



Parking Designation Amendments



Disclaimer

The materials in this manual are for demonstration purposes only. The forms and processes are subject to change at any time without notice. Use of outdated forms or processes may result in transactions being rejected or delayed.

Always go to the Information Services Corporation (ISC) website to download the most recent versions of the forms.

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Revision History

Version #	Revision Date	Summary of Changes	Pages Changed
1.0	June 13, 2014	Original release	
1.1	August 2014	New policy for parking designation when parking was originally shown only on plan and now is being redesignated	1, 2 & 3



Formatting Note

In this manual, underlining is used to emphasize important points.

Bold type is used to identify key terms the first time they appear in the manual. It is also used for:

- The names of documents. The titles of standardized documents, such as forms, are capitalized as well as bolded.
- Computer applications.
- Specific screens, screen sections, buttons, menus, menu options and fields in those applications.

Italics are used for the titles of acts and regulations.

Green text is used for cross-references. If you are using an electronic version of this document, you can click on this text to go directly to the page number or section indicated.



Table of Contents

Overview.....	1
Target Audience	2
Course Objectives.....	2
Amendments to Parking Designation Interests.....	3
How to Create a Summary Report	15
Submit Packet.....	17
Resources	18



Overview

The Controller of Surveys is no longer involved in the designation and redesignation of parking spaces. While parking spaces will continue to be shown on the plan of survey, the plan of survey will not show which residential unit is designated the exclusive use of each parking space. Instead, parking spaces will be designated by registering a parking designation interest, on the applicable title.

The changes to *The Condominium Property Act, 1993* went into effect on June 16, 2014. The changes now require the customer to designate parking at the time of raising titles to a condominium plan. This means designating the parking spaces by registering a **Condominium Property Act – Parking Designation** interest on each of the residential titles.

For those condominium plans registered on or after June 16, 2014, parking spaces will be redesignated by amending the parking designation interest to add the title acquiring the parking space. ISC will remove the parking designation interest from the title giving up the parking space after the title acquiring the parking space is amended to include the interest.

When a new unit title owner is acquiring the exclusive use of a parking space, an amendment to the parking designation interest must be done. **Form D – Parking Space Redesignation** found in [The Condominium Property Regulations, 2001](#) and an **interest authorization** are required documents in the packet.

Condominium plans that have parking spaces designated on them and that exist in ISC's database, as of June 16th, 2014 will have to follow a two-step process to redesignate the parking space to another residential unit.

A parking designation interest will have to be registered on the residential unit title that currently has exclusive use of the parking space prior to redesignating the parking space to another residential unit by way of an amendment. Even though a **Condominium Property Act – Parking Designation** interest is



registered, **Form D – Parking Space Redesignation** is required as an attachment for the interest. The name of the form did not change even though, in this case, the form shows the designation of a parking space. See the **Parking Designation Interests** manual for details on how to register the interest.

Once the parking designation interest is registered and an interest register number generated then the amendment packet can be completed. The same **Form D** that was included as an attachment when the parking designation interest was registered will also have to be included as an attachment in the interest amendment packet. As well an interest authorization must be included in the interest amendment packet.

ISC will remove the parking designation interest from the title giving up the parking space after the title acquiring the parking space is amended to include the interest.

If a condominium unit title has multiple parking spaces designated to it and if some of those parking spaces are being amended to be designated to a new unit or units this is acceptable but the unit must maintain a minimum of at least one parking space.

Target Audience

External customers who submit condominium work to ISC.

Course Objectives

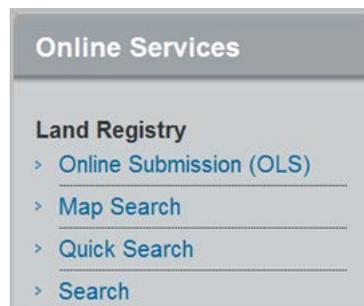
After completing this course, participants will be able to:

- How to amend a parking designation interest using OLS;
- Know the documents required to support registration of the parking designation interest;
- How to create a summary report; and
- How to submit an OLS packet.

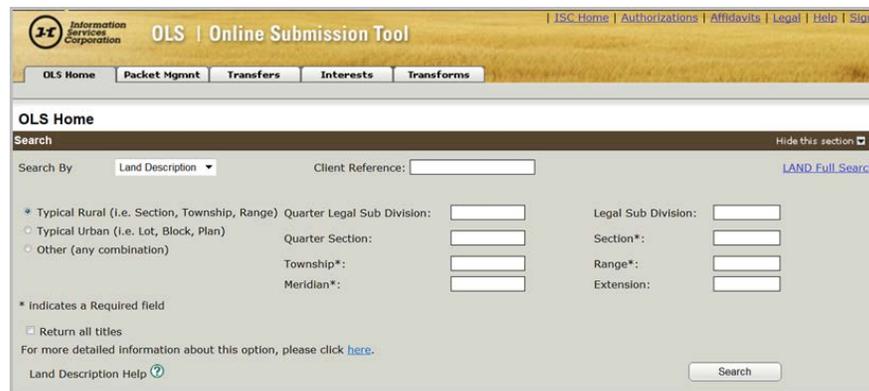
Amendments to Parking Designation Interests

When exclusive use of a parking space is changing from the original unit title it was registered on to another unit title, an amendment to the parking designation interest must be done. This will be achieved by adding the condominium unit title that will be acquiring the use of the parking space to the original parking designation interest. **Form D** must be included as an attachment. Once the amendment to the parking designation interest is registered, ISC will remove the original parking designation interest once the amendment is registered.

1. Select the **Online Submission (OLS)** link on the ISC website.



The OLS homepage will display.



The screenshot shows the "OLS | Online Submission Tool" homepage. At the top, there is a navigation bar with links for "ISC Home", "Authorizations", "Affidavits", "Legal", "Help", and "Sign". Below this is a secondary navigation bar with tabs for "OLS Home", "Packet Mgmt", "Transfers", "Interests", and "Transforms". The main content area is titled "OLS Home" and features a "Search" section. The search options include "Search By" (set to "Land Description"), "Client Reference:" (with an input field), and "LAND Full Search" (a link). There are several radio button options for search criteria: "Typical Rural (i.e. Section, Township, Range)", "Typical Urban (i.e. Lot, Block, Plan)", and "Other (any combination)". Below these are input fields for "Quarter Legal Sub Division:", "Legal Sub Division:", "Quarter Section:", "Section*:", "Township*:", "Range*:", "Meridian*:", and "Extension:". A "Search" button is located at the bottom right of the search section. A note at the bottom left states "* Indicates a Required field" and "Return all titles" with a checkbox. A link for "Land Description Help" is also present.



2. Select the **Interest** tab.

The **Interest Transaction** screen will display.

Information Services Corporation OLS | Online Submission Tool

ISC Home | Authorizations | Affidavits | Legal | Help | Sign Out

OLS Home | Packet Mgmt | Transfers | **Interests** | Transforms

Interests Help

Interest Transactions

Search Hide this section

Search By Client Reference:

[LAND Full Search](#)

Typical Rural (i.e. Section, Township, Range) Quarter Legal Sub Division: Legal Sub Division:
 Typical Urban (i.e. Lot, Block, Plan) Quarter Section: Section*:
 Other (any combination) Township*: Range*:
Meridian*: Extension:

* Indicates a Required field

Return all titles

For more detailed information about this option, please click [here](#).

Land Description Help [?](#)

3. Choose a search function from the dropdown list. In this case the search will be by the title number of the unit giving up exclusive use of the parking designation interest.

Information Services Corporation OLS | Online Submission Tool

ISC Home | Authorizations | Affidavits | Legal | Help | Sign Out

OLS Home | Packet Mgmt | Transfers | **Interests** | Transforms

Interests Help

Interest Transactions

Search Hide this section

Search By Client Reference:

[LAND Full Search](#)

Typical Rural (i.e. Section, Township, Range) Quarter Legal Sub Division: Legal Sub Division:
 Typical Urban (i.e. Lot, Block, Plan) Quarter Section: Section*:
 Other (any combination) Township*: Range*:
Meridian*: Extension:

* Indicates a Required field

Return all titles

For more detailed information about this option, please click [here](#).

Land Description Help [?](#)

4. Enter the criteria for the search function.

Information Services Corporation OLS | Online Submission Tool

ISC Home | Authorizations | Affidavits | Legal | Help | Sign Out

OLS Home | Packet Mgmt | Transfers | **Interests** | Transforms

Interests Help

Interest Transactions

Search Hide this section

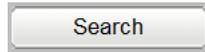
Search By Client Reference:

[LAND Full Search](#)

Title Number



5. Click the **Search** button.



The **Search Results** screen will display with the results of the search criteria.

Search Results - Title Information							
1 Record(s) Found		Use Selection in Transfer		Use Selection in Interest		Print	Close
Land Description	Owners	Title No.	Share	Last Amendment Date	Parcel	Parcel Type	Municipality
<input type="checkbox"/> Condo Plan 90M115701 Ext 0 As described on Certificate of Title 98M108887.	Closs, Brenda Closs, Francis Brent	129420468	1 / 2	06-Jun-2014 14:27:42.420	104304596	Surface Condo	VILLAGE OF ELBOW
Ties	Validated Ties	Commodity / Unit	Linked To Unit	Old Land Description	Title Lock Information		
		Unit 28	N/A				

The number of search results in the grid will be shown by the number of records shown in the **Search Results** header. In this case it is only 1.

If there are multiple results in the grid there will be a white scroll bar on the right hand side of the **Search Results** grid, in order to view all results.

6. Click the document icon in the **Title No.** column in order to locate the **interest register** number for the parking designation interest. This search is only required if you do not have the information for amending the parking designation interest.

The title detail will display.

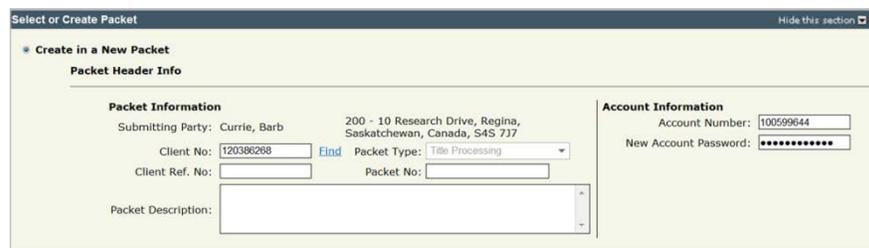
- Locate the parking designation interest and the interest register number on the title.

Interest #: 133270545	Condominium Property Act - Parking Designation	Value: N/A Reg'd: 06 Jun 2014 14:27:42 Interest Register Amendment Date: N/A Interest Assignment Date: N/A Interest Scheduled Expiry Date: N/A Expiry Date: N/A
	P 28	
	Holder: Current Holder N/A, Saskatchewan, Canada S4S 7J7 Client #: 120386279 Int. Register #: 111037700	

- Print a copy of the title.
- Close the title detail. The OLS **Interest Transactions** screen will display.
- Scroll down to the **Select or Create Packet** section and choose the **Create in New Packet** radio button.



The **Select or Create Packet** screen will display.

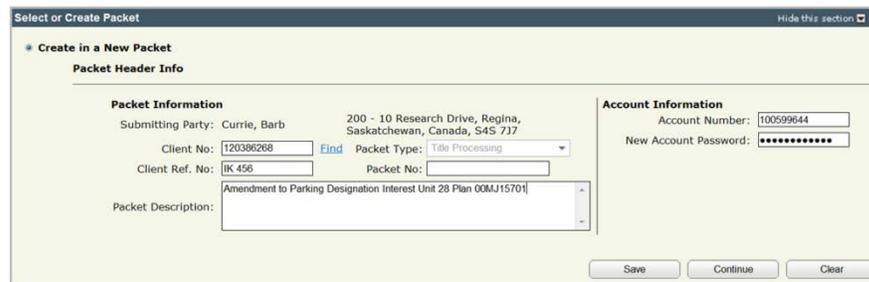


The **Select or Create Packet** section is effectively the same as a packet cover page, in the forms based method and it contains much of the same information.

A packet in OLS acts like a container for your applications. The packet or container must be built before you can add applications to it.

The information the user signed in with to the website automatically transfers to this screen. This information includes such things as the name of the person who signed in along with their client and account number.

11. Enter information into the **Client Ref. No.** field and/or the **Packet Description** field. These fields should contain information that makes this packet easily identifiable to the user.



12. Click the **Save** or **Continue** button. A packet number will be generated upon selection of either of these buttons.



13. Scroll down to the **New Interest Transaction** section. Note that the system defaults the selected radio button to **Interest Registration**.

14. Click the **Interest Amendment** radio button.



- Click the **Create** button. The screen will refresh and the **New Interest Amendment** section will display.

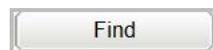


Interest amendments are done only at the interest register level.

- Enter an optional description in the **Interest Amendment Description** field. This description is used to identify transactions within a packet.
- Choose either the interest register number or interest number radio button to search the parking designation interest.



- Click the **Find** button.



The **Amend Interest Register Information** screen displays with the appropriate title. Multiple interests will display only if the residential unit has a fractional ownership where each owner has their own title.



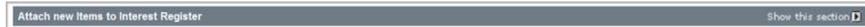
Interest No.	Interest Holder(s)	Title Details
133270545	Holder, Current	129420468

- Scroll down to the fields that can be amended. Only change these fields if you have an amendment other than the addition of the title that is acquiring the exclusive use of



the parking space. See the OLS **Interest Amendment** module for details.

20. Continue to scroll down to the **Attach new Items to Interest Register** header. The header is currently collapsed.



21. Click the **Show this section** link or arrow twisty on the right hand side of the header. The **Attach new Items to Interest Register** section will display.

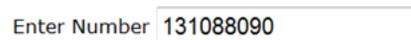


This is the section where the user will identify the new unit title that will now have exclusive use of the parking space.

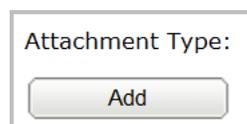
22. Choose what you want to attach the parking designation interest to from the **Attachment Type** dropdown list. The system defaults to **Title**.



23. Enter the nine digit number of the attachment type selection in the **Enter Number** field. In this sample **Title** was selected.



24. Click the **Add** button to add your selection to the grid. It is located to the left hand side of the screen.



The addition will display in the **Attach Interest** grid.



Delete?	Attachment Type	Number	Holder/Owner	Application	Indicator
<input type="checkbox"/>	Title	131088090	Wilson, Jarot		Not Applicable

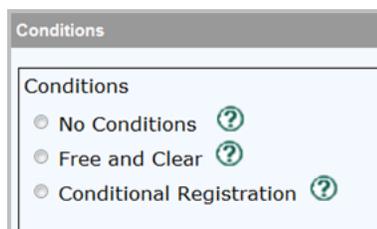
The only reason to select the checkbox to the left of previous application is if the incorrect number for the option selected has been brought forward and you need to delete the selection from the grid

If the information needs to be deleted;

- Select the checkbox preceding the title.
- Click the **Delete Selected** button. A pop up will display asking if you want to delete the selected items. Click the **OK** button
- The item will be deleted from the grid.

25. Choose one of the following conditions:

- a. No Conditions;
- b. Free and Clear; or
- c. Conditional Registration.



Conditions

Conditions

- No Conditions ?
- Free and Clear ?
- Conditional Registration ?



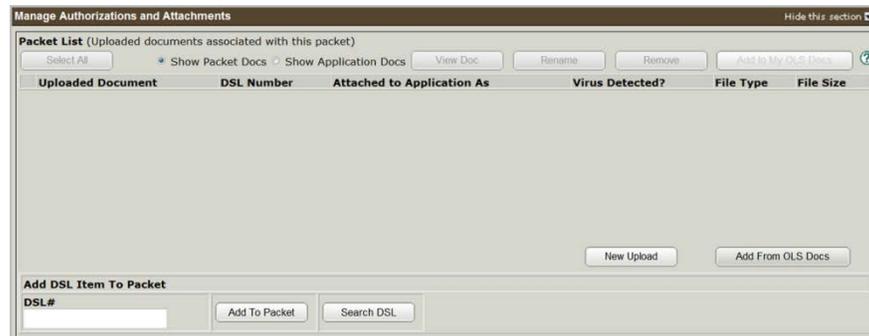
No Conditions – The registration of the transfer will be accepted subject to any interest registered against the titles or existing in the **Judgment Registry** at the time the application is processed.

Free and Clear – The registration of the transfer will be accepted only if there are no other interests on the title at the time the application is processed.

Conditional Registration Date and Time – The registration of the transfer will be accepted subject to the interests registered on the title at a particular date and time the title was searched.

Note: If the title does change from the time the title was searched, the application would be rejected to provide the user with an opportunity to search and view the title again and determine if they want to proceed with the registration.

26. Scroll down to the **Manage Authorizations and Attachments** section.



A completed **Form D** located in *The Condominium Property Regulations, 2001* is required as an attachment for this interest type. Also an **interest authorization** form must be completed and included in the packet as an authorization.

The attachment document should be saved as a separate file and uploaded separately from the authorization document. The attachment document must be marked as an **Attachment** in the **Manage Authorizations and Attachments** grid.

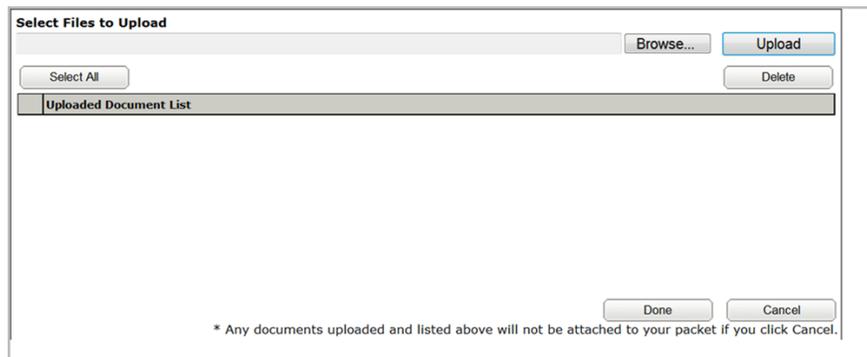
The interest authorization will be uploaded as a separate document. It must be marked as an **Authorization** in the **Manage Authorizations and Attachments** grid.



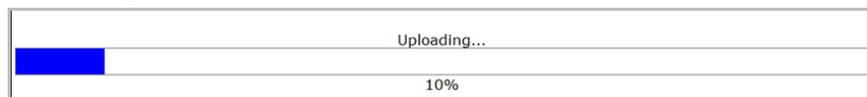
27. Save as separate TIFF or PDF files a completed **Form D** and a completed **interest authorization**. Documents must be uploaded one document at a time.
28. Click the **New Upload** button, in the **Manage Authorization and Attachments** section.



The **Select Files to Upload** screen will display.



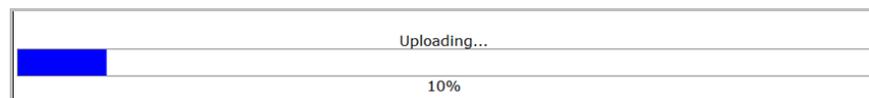
29. Click the **Browse** button. This allows you to access the file where Form D is saved.
30. Double click the correct document or single click and click the **Open** button. The **Select Files to Upload** screen will display with the path to the document.
31. Click the **Upload** button. The file will begin to upload and the user can view the blue progress bar to see the time remaining in the upload.



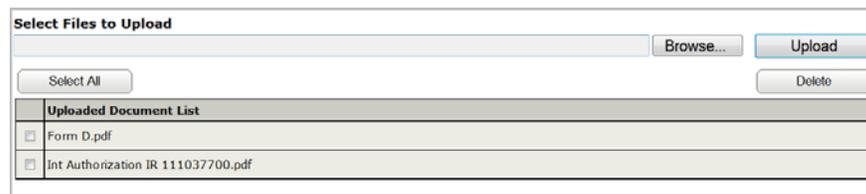
Once the file has been uploaded the file will display in the **Uploaded Document List**.



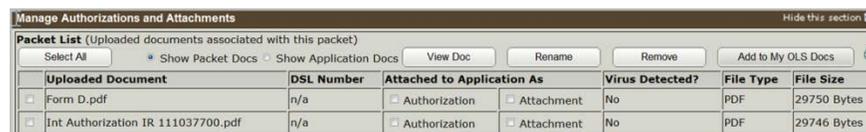
32. Click the **Browse** button again. This allows you to access the file where the **interest authorization** is saved.
33. Double click the correct document or single click and click the **Open** button. The **Select Files to Upload** screen will display with the path to the document.
34. Click the **Upload** button. The file will begin to upload and the user can view the blue progress bar to see the time remaining in the upload.



Once the file has been uploaded the file will display in the **Uploaded Document List** along with the previous file that was uploaded.



35. Click the **Done** button. This will place both your documents in the **Uploaded Document** section of the **Manage Authorizations and Attachments** section.



Uploaded Document	DSL Number	Attached to Application As		Virus Detected?	File Type	File Size
<input type="checkbox"/> Form D.pdf	n/a	<input type="checkbox"/> Authorization	<input type="checkbox"/> Attachment	No	PDF	29750 Bytes
<input type="checkbox"/> Int Authorization IR 111037700.pdf	n/a	<input type="checkbox"/> Authorization	<input type="checkbox"/> Attachment	No	PDF	29746 Bytes

Select the **Authorization** checkbox to link the authorization document to the interest amendment and select the **Attachment** checkbox to link **Form D** to the interest amendment. The business rules require an interest authorization and an attachment for an interest amendment and therefore when the system validates the application it will look for both to be linked to this transaction. If it does not locate one or the other or both, an error message will be generated to alert the user.

Manage Authorizations and Attachments Hide this section

Packet List (Uploaded documents associated with this packet)

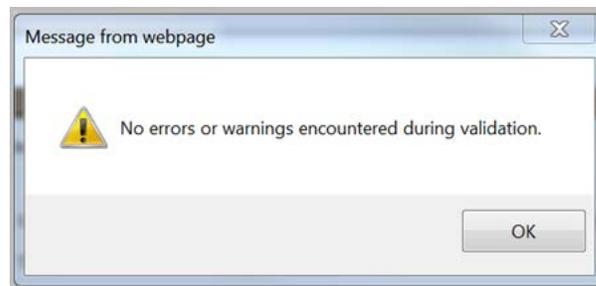
Select All Show Packet Docs Show Application Docs View Doc Rename Remove Add to My OLS Docs

Uploaded Document	DSL Number	Attached to Application As	Virus Detected?	File Type	File Size
<input type="checkbox"/> Int Authorization IR 111037700.pdf	n/a	<input checked="" type="checkbox"/> Authorization <input type="checkbox"/> Attachment	No	PDF	29746 Bytes
<input type="checkbox"/> Form D.pdf	n/a	<input type="checkbox"/> Authorization <input checked="" type="checkbox"/> Attachment	No	PDF	29750 Bytes

36. Scroll down and click the **Validate** button. This will only validate this particular application against the business rules of the transaction the user is currently in. When there are multiple applications in one packet the user should validate on an application by application basis.

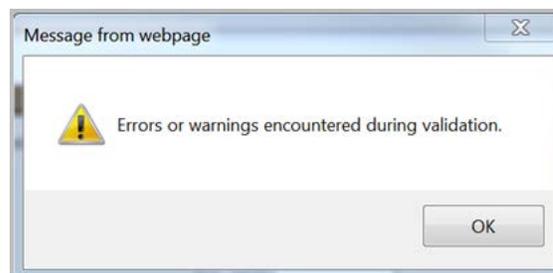


If the business rules are met and the system does not locate any errors, a popup screen will display saying no errors or warnings were encountered.



37. Click the **OK** button. The user can continue to complete the application.

If errors are found, a popup will display telling the user there are errors.



38. Click the **OK** button to see the errors in the application. Red error messages will display in the **Validation Errors** section of the application.



It is best to correct one error at a time and revalidate after correcting each error. If the user tries to fix multiple errors at the same time and still has errors even after revalidating, it can be confusing to determine which error was corrected properly and which one was not.

The goal is to receive the message that there are no error messages in the application. If the user submits a packet with validation errors it will be rejected upon submitting.

The user can still be rejected even though there may be no system errors in the application, as only the title processors can review documentation such as authorizations for completeness.

When you are amending a parking designation interest, upon validating, you will also get a yellow warning message. The warning will alert the user that the interest is being setup on more than one title. The reason for this is that the parking designation interest is currently on a unit title and with the amendment you are adding an additional title. The system will generate a scheduled expiry date on the original unit title that had use of the parking space.



How to Create a Summary Report

A **summary report** is a report that shows you the work completed within one application or multiple applications of a particular packet. It is not mandatory to create a summary report but many customers find it beneficial for reviewing the packet as well as having confirmation of what is included in the packet.



You can only request a **Summary Report** prior to submission of the packet. The report cannot be requested once the packet is submitted.

A summary report should only be requested after validation has occurred and there are no errors contained in the packet.

To create a summary report for a one application packet, do the following steps:

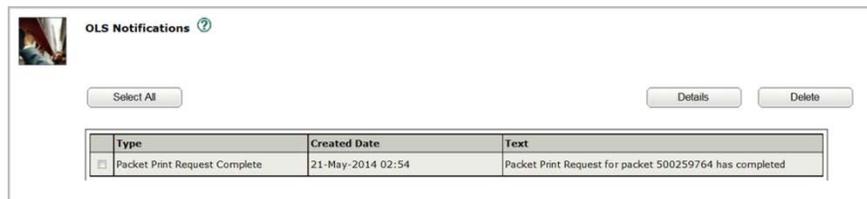
1. Click the **Create Summary Report** button at the bottom of the screen.



A blue informational message will display.



Give the system a few minutes to generate the report and the report should display in the **OLS Notifications** area on the **OLS Home** page.



A summary report, an application print request and a packet print request all refer to the same report within OLS.

Submit Packet

Once the packet has validated and there are no errors, the user can submit the packet.

1. Select the **Submit Packet** button at the bottom of the OLS application screen.



The **Submit Packet** confirmation screen will display. This page contains information from the **Packet Header**, the **Packet Confirmation Date** and the **Estimated Fees** for this packet.

Submit Packet -- Webpage Dialog

This packet will be submitted for data validation. You will be notified on the OLS Home page if there are any validation errors, otherwise the packet will be submitted to the queue for processing. Print

Packet Header Info

Packet Information		Account Information
Submitting Party: Currie, Barb	200 - 10 Research Drive, Regina, Saskatchewan, Canada, S4S 7J7	Account Number: 100599644
Client No: 120386268	Packet Type: Title Processing	
Client Ref. No: IE - 200	Packet No: 500259764	
Packet Description: Registration of Parking Designation Interest on Plan 97MJ00721 - Unit 1	Expiry Date: 21-Nov-2014	
Status: Draft		

Packet Confirmation Date:
This information is being provided for information purposes only. The date may not reflect the actual date of submission, because submission does not occur until you have continued submission of this packet by clicking on the "OK" button.
Confirmation Date: Thursday, May 22, 2014 9:04:46 AM

Estimated Fees:
(Note - Final cost will be determined at registration, this is an estimate only.)
Total estimated fees for the packet are: \$50.73

At the bottom of the **Submit Packet** screen the user can continue with the submission of the packet or cancel the cancel the submission.

Continue submission of this packet? OK Cancel

2. Click the **Cancel** button, only if you want to cancel the submission of the packet. This will not cancel your packet only the submission of it. The packet will continue to be in draft status until it is submitted.



3. Click the **OK** button to continue with the submission of the packet and once you have verified the accuracy of the information within the packet. Be sure you want to submit the packet before you select the **OK** button.

Resources

If you require more details on certain areas of OLS, the ISC website has OLS elearning tutorials as well as OLS training modules used for external training.

Use the following links to locate these resources

<https://www.isc.ca/SignedInHome/Help/Training/eLearning/eLearning/Pages/default.aspx>

<https://www.isc.ca/SignedInHome/Help/Land/OLS/Pages/default.aspx>