will continue to be collected through the Registry Office.

Proposed Computer Hardware and Software Configuration Required for Desktop Access to *Property Online*

Set out below is a list of the computer hardware/software that we anticipate will be required by lawyers, surveyors and other users who will be accessing the new version of **Property Online**. This online access will be an updated version of the NSPRD On-Line (sometimes called GeoNOVA), and will be accessible if you are a subscriber and have the appropriate hardware and software in place in your office. If your current computer configuration matches the absolute minimum standard set out below, the speed of access and response will be slow. The faster the computer, the speedier and more satisfactory your access will be.

NOTE: *Any computer purchased today will exceed the recommended configuration set out below. It is unlikely that additional software or hardware, other than the items listed below will be required, however if you intend to purchase a computer in order to link to the new system, you should wait until early September 2002 to do so. At that time check the website for any changes to the **REGISTRY 2000 COMPUTER HARDWARE AND SOFTWARE CONFIGURATION SPECIFICATIONS.***

Absolute Minimum Configuration

Internet capable PC:
 •Pentium 75 MHZ
 •Windows 95 or newer
 •32 Mb RAM
 •33.6 k Modem
 Netscape or Internet Explorer web browser 4.0 or newer

Recommended Configuration

Internet capable PC:
 •Pentium 300 MHZ or greater
 •Windows 98 or newer
 •128 Mb RAM or more
 •56 k Modem or high speed connection
 Netscape or Internet Explorer web browser 4.0 or newer

Reminder to Registry of Deeds Users: Fees for All Releases and Partial Releases of Mortgage will be \$70 on September 3, 2002

On October 3, 2001 a notice* was circulated to Registry users to advise that the fee for registering Releases and Partial Releases of Mortgage would be increasing to \$70 per document on February 1, 2002 in certain cases. This notice also stated that the exemption period for releases pertaining to closings prior to February 1, 2002, would expire on September 1, 2002.

This is a reminder that as of the opening of business on Tuesday, September 3, 2002, all Releases and Partial Releases of Mortgage will attract a fee of \$70.00 per document regardless of the transaction date of the document.

*To view the October 3, 2001 notice, go to our web site -www.gov.ns.ca/snsmr/property/policy_standards/

Property Online at Alpha Site Will Have New Features

A new release of the online property information system currently being used by searchers, lawyers, surveyors, and others (referred to variously as **Property Online**, GeoNOVA and NSPRD Online) will be available to subscribers when Alpha Site goes live. This new version of **Property Online** will offer all of the current information plus online access to 40 years of real time (live) Grantor Grantee Index information for Colchester County and online access to about 20 years of the GGI for the rest of the province (with newly registered documents added nightly). As well, the new version will provide users with the ability to submit the two key land registration documents (Parcel Description Certification Applications (PDCAs) and Applications for First Registration (AFRs)) electronically.

Existing law firm subscribers to the current **Property Online** will be upgraded to the new version which also includes functionality required to submit PDCAs and AFRs. Existing survey firm subscribers to **Property Online** will be upgraded to a version which includes the functionality needed to allow the surveyor to submit PDCAs. The issuing of these new agreements will take place in the fall.

SNSMR staff will be contacting existing **Property Online** users to determine whether they will require the new PDCA and AFR submission services for Alpha Site. Staff will also be contacting surveyors and lawyers in Colchester County who are not currently subscribers of **Property Online**, to invite them to sign up before Alpha Site is implemented.

By using the new version of **Property Online**, lawyers, surveyors and other users from across the province will have access to all of the land-related information currently available through **Property Online**, as well as a sub-set of GGI information province-wide, and land titles information pertaining to those parcels being converted on a county by county basis.

The subscription price for the new version of **Property Online**, including the new GGI and PDCA/AFR submission services, will be the same as it is today: \$75.00 per month for 5 hours of search time plus \$15.00 per hour for any additional hours.

Those interested in more information on subscribing to the **Property Online** service should contact: Nancy Saunders at nsaunders@gov.ns.ca.

LINES OF COMMUNICATION



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To review back issues of the newsletter or obtain additional information about the Project please visit our website at: <http://www.gov.ns.ca/snsmr/property/registry/>