ISC

Information in the right hands.

Introduction to ISC & the Land Registry

RMAA/UMAA Fall Workshops October 2019

Session Goals & Agenda

Goals:

- Highlight ISC and the Land Registry.

- Demonstrate efficient ways to search titles and interests.

- Answer questions you may have.

Agenda:

- Who is ISC and what do we do?

- What is the Saskatchewan Land Registry?

- Navigating the website & searching the Land Registry.

ISC

Who is ISC?

ISC is responsible for the development, management and administration of:

- Registries - land titles, personal property, corporate registries and surveys directory;

- Geographic Information; and

- Access to government services for people and business.

ISC is a publicly-traded Saskatchewan business corporation and trades on the Toronto Stock Exchange (TSX) under the ISV stock symbol.

What Does ISC Do?

We are the exclusive provider of the Land Titles Registry, Land Surveys Directory, Personal Property Registry and Corporate Registry on behalf of the Province of Saskatchewan.

These services are outlined in a 20-year Master Service Agreement between ISC and the Government of Saskatchewan.

We are committed to providing accessible, secure and authentic information-based services for people and business.

How does ISC engage the Municipal Sector

- Customer Relationship Manager for the Municipal Sector.

- Relationship with RMAA, UMAA, SAMA, SARM, SUMA, and other industry related associations.

- Meet with related companies and customers.

- Ad hoc focus and user groups as required.

- Customer Excellence Survey.

ISC

The Land Registry

- Official records are the electronic record.

- Occurred with implementation *The Land Titles Act, 2000,* and *The Land Titles Regulations, 2001;*

- Prior to *The Land Titles Act, 2000* :

  - There were 10 different districts with local offices across the province.

  - One 'Master of Titles' with 'Registrars' in each of the districts created or altered between 1907 and 1961 with 8 districts for much of the century which are still reflected in ISC offices today.

  - Registrar in each district had ability to make decisions regarding applications.

Districts
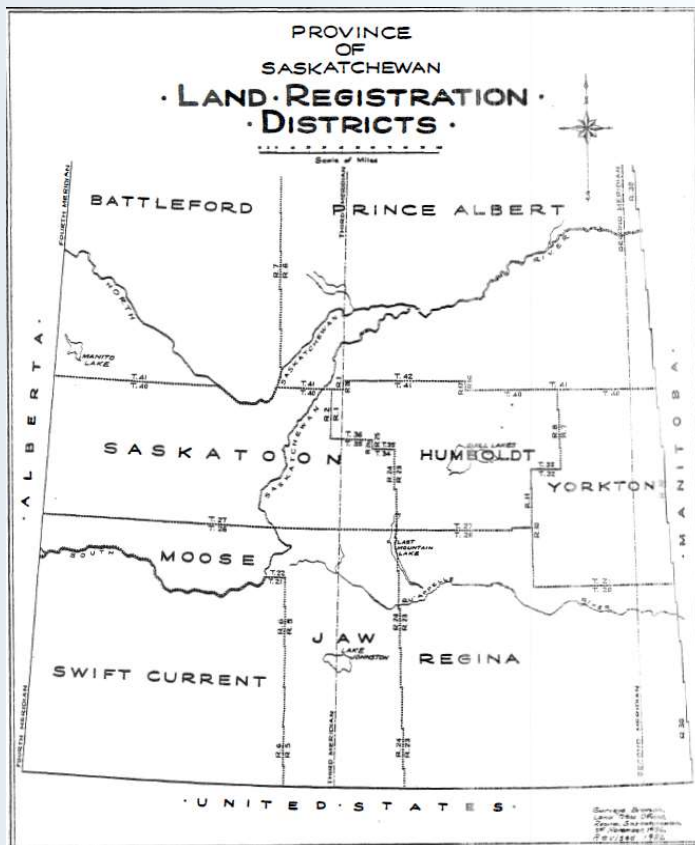
For additional information *Land Titles In Saskatchewan* by Georgina Jackson (Regina; Queen's Printer, 1988)
http://www.qp.gov.sk.ca/documents/misc-publications/Land-Titles-in-SK-Volume1.pdf

http://www.qp.gov.sk.ca/documents/misc-publications/Land-Titles-in-SK-Volume2.pdf

(Jackson, at pg. 4)

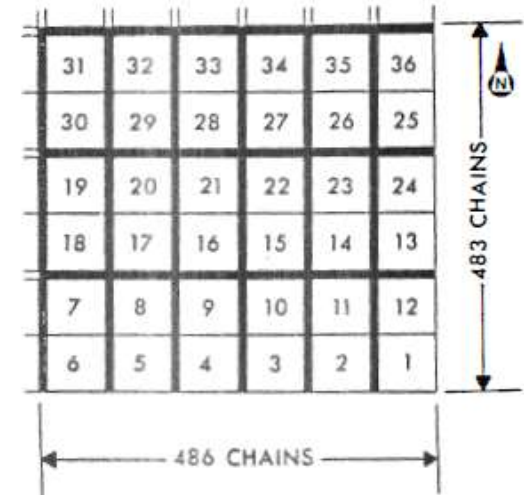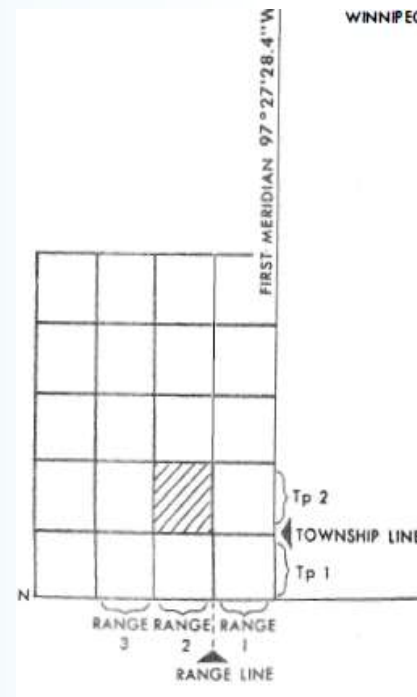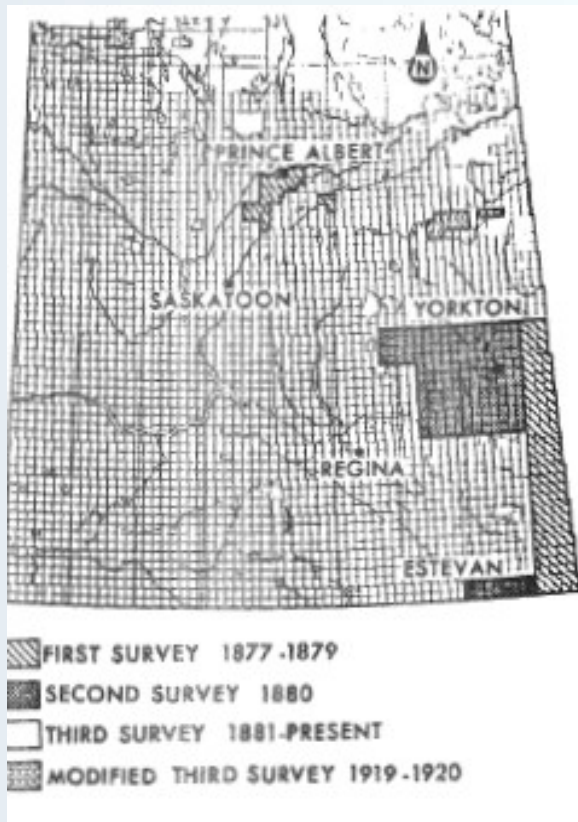ISC

Bringing Title to Land - History

1870s - Dominion Government decides on quadrilateral township system of survey with each township divided into 36 sections, one mile by one mile or as close to as possible; survey began in 1877.

Survey process changed over time and was identified by the "First System of Survey, Second System of Survey etc." – different rules regarding corrections, road allowances, - most of the province is under the "Third System of Survey".

Surveys

FIRST SURVEY 1877 -1879
SECOND SURVEY 1880
THIRD SURVEY 1881-PRESENT
MODIFIED THIRD SURVEY 1919 -1920

Bringing Title to Land – Land Descriptions

- Survey started at the first or prime meridian (around Winnipeg).

- Second meridian is at Saskatchewan's Manitoba border (mostly), third meridian cuts close to the centre of the province, forth meridian is Alberta's border, or at 102, 106 and 110 degrees of longitude (W1, W2, W3).

- Township number represents north/south axis on grid; range number represents east/ west; section represents #1-36(generally speaking) part of the grid; section will have NE/NW/SE/SW ¼.

- _ _ (1) _ _ (2) _ _ (3) _ _ (4) _ _ (5) means (1) NE/NW/SE/SW (2) Section (3) Township (4) Range (5) Meridian.

- So **SE 14-36-12-3** is section #14, township #36, range #12, west of the third meridian.

- Read ISC Land description search function from left to right.

Land Terminology and Concepts

- Plans of survey are schematic documents that identify the sizes, the locations and the current or intended uses of parcels of land

- Plans can include subdivision plans illustrating boundaries of the Lots and Blocks

- Plans can be condo plans showing units and parking spaces

- Plan can be feature plans illustrating location of a pipeline
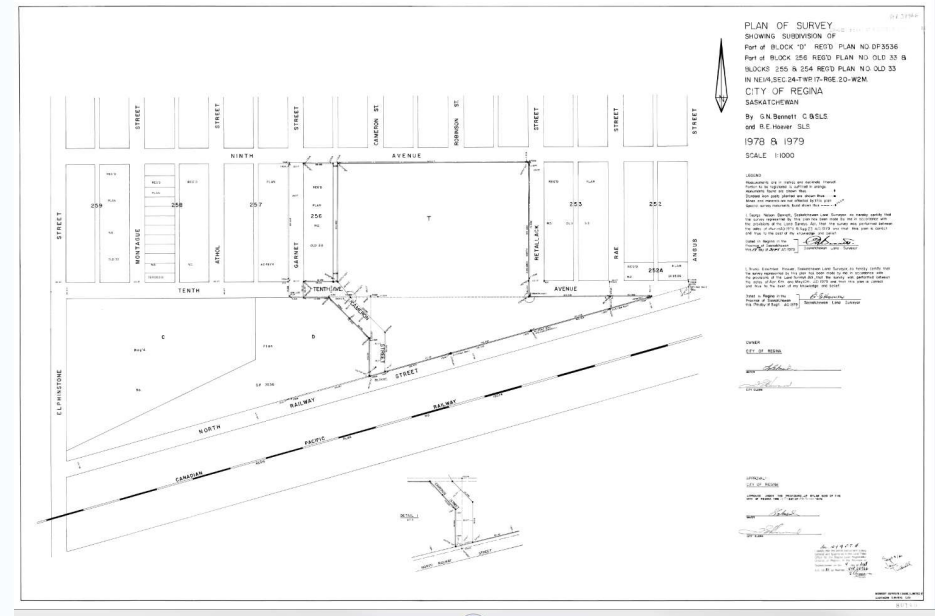
Torrens System

These four main principles of the Torrens System help buyers and sellers feel secure about conducting land ownership transactions:

1. **Conclusive evidence of ownership** – This is called the principle of indefeasibility. Because the Land Registry has records of all land titles and is responsible for cataloguing and preserving them, buyers are guaranteed their land purchase is exactly as the title describes it.

2. **Facility to transfer** – Title owners can transfer ownership to others more easily as there are several well-defined categories of ownership.

3. **Compulsory registration of titles** – All titles in Saskatchewan must be registered in the Land Registry. This rule ensures that accurate records of all transactions related to land ownership are kept.

4. **Assurance and compensation provisions** – In the extremely rare case that an owner is defrauded or suffers a financial loss due to an error in the Land Registry, an assurance claims process is in place to compensate the owner for such losses.

The Old World – Numbering and Instruments

Various systems of numbering and re-numbering were used in the history of the Land Registry but generally speaking a series of letters and numbers were used:

- Starting in about 1957,first two digits represented the year; second one or two letters represented the district where instrument was registered; last numbers represented a filing reference within the district office.

- Instrument were instructions to the local register to complete a piece of work relating to the Land titles system.

- So instrument 75**S**12390 was submitted in 1975 to for registration in the Saskatoon Land Titles Office.

- This instrument would have created title or caveat in the Old World.

Differences in the Pre-Conversion World

- Instrument = an application, authorization and/or attachment in the new world, although term is still used in today's legislation.

- Encumbrance = an interest in today's world.

- Transfers in the paper based system took up to 6 weeks to process; average for over a decade has been less than 2.5 days.

- Different authorizations in the pre-conversion world would be kept in different places:

  "General Record" which contained writs, maintenance enforcement orders, and alternate authority documents (POAs) whereas today every packet/application needs to stand on its own.

- Every instrument was examined on registration when dealing with interests; today scrutiny is applied when amending, assigning and discharging interests.

- It was possible in the former system to order a cancellation of a discharge; today interests may be reinstated in limited circumstances.

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Differences Continued

- Records became electronic with three types of titles – mineral, surface and condominium; leasehold estate titles became interests and sub-interests.

- The entire province became one registration district instead of ten districts previously.

- There is now one Registrar for the province.

- Priority of interests became determined on the time of registration as opposed to the time of submission.

- Interest registration became more important to assert an interest against third parties.

- Nine digit numbers used to identify nearly everything (plans, interests, titles, parcels etc.).

Land Descriptions

- Land descriptions in Saskatchewan are defined by the primary survey or a secondary survey of subdivision.

- Older titles will contain exceptions and reservations in the description.

- At conversion, the exceptions and reservations would not be converted, but the phrasing "as described on Certificate of Title _____" was implemented.

- Old world titles may contain metes and bounds descriptions.

Tips to Remember

- In Saskatchewan, surface lands and minerals are divided into parcels.

- Each piece of land is geographically described and assigned a Parcel Number

- Each parcel has a nine-digit parcel number. Parcel numbers are linked to the land; they are static and do not change unless transformed by subdivision or consolidation
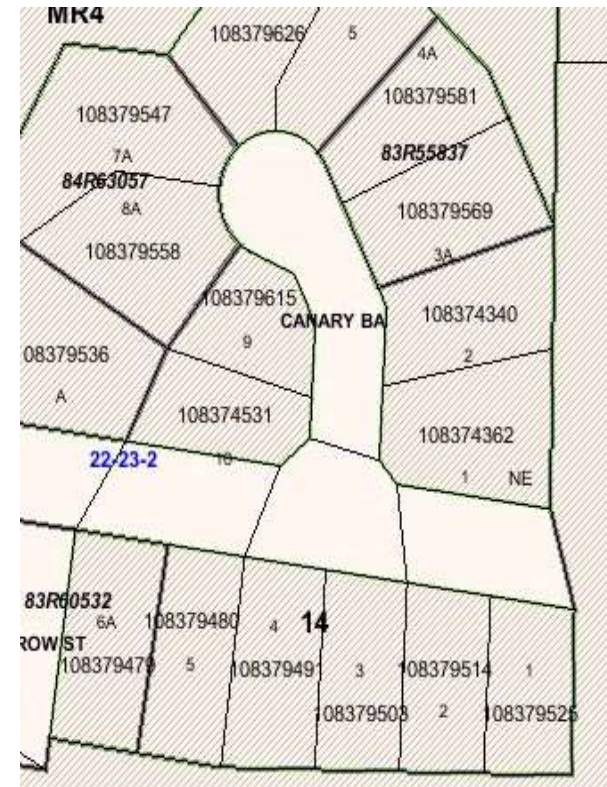
Tips to Remember

- When a person or a company buys a parcel, they get a title. The title proves they are the legal owner of the parcel.

- Each title has a nine-digit title number. Title numbers are linked to the ownership. This number changes when the title is transferred.

- Interest numbers and interest register numbers are not the same.

- Interest register numbers will not change on title transfer; interest numbers will change.

Searching the Land Registry – isc.ca

Accessing the ISC Website – www.isc.ca

What information is available?

- Ownership, interest, and survey information.

- Corporate information.

- News, such as notification of system outages, new enhancements, etc.

- Support information, fees, and specific product and service support.

- General information on processes, registry requirements, etc.

- Applications and forms to complete transactions.

- ISC's toll free Customer Support line 1-866-275-4721
(or 1-866-ASK-ISC1)

Fees

Free

- Basic title results (including ownership).

- Basic plan results.

- Pre-Conversion historical information.

- Support information and materials.

Fee Based

- Full title information (with registered interests).

- Post Conversion historical information.

- Requested output (example: Title Print or Plan of Survey).

Online Services

Quick Search

To perform a quick search:

- Click the **Quick Search** link under **Online Services** on the left-hand side of the signed-in homepage.

- The **Quick Search** screen will display. Choose your search method from the **Search By** dropdown menu.

- Enter your search criteria (e.g. section, township and range).

- Click the blue **Search** button.

Quick Search

The **Quick Search** function:

- Allows you to locate current titles and abstracts.
- Is designed for simple searches that let you find out basic information about active titles (e.g. owner names).
- Lets you search Land Registry records by:
    - Land description.
    - Owner name.
    - Parcel number.
    - Title number.

Quick Search

The Quick Search Results Screen

This screen shows you most of what you need to know about a title.

It lists basic information like:

- the owner name;
- the parcel type;
- the municipality;
- if there are locks involved;
- if there are ties and whether or not they have been validated.

Search

The **Search** function:

- Allows you to locate current and historical title information.
- Is designed for complex searches and provides more detailed results.
- Lets you search by 13 different methods:

Search

Search Results

Search By:	Land Description
With Criteria:	Quarter Section = NE
	Section = 34
	Township = 21
	Range = 21
	Meridian = 2
	As Of Date = 10 Feb 2015 15:20:42

Parcel Information   Download To Spreadsheet (.CSV)

Land Description
NE 34-21-21-2 Ext 11
As described on Certificate of Title 77R16686, description 11.

Old Land Description

Parcel	Parcel Type	Parcel Class	Municipality	Ties	Validated Ties
145041331	Surface Regular	Parcel (Generic)	RM OF LONGLAKETON NO. 219		

Land Description
NE 34-21-21-2 Ext 11
As described on Certificate of Title 77R16686, description 11.

Old Land Description
NE 34-21-21-2 Ext 11
As described on Certificate of Title 77R16686, description 11.

Parcel	Parcel Type	Parcel Class	Municipality	Ties	Validated Ties
145041342	Mineral	Mineral	RM OF LONGLAKETON NO. 219		

Land Description
Blk/Par A-Plan 101463522 Ext 13
As described on Certificate of Title 90R08435(1), description 13.

Old Land Description
NE 34-21-21-2 Ext 13
As described on Certificate of Title 90R08435(1), description 13.

Parcel	Parcel Type	Parcel Class	Municipality	Ties	Validated Ties
145041320	Surface Regular	Parcel (Generic)	RM OF LONGLAKETON NO. 219		

Land Description
Blk/Par A-Plan 101996983 Ext 10
As described on Certificate of Title 61R06982B, description 10.

Old Land Description
NE 34-21-21-2 Ext 10
As described on Certificate of Title 61R06982B, description 10.

Parcel	Parcel Type	Parcel Class	Municipality	Ties	Validated Ties
145041375	Mineral	Mineral	RM OF LONGLAKETON NO. 219		

4 Records

ISC

Search

- Performing a LLD Search, results in Parcel Information:

Search Results

Search By:	Land Description
With Criteria:	Block = T
	Plan = 80R38966
	As Of Date = 29 Sep 2017 15:42:48

Parcel Information   Download To Spreadsheet (.CSV)

Land Description
Blk/Par T-Plan 80R38966 Ext 0
As described on Certificate of Title 80R38966.
Old Land Description

Parcel	Parcel Type	Parcel Class	Municipality	Ties	Validated Ties
📄 109468019 👁	Surface Regular	Parcel (Generic)	CITY OF REGINA		

1 Record

Back to Search

- By clicking on the document "icon" beside the parcel number results in Parcel Detail information:
- To view the title, click on the arrow to expand, note cost involved

Search Results

Search By:	Parcel
With Criteria:	Parcel Number = 109468019
	As Of Date = 29 Sep 2017 15:42:48

Parcel Detail

▼ **Number:** 109468019   **Type:** Surface Regular
Status: titled   **Class:** Parcel (Generic)
Total Units: 0   **LLD:** Blk/Par T-Plan 80R38966 Ext 0
                                          As described on Certificate of Title 80R38966.
Parcel Value: N/A   **Municipality:** CITY OF REGINA
Parcel Picture: 👁   **Audit:** 🔍   **History:** 🔍

➕ Parcel Ties (0)
➖ Titles (1)
  ▶ $ Title
    Number: 104818956   **Type:** Surface Regular
    Last Amendment Date: 05 Sep 2013 10:29:16.363
    Commodity/Unit: N/A
    Owners:
    The City of Regina
    Share: 1/1
    Lock Information: N/A

Quick Search vs Search LLD – (Blk/Par T Plan 80R38966)

Quick Search Results

Search By:	Land Description
With Criteria:	Block = T
	Plan = 80R38966
	As Of Date = 29 Sep 2017 16:14:45

Title Information   Download To Spreadsheet (.CSV)

Land Description
Blk/Par T-Plan 80R38966 Ext 0
As described on Certificate of Title 80R38966.

Owner(s)
The City of Regina

Title	**Number**	**Share**	**Title Lock Information**
	$104818956	1/1	N/A

Last Amendment Date		**Old Land Description**	
05 Sep 2013 10:29:16.363			

Parcel	**Parcel Type**	**Municipality**	**Ties**
109468019 👁	Surface Regular	CITY OF REGINA	

Validated Ties	**Commodity/Unit**		**Linked to Unit**
N/A	N/A		N/A

1 Record

Back to Search

Search Results

Search By:	Land Description
With Criteria:	Block = T
	Plan = 80R38966
	As Of Date = 29 Sep 2017 16:08:18

Parcel Information   Download To Spreadsheet (.CSV)

Land Description
Blk/Par T-Plan 80R38966 Ext 0
As described on Certificate of Title 80R38966.

Old Land Description

Parcel	**Parcel Type**	**Parcel Class**	**Municipality**	**Ties**	**Validated Ties**
109468019 👁	Surface Regular	Parcel (Generic)	CITY OF REGINA		

1 Record

Back to Search

Search Results

Search By:	Parcel
With Criteria:	Parcel Number = 109468019
	As Of Date = 29 Sep 2017 15:42:48

Parcel Detail

▼ **Number:** 109468019   **Type:** Surface Regular
Status: titled   **Class:** Parcel (Generic)
Total Units: 0   **LLD:** Blk/Par T-Plan 80R38966 Ext 0
                                           As described on Certificate of Title 80R38966.
Parcel Value: N/A   **Municipality:** CITY OF REGINA
Parcel Picture: 👁   **Audit:** 🔍   **History:** 🔍

➕ Parcel Ties (0)
➖ Titles (1)
   ▶ $ Title

   Number: 104818956   **Type:** Surface Regular
   Last Amendment Date: 05 Sep 2013 10:29:16.363
   Commodity/Unit: N/A
   Owners:
   The City of Regina
   Share: 1/1
   Lock Information: N/A

Title Detail

Province of Saskatchewan
Land Titles Registry
Title

Title #: 104818956
Title Status: Active
Parcel Type: Surface
Parcel Value: N/A
Title Value: N/A
Converted Title: 80R38966
Previous Title and/or Abstract #: 80R38966

As of: 29 Sep 2017 16:16:42
Last Amendment Date: 05 Sep 2013 10:29:16.363
Issued: 02 Feb 2002 22:30:55.700

Municipality: CITY OF REGINA

Title and Parcel information

The City of Regina is the registered owner of Surface Parcel #109468019

Reference Land Description: Blk/Par T Plan No 80R38966 Extension 0
As described on Certificate of Title 80R38966.

This title is subject to any registered interests set out below and the exceptions, reservations and interests mentioned in section 14 of *The Land Titles Act, 2000*.

Registered Interests:

Interest #:
103823445   CNV Easement

Value: N/A
Reg'd: 25 Jun 1981 02:15:30
Interest Registered Amendment Date: N/A
Interest Assignment Date: N/A
Interest Scheduled Expiry Date: N/A
Expiry Date: N/A

Active Interest Information

Holder:
Saskatchewam Power Corporation
N/A
N/A, Saskatchewan, Canada
Client #: 103404473
Int. Register #: 101494133
Converted Instrument #: 81R29073

Addresses for Service:

Name	Address
Owner:	
The City of Regina	Box 1790 Regina, Saskatchewan, Canada S4P 3C8
Client #: 101697408	

Owner Information

Notes:

Parcel Class Code: Parcel (Generic)

Parcel Picture

- Parcel picture is a Geographic Information System (GIS) picture of parcel of land to which title you are searching refers

- Picture is NOT a plan of survey

- An approximate representation of parcel boundaries, dimensions and areas

- Some parcels pictures not available, ISC offers Parcel Picture on Demand services
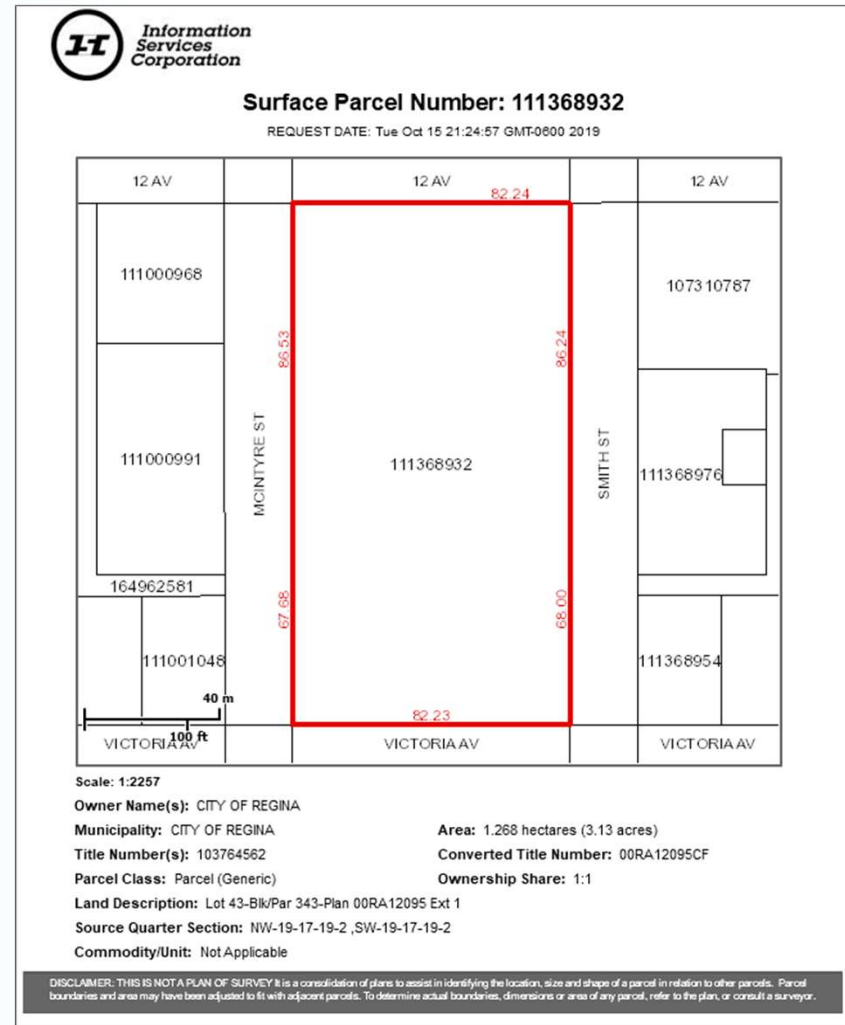
Searching Old World Titles

Multi-step process:

(1)   Use Quick Search to obtain pre-converted title number

(2)   Conduct a Pre-Conversion Title Number search to view the image of the Certificate of Title

Pre-Conversion Title Search
Populate pre-conversion title number and click Search for details

- Search Results shows Cancelled and Converted Titles
- Click document for Cancelled Title

Pre-Conversion Title Search

How to locate pre-conversion instrument

- Select the 👁 to view title image download

Custom Results

Search By:	Document
With Criteria:	Document Number = 80R38966
	CIMS Document Number = 80R38966

Document Information

Document Number	Document Type	District	Request Output
👁 100169203	Converted Cancel Ttl	Regina Historic	📄 $

The above documents have been imaged from the Storage Facility.
Click on the icon beside the number of the image you would like to view.

Back to Search

- Download to view

To view this image you will require an image viewer. See Software Recommendations for more information.

If you choose to download an image viewer, please use the "Back" button on your browser to return to this screen. Failure to use the "Back" button to return to this screen may result in being charged twice to view this image.

If you already have an image viewer, then you may begin downloading the image

Download Image

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View Historical Paper Title

- First page lists owner(s), value at time of title issue, verbiage related to creation of parcel, previous title number (Ref.)
- Using the Ref. number can perform an historical search to go back to title you need

- Second page lists Charges, Liens and Interests against pre-conversion title
- Registration Number is the same as Pre-Conversion Instrument number which can be used to search for and view the pre-conversion instrument

Pre-Conversion Instrument Search

- Documents used to provide disclosure in land transactions completed before 2001 were called **instruments.**

- At conversion, each instrument was assigned a master interest register number and an interest number for each new title on which it appeared.

- The pre-conversion instrument number appears below the interest register number on the title detail.

- The pre-conversion instrument number can also be located on the back of the pre-conversion Certificate of Title, where it is listed as the registration number.

- All active instruments were brought forward through conversion, and are identified on the relevant post-conversion titles by the notation "CNV."

- In order to view an instrument, you will need to perform a search by pre-conversion instrument number.

Pre-Conversion Instrument Search

How to locate pre-conversion instrument

- Found on title, just below the interest register number

- Found on back of Certificate of Title

Pre-Conversion Instrument Search

How to locate pre-conversion instrument

- Once located pre-conversion instrument number, do a Pre-Conversion Instr Search

Pre-Conversion Instrument Search

How to locate pre-conversion instrument

4.

Document Information

Document Number	Document Type	District	Request Output
👁 89MJ06624	Instrument	N/A	📄 $

The above documents have been imaged from the Storage Facility.
Click on the icon beside the number of the image you would like to view.

5.

To view this image you will require an image viewer. See Software Recommendations for more information.

If you choose to download an image viewer, please use the "Back" button on your browser to return to this screen. Failure to use the "Back" button to return to this screen may result in being charged twice to view this image.

If you already have an image viewer, then you may begin downloading the image

Download Image

6.

Saskatchewan Justice

Instrument Work Sheet

89 - MJ — 06624

Fees		Inst.	Cav. (2)
Total Fees		From	Wathous Allen
Amt. Rec'd	38.50	Address	✓
Balance		Their Reference	

Is Dup. C. of T. with instrument? _no_ In Office? _/_ Being Returned to above Addressee? _no_
Is Instrument Registrable? _yes_ Titles Affected _80-10104 87-3667_

Pre-Conversion Record Search

What happens if there is no document to view?

- When an old paper-based system instrument has not yet been converted or imaged, the Document Information Screen will display as such:
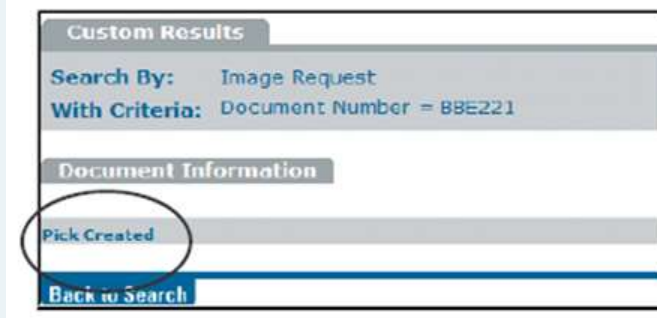
- To access the created pick/image:
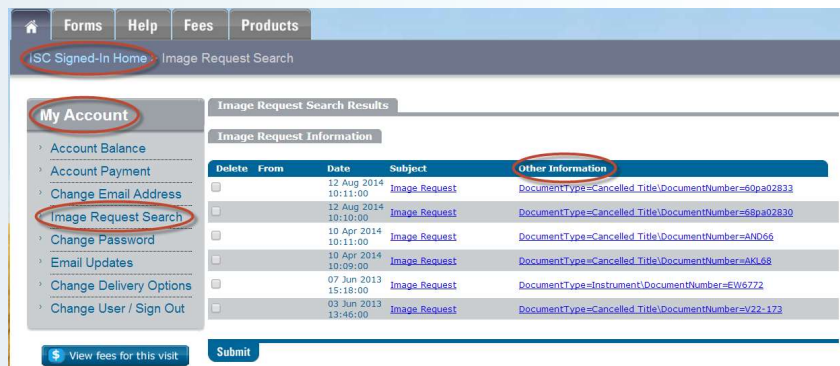
Survey Plans

- A survey plan is a diagram that identifies the size, location and current or expected use of a parcel of land.

- A survey plan is a legal document

- Using the links in the Survey Plans section of ISC's Online Services menu you can:
  - Search for copies of survey plans, change orders, support document and field books

Survey Plan Search

- Click Survey Plans link on the ISC homepage

- Choose a search method from the Search For dropdown menu

- Use the Add button to populate the search fields with your chosen criteria

- Click Search. Your results will display.

Online Services

Survey Plans
> Plan Submissions Online
> Plan Search
> Change Order Search
> Support Document Search
> Field Book Search
> Request Status Check

Plan Search   Client Reference: [   ]

Search For:
[Plan (By Number) ▼]

Plan Number
100537422

[Add] [Remove]

By Plan

Search Parameters
Plan: 100537422

Plan Search Results

Select	Report	Image	Plan Number	Registered Plan Number	Plan Description	Plan Type	Plan Purpose	Highway Plan Number
☐	📄	👁$	100537422	80R38966	T	Plan of Survey	Subdivision	T-15947

1 Record Returned.
If your Internet connection is slow, you may want to select a Plan and click on the 'Output' Button to receive the Plan by mail or e-mail

[Output] $

Survey Plan Search

- To view a plan, Click the Document icon in the Image column. A fee will apply.
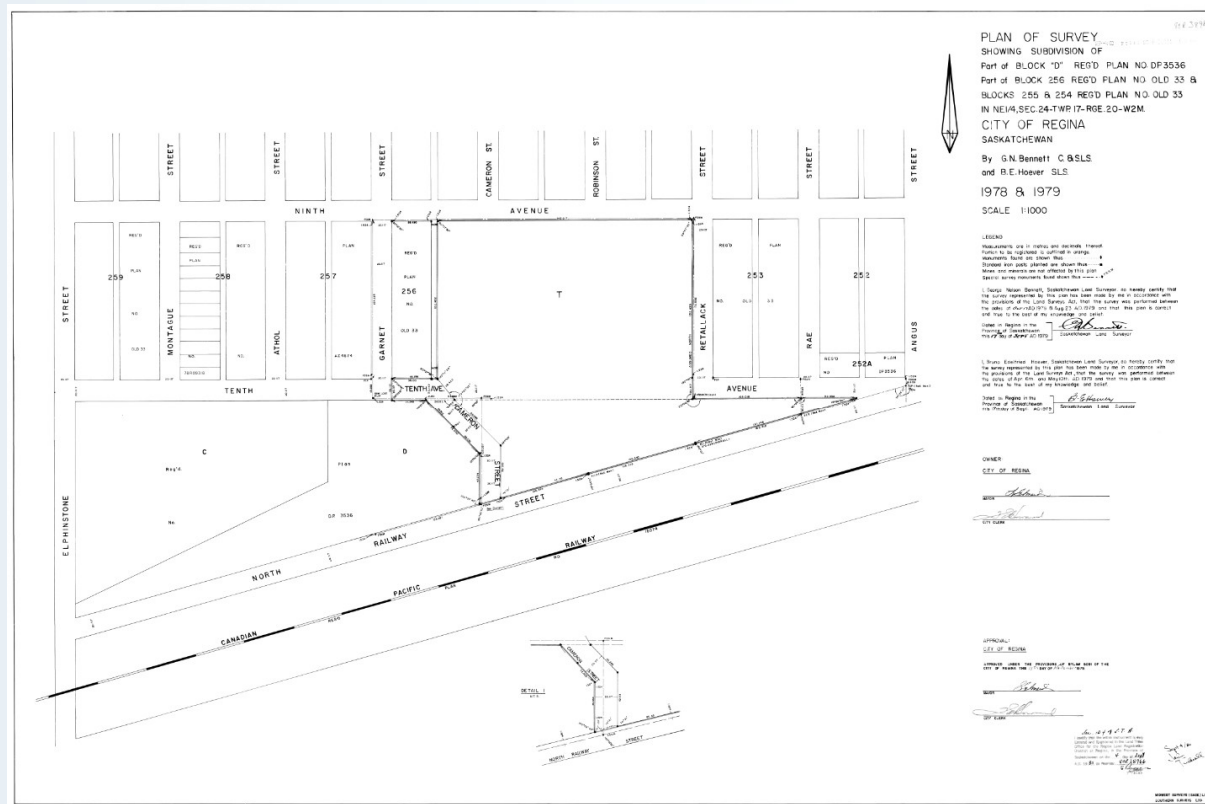
Parcel Ties

This example shows what was originally one Pre-converted title contained three quarter sections and a road exception.

- Five parcels were created at conversion.

    Parcels 2 and 3 are tied.

    Parcels 4 and 5 are tied.

    Parcel 1 is clear of ties
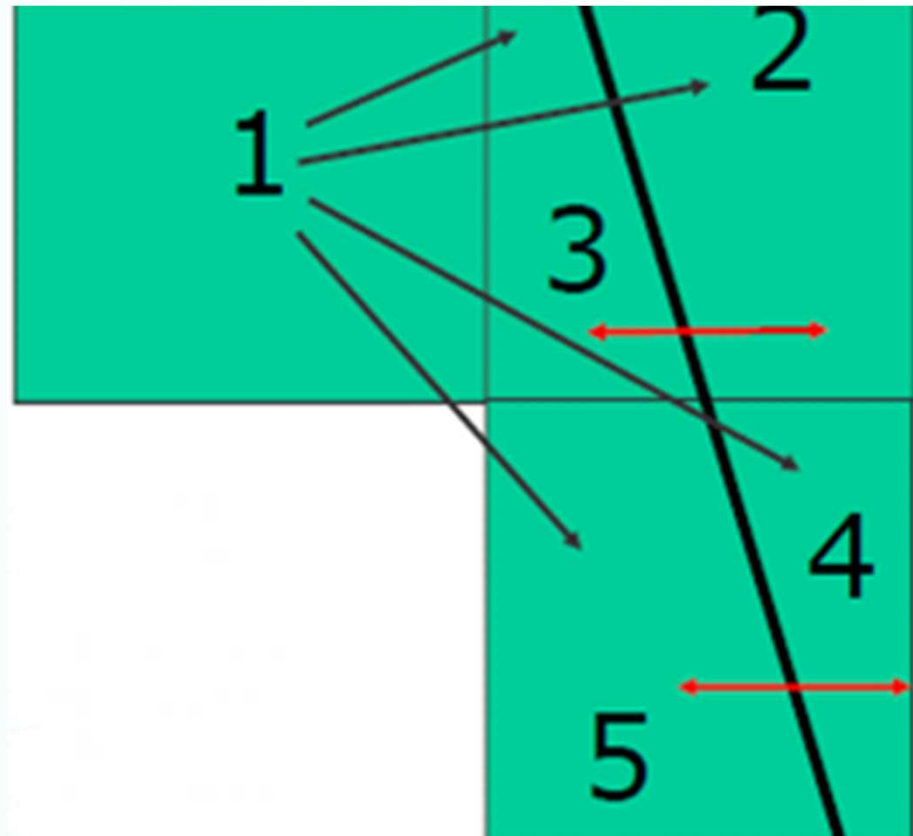
Parcel Ties

This example shows what was originally two Pre-converted titles containing four lot descriptions.

- Title 1 reads all lot 6 and the lot 7 except southern ½ of lot 7

- Title 2 reads lots 8 and the southern ½ lot 7.

  - Lot 6 and Northern ½ 7 are tied.

  - Lot 8 and the Southern ½ 7 are tied.
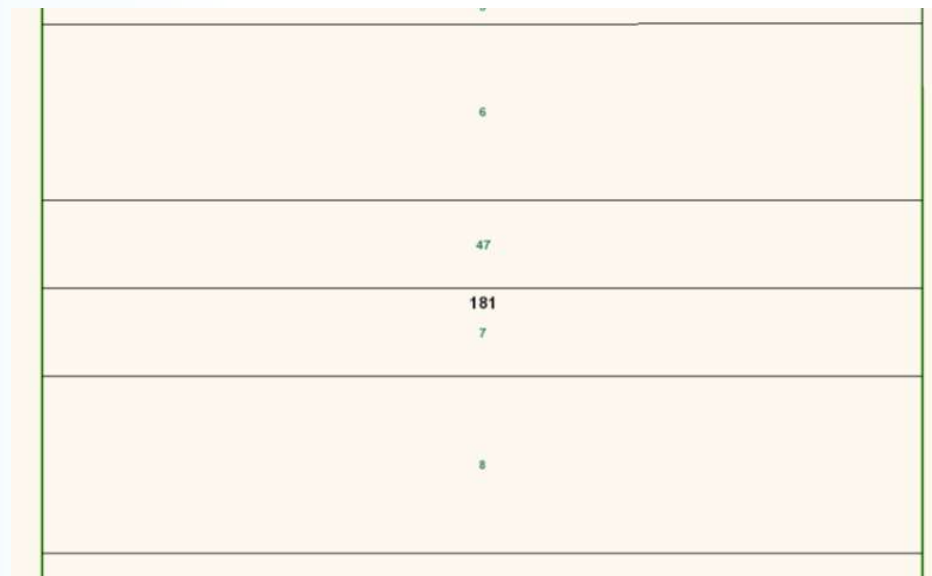
Parcel Ties

How do I know if the parcels are tied?

May identify that a title has parcel ties associated with it in one of 3 ways:

- A Note at the bottom of the Title print:

Notes:

Under The Planning and Development Act, 2007, the title for this parcel and parcels 109643137 may not be transferred or, in certain circumstances, mortgaged or leased separately without the approval of the appropriate planning authority. If you believe this restriction does not apply to this parcel, please contact 1-866 ASK-ISC1 to have the restriction reviewed.

Parcel Class Code: Parcel (Generic)

- Displayed in the Quick Search results screen:

Land Description					
NE 22-09-05-3 Ext 53					
AS DESCRIBED ON CERTIFICATE OF TITLE 01MJ00869.					

Owner(s)
Arams, Ernest Eugene
Arams, Eugene Earl
Arams, Jason Ashley

	Number	**Share**	**Title Lock Information**		
Title	$135632943	1/1	N/A		

Last Amendment Date			**Old Land Description**		
25 May 2008 03:40:59.860					

Parcel	**Parcel Type**	**Municipality**	**Ties**
120399598 ◉	Surface Regular	RM OF WOOD RIVER NO. 074	120399587

Validated Ties	**Commodity/Unit**	**Linked to Unit**
No	N/A	N/A

- Displayed on Parcel/Title Detail results:

Parcel Detail

▼ **Number:** 120399598   **Type:** Surface Regular
  Status: titled   **Class:** Parcel (Generic)
          LLD: NE 22-09-05-3 Ext 53
  Total Units: N/A   AS DESCRIBED ON CERTIFICATE OF TITLE 01MJ00869.
  Parcel Value: N/A   **Municipality:** RM OF WOOD RIVER NO. 074
  Parcel Picture: ◉   **Audit:** 🔎   **History:** 🔎

  ☐ Parcel Ties (1)
    Number: 120399587   **Type:** Plan Dev Tie   **Validated Ties:** No

Locks

Types of Locks

- The Registrar may prohibit a transfer or the registration of any interest against a title or an interest where:

  - It appears that an error has been made in the Land Titles Registry,

  - It appears necessary to the Registrar to prevent
    - Improper dealing or
    - Threatened or apprehended fraud,

  - The Registrar considers it necessary to protect the proper operation of the land titles registry.

Locks

Types of Locks

There are two types of locks:

- **Notice Locks** – which provide notice, warning or a qualification on the title that would otherwise not be readily apparent.

- **Prohibition Locks** – this type of lock depends on the Statute that provides for the registration of the lock. Some prevent the transfer of a title while others prevent dealings with interests.

Locks

Notice Locks

- Registrar's Warning (Transfer Permitted). This lock is placed on a mineral title to provide notice, a qualification, or clarification as to mineral ownership.
- Registrar's Warning (Transfer Permitted) Converted Title Silent as to Minerals. This lock has been placed on a surface title at the time of conversion to indicate that a surface certificate of title did not contain a reference to mines and minerals.
- Registrar's Warning (Transfer Permitted) - Remainder Mineral Title Only - Positive Commodity Titles. This lock has been placed on a mineral commodity title to provide a qualification to the reference to all mines and minerals.
- Uncertified Mineral Title - Non-Producing Area (Transfer Permitted). All uncertified mineral titles in non-producing areas have been locked with this lock to provide notice that mineral certification has not taken place.
- Uncertified Mineral Title - Producing Area (Transfer Permitted). All uncertified mineral titles in producing areas have been locked with this lock to provide notice that mineral certification has not taken place for this title.

Locks

Prohibition Locks

- Builders' Lien Lock - Certificate of Action. This lock will be placed on a title when a Certificate of Action - Form O of The Builders' Lien Act is sent to the Registrar.
- Conversion - Registrar's Caveat. This lock was registered at the time of conversion when a Registrar's Caveat had been filed on a certificate of title.
- Deficient Description. This lock was registered at the time of conversion when, in the opinion of the Registrar, the reference land description or an instrument referenced on a certificate of title or abstract folder was deficient.
- Duplicate Ownership. The Registrar will use this lock where there appears to be two or more titles with an overlapping or duplicate interest in the same land.
- Estate - Proof Required that no Infants Involved. Pursuant to Sections 71 and 72 of *The Land Titles Regulations,2001* this lock is registered to ensure that a potential interest held by an infant in an estate is dealt with prior to a title transferring from a personal representative

Locks

Prohibition Locks

- Farming Communities Land Act, s. 4. This lock will ensure the title to land is protected pending the outcome of disputes under *The Farming Communities Land Act*.
- Gap - Ownership Unknown. Where there are apparently contiguous titles with a gap in ownership the Registrar will lock the titles with this lock.
- Joint Tenants with No Survivorship. This lock is placed on a title when an application to transfer is submitted indicating the title is to be held by joint tenants with no survivorship.
- Ministers and Court Orders. This lock was placed on a title or interest at the time of conversion when a court order was registered on a certificate of title or when a court order has been sent to the Registrar.
- Ownership Less or Greater than 100%. Where the shares of titles do not add up to one hundred per cent ownership in the parcel, the Registrar will lock the titles, and may use this type of lock

ISC

Locks

Prohibition Locks

- Planning and Development Act (s. 146) - Notice of Replotting Scheme. This lock is used to prohibit dealings with the land within a replotting scheme.
- Planning and Development Act, 2007 s.139. This lock is used to prohibit dealings with the land until the sub-division process has been completed.
- Registrar's Prohibition - General (Dealing with Land Prohibited). This type of lock is the most common lock used to indicate a Registrar's Correction is required.
- Registrar's Prohibition - General (Transfer Prohibited). This type of lock is used to indicate a Registrar's Correction is required. However, this lock will only prohibit a title transfer. It will not prohibit any other transactions.
- Registrar's Prohibition - Court Order. This lock is used to ensure a Court of Queen's Bench court order is given effect within the Land Registry.
- Registrar's Prohibition Interest. This lock is used in two circumstances.

Locks

Where to find a lock?

- The Locks section provides information directly related to locks.

- When a lock is placed on a title or interest, it prohibits any future dealing until the issue that caused the locking has been resolved.

- If there are no locks, the Locks heading will not display on the screen.

- Expand the Locks icon to view the lock number and the type.

Locks

Where to find a lock?

- On the Quick Search Results.

- These are only Notice Locks.
- You must open the title to review **Prohibition** Locks.

OLS – Online Submission

Simply a better way to work.
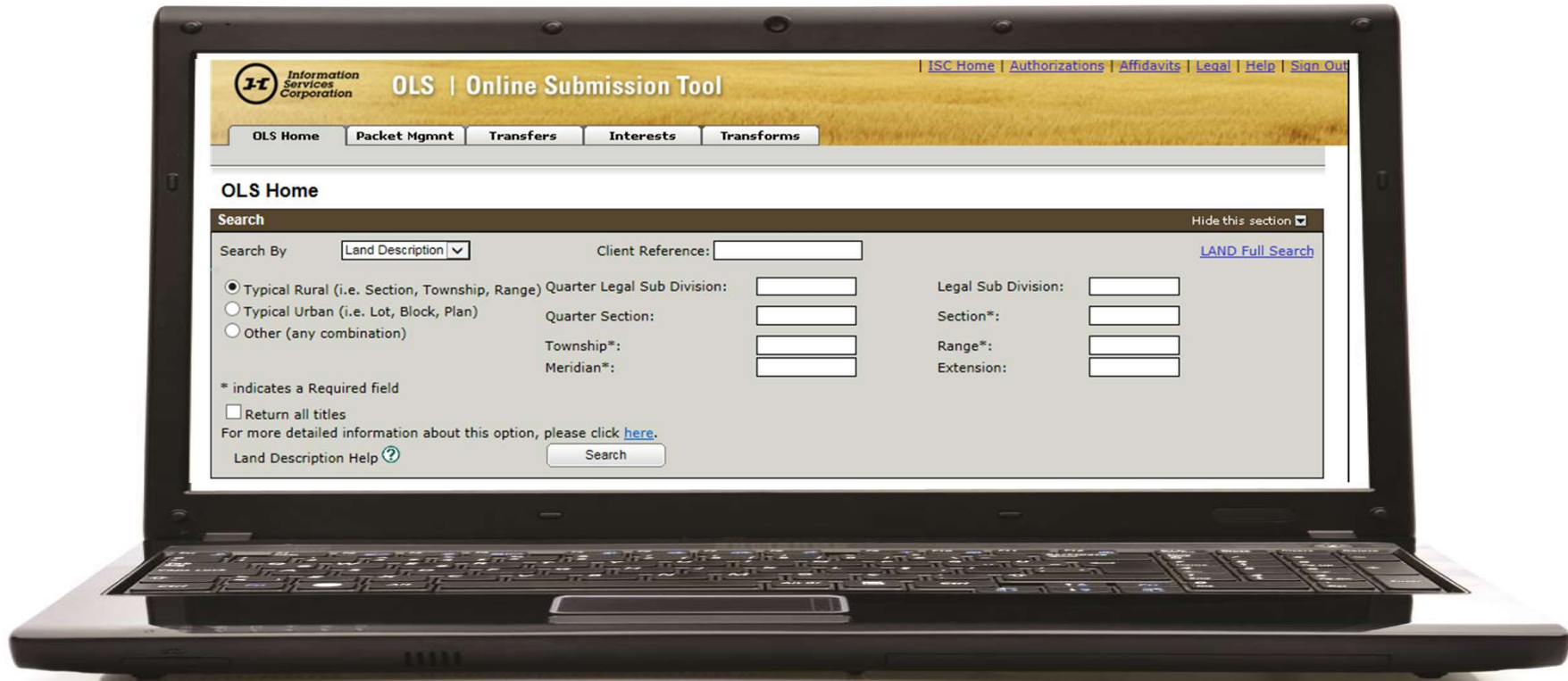
Save time and increase accuracy

Online Submission

- Online Submission (OLS) eliminates the need for forms-based packet submissions, allowing users to fully complete Land Registry submissions online.

- **Instant validation of packet information** – Get it right the first time! OLS ensures all those 9 digit numbers are correct before submission so there's less risk of packet rejections.

- **Easy to build custom transaction templates** – So you don't have to start entering information from scratch every time.

- **Auto-population feature** – Give your fingers a rest and reduce transposition errors! OLS carries forward previously entered information so you don't have to.

Online Submission

- **Click & Correct feature** – If a rejection does occur, you won't have to re-enter all the old information when using Online Submission. Just make the corrections and resubmit.

- **View real time status of your work –** In OLS, customers can view the real-time status of their packets.

- **Fee Estimator**– OLS gives you the benefit of estimating fees associated with your transactions.

- **Easy to Use** – OLS guides you step by step as you fill out your packet.

- **Online eLearning** – A step by step interactive tool to help you get familiar with all the functions of OLS.

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Mapsearch

**See it, find it. It's that simple**
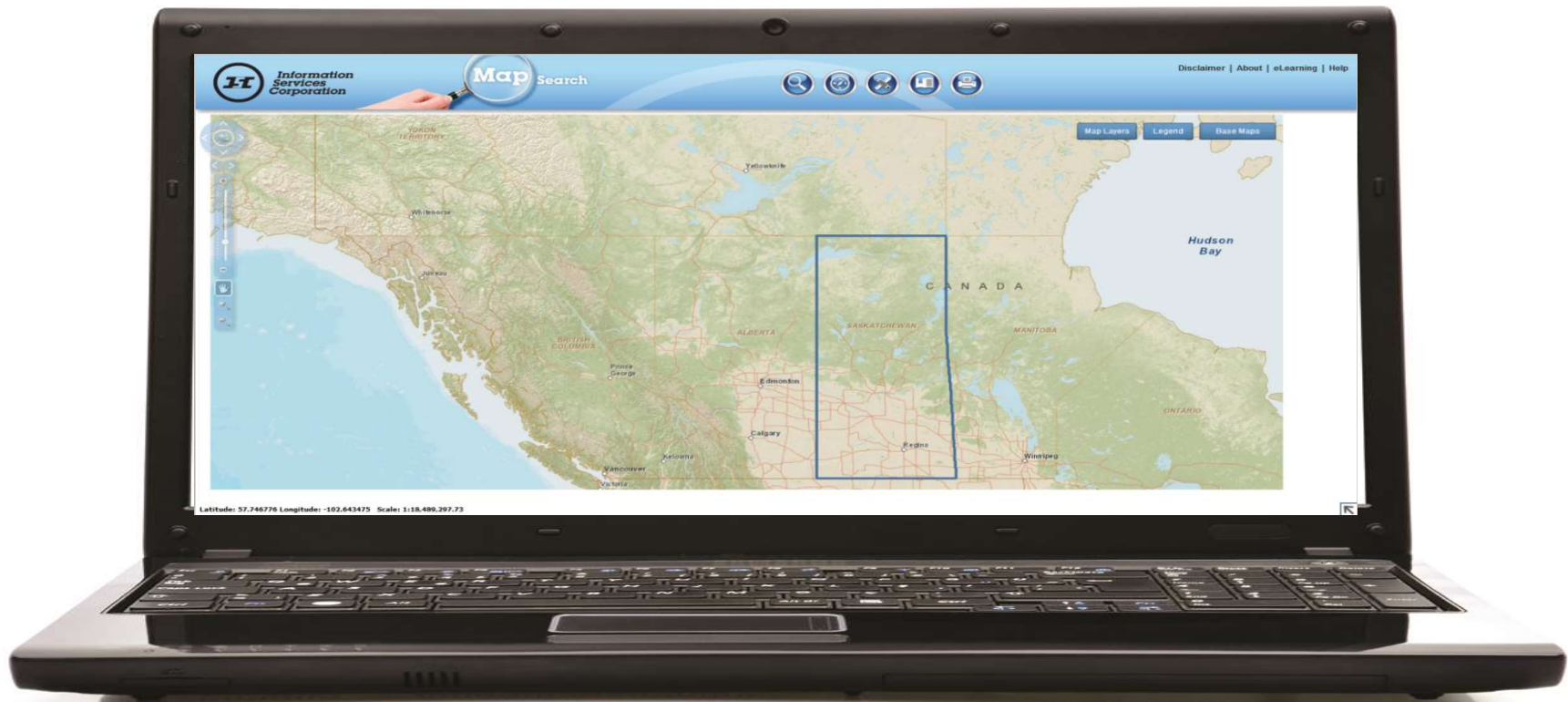
Save time and effort

ISC

Mapsearch

- Map Search is a free web-based tool that lets you view and search Saskatchewan land records.

- Map Search allows anyone with an ISC Online Services account to quickly find land title and survey plan information about virtually any parcel of land in Saskatchewan (and it's FREE).

- Common uses of Map Search are:

    - Confirm ownership of land parcels.

    - Obtain current legal land descriptions.

    - Quick links to view current and pre-converted title information, and to view parcel dimensions.

    - Easily identify how many parcels exist in a quarter section.

    - Identify tied parcels.

    - Print Map and Search Results.

Mapsearch - Tools
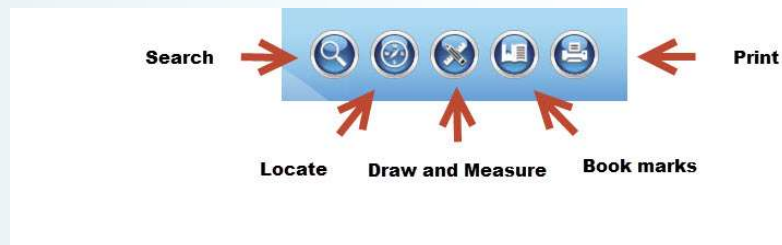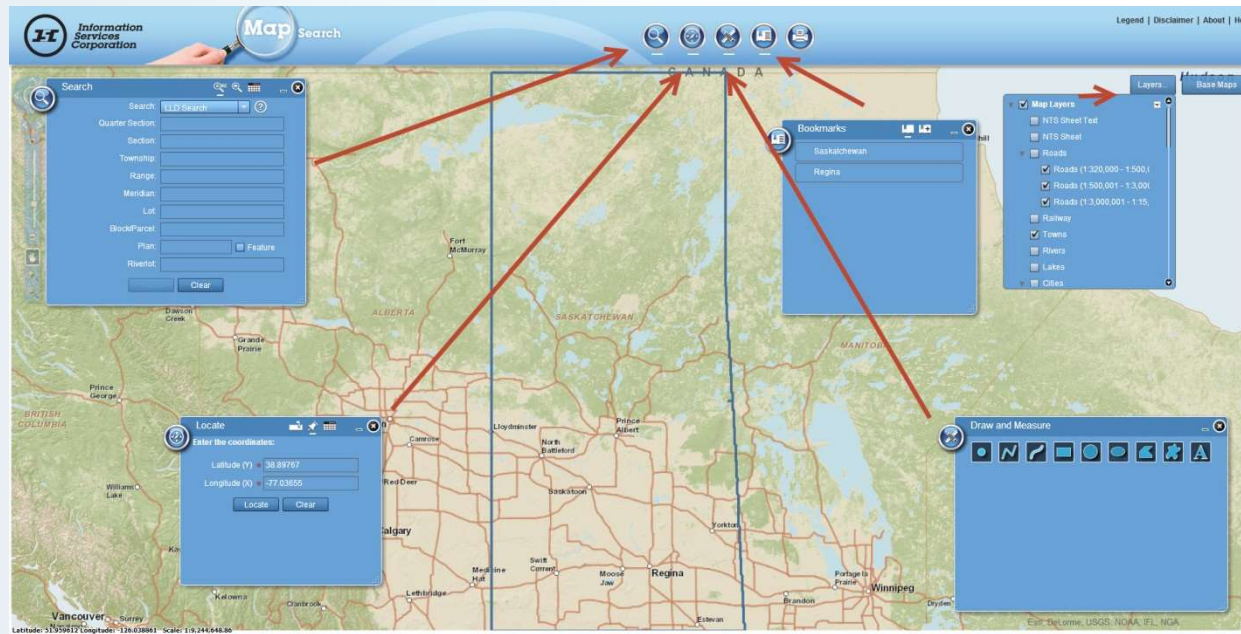
Using Map Search

Widget Bar

Search tool allows you to search land information by text or graphically
Find Options is now a drop down menu

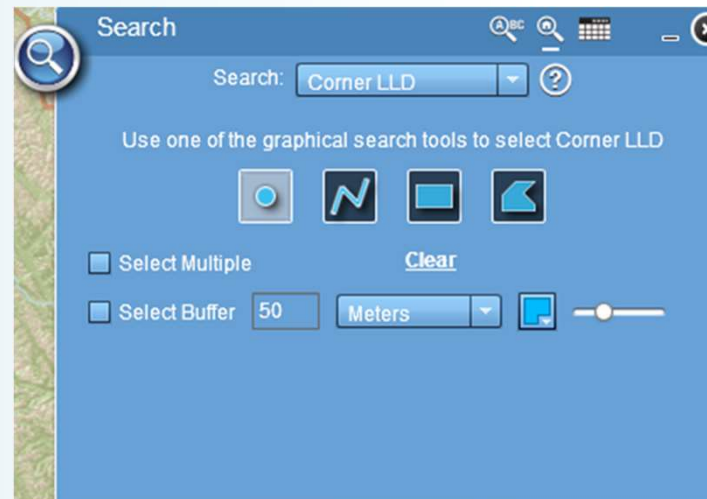**Text** search presents additional information you need to populate to make an accurate search

Using Map Search

Widget Bar

Graphic search is done by selecting options by point (single identifier), line, rectangle, polygon, multiple (multiple identifier) and buffer

Clear button "erases" – to do a make a new selection or search, must clear existing selection first before proceeding

Using Map Search

Widget Bar

Locate tool allows you to locate an address by coordinates (longitude and latitude) or by civic address

Locate — Enter the coordinates:
Latitude (Y) * 50.447234
Longitude (X) * -104.618013
Locate   Clear

Locate — Enter the address:
Address: 10 Research Drive
City: Regina
Province: Saskatchewan
Country: Canada
Locate   Clear

Results are listed in the Locate frame or they are "located" on the map
Can zoom in to specific area of map

Using Map Search

Widget Bar

- **Draw and Measure** tool allows you measure an area on the map or find an area by using shapes

- Have the ability to draw objects on your map to highlight certain areas or can write on map using the "A" tool
- The parameters differ for each tool; adjust parameters to suit your needs

Using Map Search

Widget Bar

- **Bookmark** tool allows you to place a bookmark for future "quick" access to information you need frequently
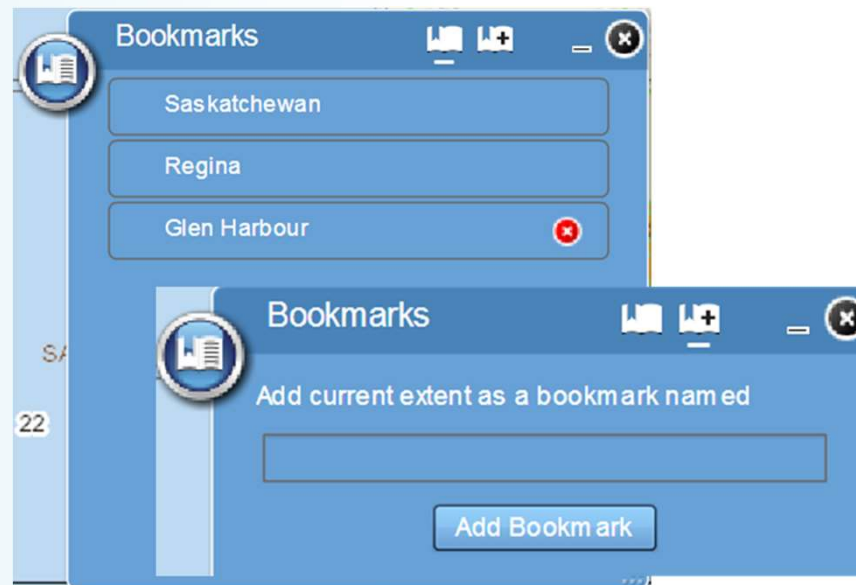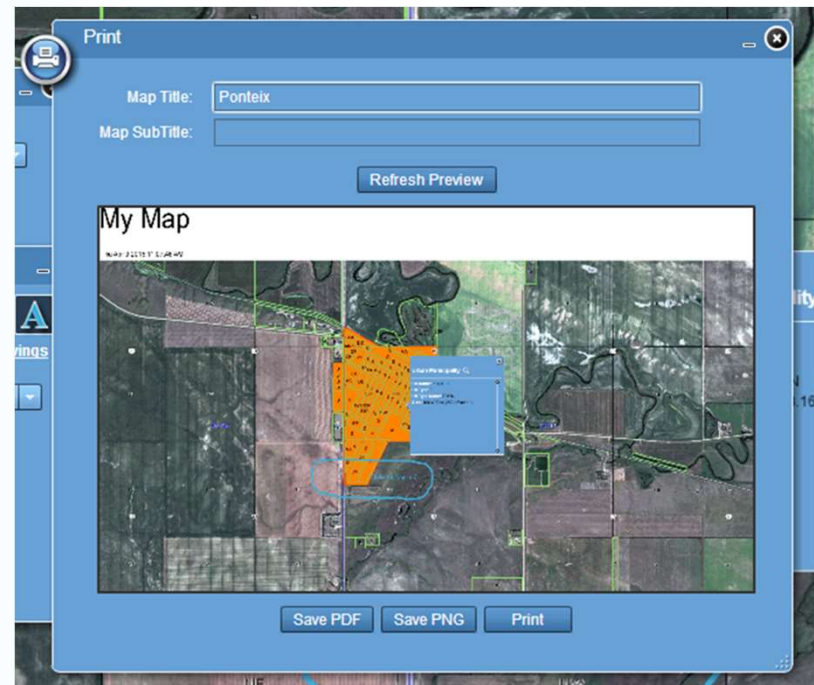

- 1. view existing bookmarks
- 2. click the 'add bookmark' icon to add to your list of bookmarks

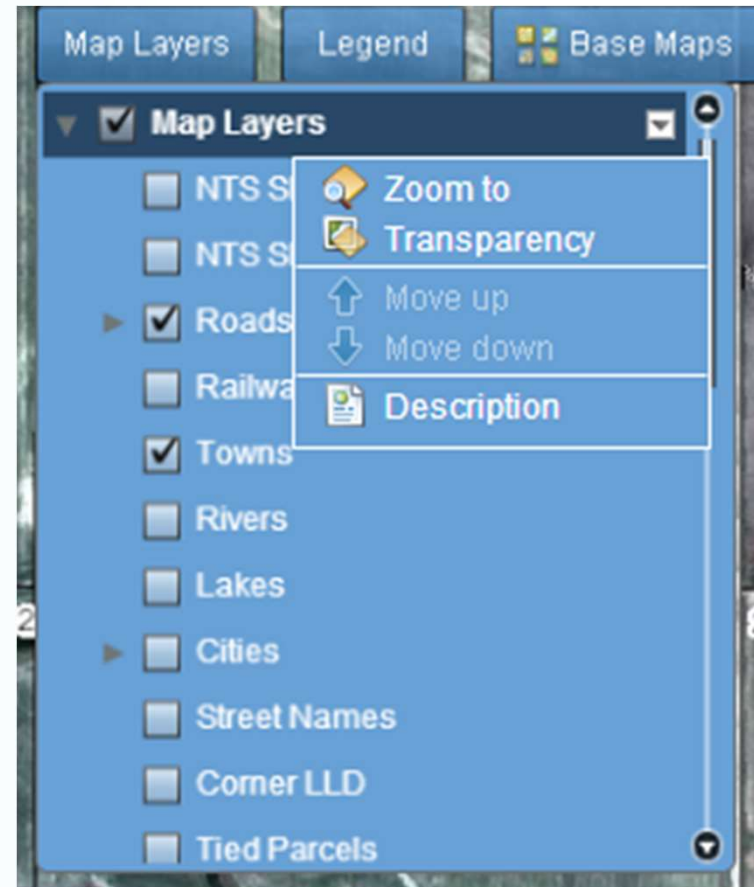# Using Map Search

Widget Bar

- **Print** button allows you to print the view you see in map search

- Print option will capture any markings or notes you make, on the map

- Can name your map and provide a sub-title
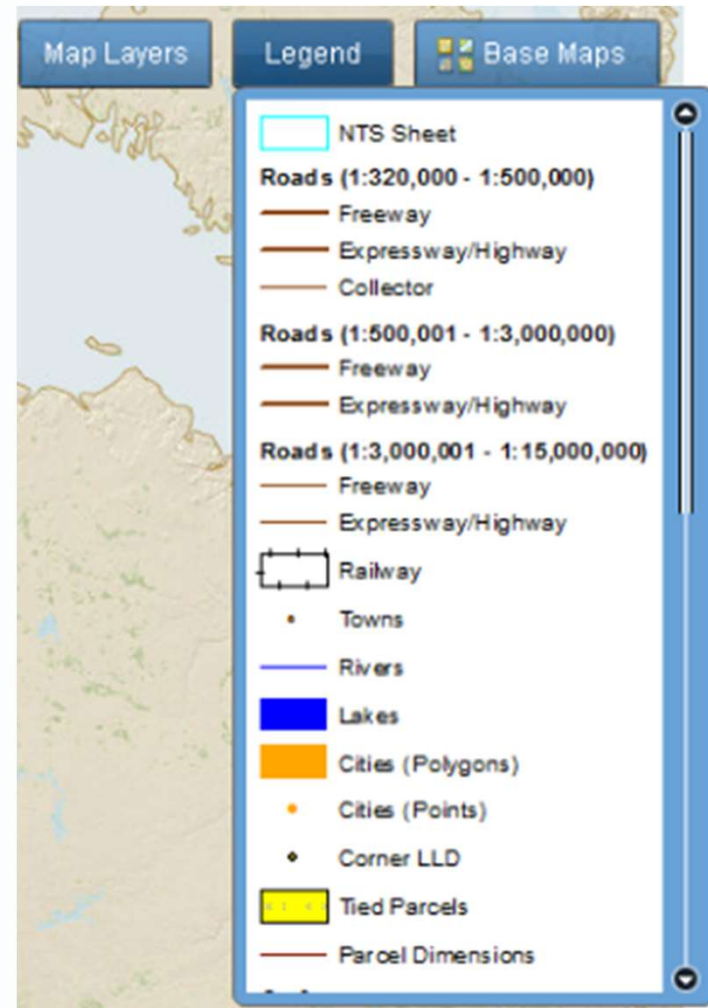
Using Map Search

Layers

- **Layers** on the map are "live" and refresh automatically as they are selected

- Layers will only appear on map when they reach the right scale level

- In map layer drop down menu, you can Zoom to, adjust the placement of a service in the layers box and find out more (Description)
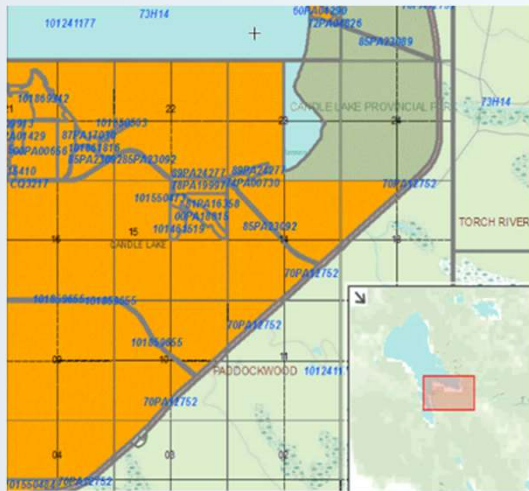
Using Map Search

Legend

- The Map Frame shows you the visible layers on the map

- The Layer **Legend** table provides a comprehensive listing of all layers used in Map Search, including samples and the maximum and minimum scales each layer can be viewed

- The drop down legend allows users to easily reference the layer(s) that are currently active

Using Map Search

Base Maps

- Base Maps are provided by ESRI and copyright applies
- Streets view is the default, however can switch to any view by clicking the base map
- The map transparency bar at bottom allows you to blend base maps together

Overview Map

- A popup window appears when arrow in the far bottom right hand corner is clicked

- Will display your location in contrast to the large scale map, in order to determine where and what part of the map you are viewing

ISC

Mapsearch - Tools

Bulk Information Services

ISC offers various types of large volume information options including:

Standard Offerings

        Standard Title Records – csv format.

        Standard Interest Records – csv format.

        Bulk Title Prints – pdf format.

        Bulk Parcel Picture – pdf format.

Customized Services

        Customer-defined data extracts – Any subset of title, interest records or search results e.g.:

        By client number or name or location.

            By client number or name with a further custom breakdown (e.g. all registered titles and/or interests held by a company lying between Township 10 and 16 - Range 2 – West of the 3rd Meridian).

Note: There are restrictions to the data we can provide.

Summary

Goals Reviewed:

- Introduce ISC and the Land Registry.

- Demonstrate efficient ways to search titles and interests.

- Answer questions you may have.

How Can We Help You?

The main point of contact for all ISC questions and inquiries:

Customer Support (Call Centre)

- Email: ask@isc.ca

- Toll Free: 1-866-ASK-ISC1 (1-866-275-4721)

- www.isc.ca

Additional Support:

Customer Relationship Manager

Kevin Kleckner
1301 1st Avenue
Regina, Saskatchewan
S4R 8H2
kevin.Kleckner@isc.ca
306-787-4646

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