



Ministry of Government and  
Consumer Services

ServiceOntario

Regulatory Services Branch

**Bulletin No. 2016- 05**

**Land Titles Act**

**Land Registration  
Reform Act**

**DATE: DECEMBER 22,  
2016**

**Teraview Release 9.0**

## Introduction

Effective January 16, 2017, version 9.0 of Teraview will be available for downloading. The current version, Teraview 8.0, will remain active until the end of day March 12, 2017.

Version 9.0 of Teraview contains the following changes, as described in this Bulletin:

1. Registration Numbers Transformation Rules
2. Power of Attorneys and Revocation of Power of Attorneys
3. Importing Schedules in TIFF Format
4. Increase PDF image limit
5. Teranet Connect Fee added to Docket Summary
6. Ability to select messages to transfer into Next Generation Teraview
7. Fixes for Registrations Folders with Multiple Cautionary Instruments on Title

## 1. Registration Numbers Transformation Rules

When the paper records were automated to electronic records, prefixes and, on occasion, suffixes were added to some registration numbers on historical instruments. This was done to prevent duplication of registration numbers within an office. Due to the complexity of different registration number series that had been issued in the past, the system is programmed to perform certain rules when a registration number is entered into the system. This assists in providing the correct instrument being searched or being used as a source instrument when creating a new instrument.

One of these rules may affect the prefix and/or suffix of an instrument and the registration number may be transformed from what was entered to facilitate the system locating the correct instrument. For example, when a registration number is entered and has up to 2 alpha characters (letters) after the numbers, e.g., 1234A, 1234567MT, the system will transform the instrument number and move the alpha characters in front of the numbers e.g., A1234, MT1234567 and perform the search or populate the new instrument using the transformed number.

Previously, the system continued to display the number as it was entered and there was no message given that the number entered was transformed.

With this release of Teraview 9.0, the system will provide the following if a registration number is transformed when searching or creating a new instrument:

**1.1.** The messages below will be displayed when performing the following searches: Property Search by Instrument, Search Power of Attorney by Instrument, Search Highways Register or an Instrument Request, and the system transforms the registration number:

- If an instrument is found with the transformed registration number, the system will display the message **“Results returned for 'LT12345’”** and the message will include the transformed registration number.
- If an instrument is not found, the system will display the message **“Instrument number '12345LT' was not found”** and the message will include the registration number as it was entered.

**1.2.** The messages below will be displayed when a registration number is entered as a Source Instrument or during Maintain Source Instrument, Import Project File, Maintain Project File, Maintain Statements, and the system transforms the number:

- If an instrument is found with the transformed registration number, the message **“Details of 'LT12345' have been added to the instrument”** will be displayed and the system will populate the instrument with the information from the transformed instrument, e.g., LT12345. The transformed registration number will be displayed on the Registration Reports and on the Receipted or Registered Instrument.
- If an instrument is not found, the system will display the message **“Instrument number '12345LT' was not found”** and the message will include the registration number as it was entered.

## **2. Power of Attorneys and Revocation of Power of Attorneys**

Searching Power of Attorneys and Revocations of Power of Attorneys in Teraview has been improved.

When a Revocation of Power of Attorney is registered, the registration number of the Power of Attorney it is revoking is added as an instrument remark. Previously Teraview did not display the instrument remark on the search results screen for the Revocation of Power of Attorney instruments. With this release of Teraview, instrument remarks, if any, will now be displayed beside the corresponding instruments on the Power of Attorney search results screen.

In the rare situation where the Director of Titles finds a Power of Attorney fraudulent and issues an order, the order will be recorded in the system as a Revocation of Power of Attorney and an instrument remark “**DOT Order re P of A (registration number)**” will be added. Additionally, the instrument remark “**Fraudulent re: DOT Order (registration number)**” will be added to the Power of Attorney entry.

### **3. Importing Schedules in TIFF Format**

Currently, Teraview allows schedules to be imported into electronic instruments in a PDF, TXT or TIFF format. With this release of Teraview, the ability to import new TIFF images as a schedule has been removed. Teraview will continue to support PDF and TXT formats. This change applies to schedules imported after Teraview 9.0 has been downloaded. All existing TIFF Images will not be impacted. Therefore registrants will continue to have the ability to perform the below with existing TIFF schedules:

- View, Print, E-mail and courier
- View existing TIFF schedules within an Instrument
- Register and Resubmit Instrument with existing TIFF schedules attached (but please be aware that if an instrument has been returned for correction and the image is removed, a new TIFF image cannot be attached unless the following bullet applies)
- Use the ‘Import from Existing’ feature to import existing TIFF images from a registered or receipted instrument

NOTE: “Existing” means TIFF images imported into any “instrument in progress”, “receipted” or “registered” electronic instrument before Teraview 9.0 has been downloaded.

### **4. Increase PDF image limit**

The PDF image limit has been increased to allow registrants to import larger files. Previously, the PDF image limit was 2 MB. With this release of Teraview 9.0 the PDF image limit is increased to 23.5 MB. This change applies to PDFs being imported after Teraview 9.0 has been downloaded.

### **5. Teranet Connect Fee added to Deposit Account Summary**

The “Deposit Account Charges for Docket (name)” report summarizes the charges applied to a specific docket for itemized entries, such as search activity, etc., in a chart with column headings and the associated fees identified below. The column headings were: Statutory Fee, ELRSA Fee, GST/HST, PST and Total. With this release of Teraview 9.0, a new column will be included in this report titled “Other

Fees” and will include any Teranet Connect Fees. The “Other Fees” column appears after ELRSA Fee and before GST/HST as shown in the image below.

<b>Teraview® Account: (PTREM002 - PTREM002 - TSB Finance Test Acct01)</b>						
<b>Deposit Account Charges</b>						
<b>For Docket (testtv9 - Test Teraview9)</b>						
Report from Sep 16 2016 12:00AM to Sep 16 2016 11:59PM						
<b>Session Begun: Sep 16 2016 3:24PM</b>			<b>User Name: FSmith02</b>			
Description of Charges	Statutory Fee	ELRSA Fee	Other Fees	GST/HST	PST	Total
Teranet Connect Search Service	\$0.00	\$0.00	\$0.25	\$0.03	\$0.00	\$0.28
Writs details view, other County	\$6.30	\$0.00	\$0.00	\$0.00	\$0.00	\$6.30
<b>Session Total</b>	<b>\$6.30</b>	<b>\$0.00</b>	<b>\$0.25</b>	<b>\$0.03</b>	<b>\$0.00</b>	<b>\$6.58</b>
<b>Session Begun: Sep 16 2016 3:25PM</b>			<b>User Name: FSmith02</b>			
Description of Charges	Statutory Fee	ELRSA Fee	Other Fees	GST/HST	PST	Total
Image - Download Instrument	\$0.00	\$3.00	\$0.00	\$0.39	\$0.00	\$3.39
Teranet Connect Search Service	\$0.00	\$0.00	\$0.25	\$0.03	\$0.00	\$0.28
<b>Session Total</b>	<b>\$0.00</b>	<b>\$3.00</b>	<b>\$0.25</b>	<b>\$0.42</b>	<b>\$0.00</b>	<b>\$3.67</b>
<b>Totals of All Sessions Combined</b>						
Description of Charges	Statutory Fee	ELRSA Fee	Other Fees	GST/HST	PST	Total
Teranet Connect Search Service	\$0.00	\$0.00	\$0.50	\$0.06	\$0.00	\$0.56
Writs details view, other County	\$6.30	\$0.00	\$0.00	\$0.00	\$0.00	\$6.30
Image - Download Instrument	\$0.00	\$3.00	\$0.00	\$0.39	\$0.00	\$3.39
<b>Total</b>	<b>\$6.30</b>	<b>\$3.00</b>	<b>\$0.50</b>	<b>\$0.45</b>	<b>\$0.00</b>	<b>\$10.25</b>

## 6. Teraview Messaging

Subsequent to the downloading of Teraview 9.0, any new messages received will automatically be moved to Teraview Web (formerly referred to as Next Generation Teraview or NGTV) when it is released, which is expected in 2018. Messages that originated in Teraview 8.0 or earlier that need to be retained in Teraview Web must be manually identified. Please refer to Teraview Newsletter 16-33 dated December 6, 2016 and posted on Teranet’s website at [www.teranetexpress.ca](http://www.teranetexpress.ca), select “Teraview Users”, “Newsletters” for more information about this new feature.

## 7. Fixes for Registration Folders with Multiple Cautionary Instruments on Title

Currently, if there are multiple cautionary instruments registered on different PINs contained within a registration folder, the system does not recognize that each cautionary instrument needs to be withdrawn/discharged separately and currently allows the registration folder to go through with only one instrument addressed. This

resulted in corrections being required when staff reviewed the instruments for certification. With this release of Teraview 9.0, one withdrawal type instrument will no longer unblock multiple cautionary instruments registered on PINs affected by the instruments in the registration folder. An error message will be displayed at the time of indicating PIN xxxxx-xxxx has a No Dealings Indicator. None of the instruments in the registration folder will be receipted with a registration number until all of the cautionary instruments are addressed.

The next version of the Electronic Registration Procedural Guide will include the changes described in this Bulletin.

To access this guide go to [www.teranetexpress.ca](http://www.teranetexpress.ca), select “Teraview Users”, “Already a Teraview Customer”, “Resources”, “Additional Manuals” and select the appropriate guide.

On November 14, 2016, the Ministry of Finance announced changes to the Land Transfer Tax Act, to take effect as of January 1, 2017. These changes were implemented in Teraview 8.0 and continue in Teraview 9.0. For more information regarding the changes, please refer to the Teraview Newsletter or contact the Ministry of Finance directly at 1-866-ONT-TAXs (1-866-668-8297). Teraview Newsletters can be found at [www.teranetexpress.ca](http://www.teranetexpress.ca), select “Teraview Users”, “Newsletters”.

***(original signed by)***

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Director of Titles