

## In this Issue

Message from the Editor	1
Renovations – Fredericton Office	1
Helpful Hints	2
<i>Save &amp; Excepts</i> in parcel description	3
Project Updates	4
Benefits of E-Submission	5
Getting your documents registered	6
Problem Report	7
Don't forget	7

## What a year!

### Message from the Editor

Christmas has come and gone, and I hope you got what you asked Santa for. Year 2007 was an interesting, busy year here at SNB, and 2008 shows no signs of slowing down. We are looking forward to more challenges and improvements in the coming year to better serve you, our customer.

The Historical Documents project is moving at a high speed from one office to the other, leaving behind boxes of paper and bringing beautiful images online. Historical Indexes are nearly completed with two more counties expected to be completed by March 2008. Updates on these two projects can be found on page 5.

Implementation of the Electronic Submission initiative functionality is scheduled to take place by the end of February 2008. You can check out page 5 for an update.

In the next issue of the PLANET Express, we will be adding a new section called Questions and Answers. If you have any questions you wish to have answered concerning PLANET and Land Titles, please email them to: [planet-bulletin@snb.ca](mailto:planet-bulletin@snb.ca). We will try to get them answered for you and published in the next newsletter.

If you feel that this bulletin has been a benefit to you, let me know at [debby.frost@snb.ca](mailto:debby.frost@snb.ca).

I'd like to wish everybody a Happy New Year!

Debby Frost  
Editor

## Renovations at the Land Registry Office in Fredericton

The Fredericton Land Registry Office, located in the Fredericton Service Centre, underwent some renovations this past October. The changes were as a result of the Commercial Truck Registration office moving into the service centre across from the registry office.

Some of the changes made during the renovation included the main office area now having one counter where staff members can help clients. The counter also includes a place where documents presented for registration can be left in one of two baskets (one for LT instruments and one for the Registry instruments). The Fredericton Land Registry Office has also adopted the former mapping phone number 453-3390 for all incoming calls and the fax number will remain the same at 444-5030.

We would like to take this opportunity to thank our customers for their patience and apologize for confusion and service disruptions. That being said, we are happy to report that we were normally able to manage to process instruments within 48 hours of receipt.

Now that the renovations are complete, we would like to invite you to drop by and see the new look.

# Helpful Hints

## Historic Documents

Currently, when you search for an alpha/numeric book (U3), you must enter the alpha portion of the book search criteria in lower case (u3).

A change will be made to the application later in the year to accept either lower case (u3) or Upper case(U3).

## Searching by Document Number or Plan Number

Sometimes you know there is a plan or a document, but you can't find it by searching in the Parcel Attribute by the number. This is because there is no PID on the plan or document. Try searching for the number, using:

[Search by Plan Image](#)

[Search by Document Image](#)

## Bookmark us!

You will find everything at your fingertips for Land Registry information:

<https://www.pxw1.snb.ca/snb7001/e/2000/2400e.asp>

- Notices
- Newsletters
- Tips & Tricks
- Account Setup (through secure log-in)
- Products & Services
- Directives
- Acts & Regulations
- Subscriber information

## Guideline for Parcel Annexation in New Brunswick

The Parcel Annexation Protocol outlines the process with respect to creating parcels for amalgamation with existing properties or for the re-configuration of parcels with different owners or, with the same owner.

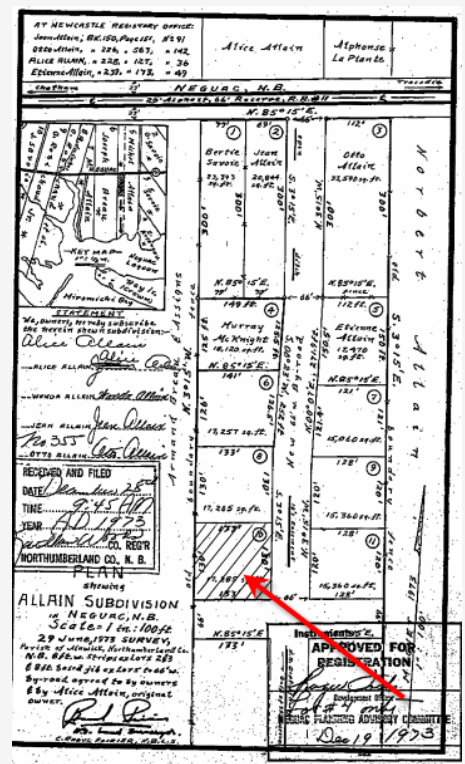
This protocol is a collaborative effort involving the Association of New Brunswick Land Surveyors, the Law Society of New Brunswick, Planning Commissions, Municipal Planners, the Department of Environment and Service New Brunswick.

The Protocol Document can be found at the bottom of the Real Property Directives page:

<http://www.gnb.ca/0009/0136/0002/0001/0007.pdf>

## Delineating a parcel on an attachment

When you have attachments in documents like sketches or plans and you want to demonstrate something on it, you should crosshatch rather than highlight them in color



## *Save & Excepts in parcel descriptions*

In order to describe the *Save & Excepts* on the PID Databank description, it is important to adhere to the PID Databank Regulation 2000-40 below:

1) For a parcel "created" on a subdivision plan, Section 6 (a) PID Databank Regulation applies:

### *List of excepted parcels*

6 *A list of parcels excepted from a description shall include the following for each excepted parcel:*

- (a) *if the excepted parcel is created by the registration of a plan,*
  - (i) *the entire designation of the parcel on the plan,*
  - (ii) *the registration number of the plan,*
  - (iii) *the name of the county in which the plan is registered, and*
  - (iv) *the registration date of the plan;*

2) For a parcel defined on Survey Plan, Section 6 (b) PID Databank Regulation applies and should supplement the reference to parcel on the survey plan:

- (b) *if the excepted parcel is created by the registration of a document,*
  - (i) *the document type,*
  - (ii) *the registration number of the document,*
  - (iii) *the names of the grantees of the interest conveyed in the document,*
  - (iv) *the name of the county in which the document is registered,*
  - (v) *the registration date of the document, and*
  - (vi) *the book and page number associated with the registration of the document, if applicable.*

Examples of *Save and Excepting*:

### **Example 6A** - Lot on Subdivision Plan

Lot 90-1 on plan 200000, registered in the Albert County Registry Office on January 25, 1990.

### **Example for 6B** - Lot on Survey Plan subsequently conveyed by deed.

Lot 90-1001 as shown on Plan of Survey 200010, registered in the Albert County Registry Office on January 30, 1990 and described in deed 123345 to the Province of New Brunswick as represented by the Minister of Transportation, registered in the Albert County Registry Office on February 20, 1990 in Book 500 at page 425.

# Project Updates

## Historical Documents

Scanning in our Richibucto office is now completed. Our service provider is currently scanning the documents in our in Burton office.

Status of the scanning:

All Registry books (1784 to current) are online for Carleton, Charlotte, Kings, Madawaska, Northumberland and Victoria Counties.

Saint John, Restigouche and Gloucester Counties (online - current to 1930±). Books from 1930± to 1784± for these Counties (in progress).

The remaining County offices to be scanned are:

- Burton (Queens/Sunbury – 2008)
- Fredericton (York – 2008)
- Moncton (Albert/Westmorland – 2008)

### Search Historical Documents

The document images are available for the following counties:

County	Data Date Range
Carleton	1832-11-07 to 2002-05-17
Charlotte	1785-06-20 to 2002-06-04
Gloucester	1931-04-09 to 2002-05-03
Kent	1941-11-10 to 2002-05-17
Kings	1786-04-19 to 2002-05-17
Madawaska	1850-04-11 to 2002-05-17
Northumberland	1787-10-20 to 2002-04-19
Restigouche	1929-02-11 to 2002-05-17
Saint John	1924-03-24 to 2002-05-03
Victoria	1850-04-08 to 2002-05-17

## Historical Index

The Historical Registration Indexes are progressing well. Thirteen counties are now online. Westmorland and York will be completed by March 2008.

County	Historical Registration Index	Registration Index	PLANET Implementation Date	Land Titles Implementation Date
Albert	1846 to 1985	1986-01-01	1999-10-04	2000-09-25
Carleton	1832 to 1991	1992-01-01	1998-12-04	2001-01-15
Charlotte	1784 to 1980	1981-01-01	1999-10-22	2001-02-12
Gloucester	1827 to 1989	1990-01-01	1998-11-09	2000-10-23
Kent	1827 to 1987	1988-01-01	1999-09-07	2001-03-19
Kings	1785 to 1992	1993-01-01	1999-02-16	2001-02-12
Madawaska	1850 to 1989	1990-01-01	1998-11-26	2000-12-04
Northumberland	1787 to 1992	1993-01-01	1998-11-25	2001-03-19
Queens	1786 to 1991	1992-01-01	1998-12-02	2001-01-22
Restigouche	1838 to 1987	1987-09-08	1998-11-19	2000-11-20
Saint John	1784 to 1992	1993-01-01	1999-02-11	2001-02-19
Sunbury	1786 to 1991	1992-01-01	1998-12-02	2001-01-22
Victoria	1850 to 1989	1990-01-01	1998-11-25	2000-12-04
Westmorland	In Progress	1990-01-01	1999-10-04	2001-03-12
York	In Progress	1992-01-01	1999-02-23	2001-01-15

More Updates on page 5

# Project Updates (continued)

## E-Submission update

As you may have heard, E-Submission is the electronic submission of Land Titles documents from authorized submitters to the Land Registry. Development of this initiative has been long coming and we are happy to report that the implementation of the new system is scheduled to take place by the end of February 2008. All required changes to the Land Titles Act to support electronic submission of documents have received Royal Assent, and the supporting regulations have been drafted. The following represents a few highlights of the implementation of E-Submission:

- Initially, Electronic Submission will apply to four Land Titles documents:
  - Transfers
  - Mortgages
  - Collateral Mortgages
  - Discharges
- Electronic submissions can be done by lawyers who have entered into an agreement with Service New Brunswick.
- Financial institutions that have entered into an agreement with Service New Brunswick will have the ability to electronically submit discharges for their own mortgages.
- Lawyers and Financial Institutions will be provided with a secure access to submit the documents electronically. All electronic submissions will be examined by Service New Brunswick staff prior to registration.
- Electronic submission will be mandatory. However, the first 120 days will be a transition period where electronic submission will be on a voluntary basis to allow users to get accustomed to the new system, before it is made mandatory

## Benefits of E-submission

1. It will make it easier for lawyers to do business with us by allowing them to quickly submit documents for registration from their offices.
2. It will save time and effort as documents will not need to be physically carried to a Registry Office.
3. The new system is intended to facilitate the processing of documents by SNB, resulting in a faster turn around time.
4. Clients will create their documents within the secure and formatted SNB system. It will mean greater security and less chances of error.
5. Lawyers who work in remote areas will be able to submit electronic documents. This will reduce the time required to send the documents to Land Registry Office.
6. Closing times will be shorter and will allow for required documentation to be timely sent to banks, lenders, other lawyers, etc.
7. The number of errors will be reduced with the new system. Users will have to review title register on all e-submissions. Information will be drawn from title register into the form.

# Getting your documents registered

Here are a few helpful hints to aid in the process of registering documents and to ensure that subsequent documents will be registered properly moving forward. You may want to make yourself a checklist and apply it prior to submitting documents:

## AFR

- Plans should NOT be used as enabling instruments for "Owner" interest holders or other interests, except in cases where the title/interest has vested on the filing of the subdivision plan as provided for in the Community Planning Act.
- Document information should match Registration data: document number, book number, page number, date.

## DOCUMENTS

- Please make sure that the AFR is registered and that you get the CRO back before the documents are sent to the Registry.
- When you have documents in a bundle: please make sure they are in the proper order and that they have passed your checklist.
- Kindly ensure the names match the title register.
- *On Form 13*, the name of the witness should be printed clearly under the signature as per clause 7 on form 44.
- Please make sure all seals are there for corporations and notaries, etc.
- The Naming Convention must be followed.
- Verify the PID to make sure:
  - the document is submitted to the right county,
  - the PID has the right status – either Land Titles or Registry – and therefore is on the right form,
  - the PID is not retired.
- Verify the address to ensure:
  - there is an address for the Grantor/Grantee on the document and the Affidavit of Transfer,
  - the appropriate Postal Code.
- Please make sure the description on the document meets the local Community Planning Commission guidelines.
- Please make sure all schedules are accounted for and that they are named correctly.
- Please ensure the Manner of Tenure is correct.

## OTHER

- Please put your Registrant number on the back of the document. If you do not know it, you can call Debby Frost at 506-627-4033 or Caroline Proulx at 506-444-4441, they will be happy to help.
- Please make sure the Affidavit of Transfer is adequately completed:
  - The Transfer Tax must be calculated correctly
  - It is important to calculate the amount of the payment for each parcel
  - If you do not attach a cheque, please make sure the method of payment is identified (EFT)
  - When calculating the fee, an additional fee of \$65 is required for the interest to burden the parcel
- If the document needs to be registered at the same time as the plan, please make sure that both have been sent to the planning commission and all copies have been given to the Land Registry Office.

# Problem Report

At the bottom of every screen in PLANET there is a "Problem Report" button. Click on it if you are encountering any problems and would like to report them while using PLANET. When using the Problem Report feature, please ensure that you give clear and concise information as to what the problem is and include information like:

- Your name, phone number and email address
- What screen you were in when the problem arose
- Details of the problem including the PID

Of course you can always call the PLANET Land Registry Help Desk at 1-888-832-2762. The call is toll free in Canada and the US. Calls can be made Monday to Saturday from 7:30 a.m. to 10:00 p.m., and Sunday from 7:30 a.m. to 5:00 p.m. Atlantic Standard Time. We thank you for helping us work through any problems that may exist to make PLANET better for you.



## And don't forget...

Our Real Property Registry section online provides useful information at your fingertips. Go to <https://www.pxw1.snb.ca/snb7001/e/2000/2400e.asp> and find out:

- [How to request a CRO](#)
- [Submitting a description with more than 4,000 characters](#)
- [Retrieving Document Images](#)
- [How to Print Historical Documents](#)
- [How to view and Print Historical Indexes](#)

