



The Register

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LAND UPDATE

Required E-Filing

Since July 2011, the Land Title and Survey Authority has been implementing a phased program requiring that certain land title applications be filed electronically.

Phase 1- January 16, 2012

Under **Phase 1**, all **Form A** Transfers (*Fee Simple*), **Form B** Mortgages and **Form C** Charges and Releases must be filed electronically. Posting plans have been electronically filed since July 1, 2011.

Phase 2 – May 7, 2012

Under **Phase 2**, which came into effect on May 7, 2012, the following documents and plans must be e-filed:

- Claim of Builders Lien
- Form A - Transfer (*Life Estate, Determinable Fee Simple and Fee Simple on Condition*)
- Form 17 *Fee Simple* (including any supporting documents)
- Form 17 *Charge/Notation or Filing* (including any supporting documents)
- Form 17 *Cancellation* (including any supporting documents)
- Strata Plan (*not requiring local government or provincial approving officer's approval*)
- *Strata Property Act* forms and applications

- Reference, Explanatory or Statutory Right of Way Plan filed with a Form C
- Statutory Right of Way Plan not accompanying a Form C
- Reference Plan (*pursuant to s.100 Land Title Act*)
- Public Official Plan



Phase 3 – November 1, 2012

It was announced on June 8, 2012 that Phase 3 will become effective November 1, 2012. With this third and final phase, Required E-Filing will be extended to all remaining *Land Title Act* and *Strata Property Act* plans, including those requiring local government or provincial approving officer approval.

Exceptions

Exemptions established for Phases 1 and 2 will be continued for Phase 3, such as those for the General Public (Registered Owners) and Builders Lien claimants filing *in person* at a Land Title Office, or *by mail*. There are also **temporary** exemptions in place for government applicants and certain regulated industries provided they meet certain criteria.

Note: Any land title form that has been executed **prior** to the effective dates of Required E-Filing may still be filed in hardcopy at a Land Title Office.

For further information concerning exemptions, refer to the *Director's Requirements* DR 06-11 Version 1.4 available on the LTSA website at www.ltsa.ca/docs/DR-06-11.

Hardcopy Release of Mortgage and Assignment of Rents

Applicants are still able to electronically file a **hardcopy** Form C—Release of Mortgage and Assignment of Rents by attaching a scan of the hardcopy to an **electronic** Form 17 Cancellation. However, this practice will cease to be available in the future. More information will be provided at the time of discontinuing the hardcopy Form C.

Older EFS Forms to be Retired June 30, 2012

Since the Land Title and Survey Authority (LTSA) launched the Electronic Filing System (EFS) in 2004, several versions of electronic forms have been released. Users would receive a warning that the older versions were being phased out, but the LTSA continued to support and accept these older versions.

Now, in order to support new customer services and to gain internal efficiencies, the LTSA has advised that older versions of the electronic **Forms A, B, C (Charge and Release)** and other forms will be retired/cancelled effective June 30, 2012. Only *published* versions of the electronic forms will now be acceptable. If retired versions of the forms are submitted after June 30, 2012, they will be subject to a Notice Declining to Register. **Note:** *Older versions of the electronic forms will still be accepted if the true copy was executed before June 30, 2012.*

Current versions of the EFS forms can be downloaded from the LTSA's website at www.ltsa.ca/cms/electronic-form-templates or from the Download Form Templates screen under *Administration* in the blue bar at the top of Land Title & Survey page in BC Online.

Cross Sections on Strata Plans

Building strata plans with a Form 9 Statement by Surveyor indicating that the field survey was completed **on or after May 1, 2012**, must now include cross sections.

Historically, land surveyors have not always included cross sections nor have they been required. However, due to the complexity of building strata plans being filed and subsequent *Strata Property Act* applications being filed affecting the strata lots and/or the common property, cross sections will now be required in order to clearly identify the boundaries between individual strata lots and common property, including the clarification of their vertical limits.

Land surveyors who feel a cross section is not warranted may seek pre-approval from the Land Registrar. If satisfied, the Registrar will provide written authorization that a cross section is not required which the Land Surveyor must include with the submission of the strata plan.

For a copy of Practice Note 01-12, please contact us at 604-659-8610, 1-800-553-1936 or info@wcts.com.

VICTORIA UPDATE

Alberta Vital Statistics

Due to recent changes at Alberta Vital Statistics, applicants for Alberta birth/marriage/name change/death certificates and documents must now attend *in person* to an Alberta Registry Agent and present valid photo ID before the work will be processed. Applicants who cannot attend in person can appoint a designated agent, *who has known them for at least one year*, who can attend in person on their behalf. Further information can be found at www.servicealberta.gov.ab.ca.

COURT UPDATE

Registration of Divorce Proceeding

The Central Registry of Divorce Proceedings (CRDP) is implementing changes to streamline the process for detecting duplicate divorce proceedings. Part I of the Registration of Divorce Proceeding form will be modified to reflect these changes over the course of the next year. New forms will be provided in paper and electronic form at that time. For Part II, a new format for the Clearance certificate and duplicate letter will be created to incorporate a detachable portion to allow registries to submit the final disposition of the divorce proceedings (currently Item 9 of the form).

In the interim, changes are now being implemented with the current CRDP form. Effective April 30, 2012, it is no longer necessary to complete Parts I and II of the Registration of Divorce Proceeding form in its entirety for submission to the CRDP prior to getting a Clearance Certificate, and after the divorce is finalized or otherwise disposed of.

The following sections no longer have to be completed:

- **Part I** Item 7
Had parties previously been married
- **Part I** Item 8
Reason for marriage breakdown
- **Part II** Items 10-14
Corollary relief obtained, province or territory at time of divorce, legal representation for applicant/joint applicant, number of children of the marriage and custody order

Part I of the CRDP form must set out the complete surname(s) and full given name(s) of both parties as they should appear on the Clearance certificate. Item 9 on Part II of the form must still be completed.

WEST COAST UPDATE

Staff Anniversaries

West Coast is very pleased to announce that 3 staff members have recently celebrated significant anniversary milestones.



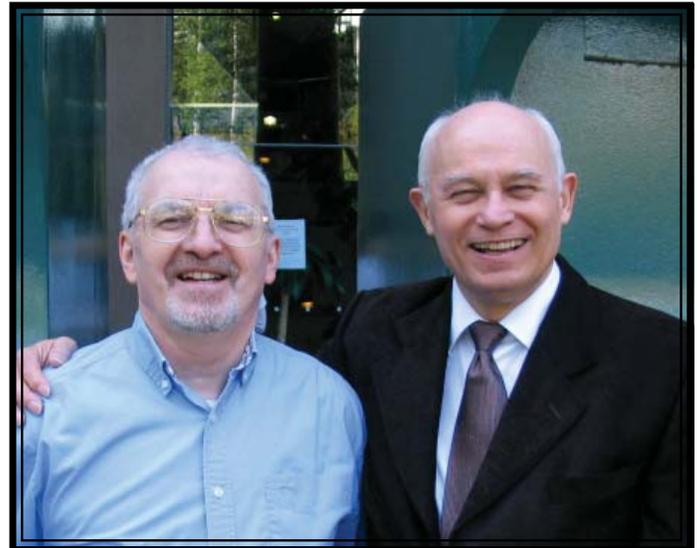
Ruth Balfour and Wayne Crookes

Ruth is celebrating 30 years with West Coast as our Accounting Manager



Malonie Kho and Wayne Crookes

Malonie is celebrating 20 years with West Coast as a Vancouver Messenger



Lloyd Drover and Wayne Crookes

Lloyd is celebrating 20 years with West Coast as a Vancouver Messenger



On behalf of Wayne Crookes, Owner/President and all the staff, we would like to congratulate Ruth, Malonie and Lloyd for their many years of dedicated service and say:

“Thank You For a Job Well Done!”

Asked & Answered ~ A Land Question ~

Question:

When do you use semicolons when completing forms for filing under the electronic filing system (EFS) in Land?

Answer:

When completing the Transferee section on electronic forms, individuals' names and occupations must be entered with the *given name(s)*, *family name* and *occupation* separated by **semicolons**. This applies only to the **Transferee** section on the Form A, Form B, Form C (Charge), Form 17-Fee Simple, and Form 17-Charge/Notation/Filing. When the digital signature is affixed or when the document is printed, the semicolons will be replaced by commas.

If there is insufficient space in the Transferee section, enter the information on a Form E Schedule but **do not** use semicolons, as the semicolons will remain and not be replaced with commas.

"You asked. . . We answered"

Upcoming 2012 Statutory Holidays

The **Court Registries, Land Title Offices** and other **Government Registries** will be closed on the following dates:

July 2	<i>Monday</i>
<i>For Canada Day</i>	
August 6	<i>Monday</i>
<i>BC Day</i>	
September 3	<i>Monday</i>
<i>Labour Day</i>	
October 8	<i>Monday</i>
<i>Thansgiving Day</i>	

Help Us Go Green

If you would like to receive our newsletters and updates **via e-mail**, please contact Cyndy Patterson in our Client Services department at 604-659-8610, or toll free at 1-800-553-1936, or via e-mail at info@wcts.com and ask to be added to our e-mail list.

Our Newsletters and Updates are also posted on our website at www.wcts.com.

Calendar Notepads and Monitor Labels

Our self-sticking monitor labels for **July-December 2012** that can be affixed to your computer monitor are now available.

The 2012-2013 Calendar Notepads were distributed earlier this year.

If you would like to receive monitor labels or copies of our *2012-2013* calendar notepads issued earlier this year, please contact Client Services at 604-659-8610 or 1-800-553-1936 or via email at info@wcts.com

Process Serving

West Coast has been process serving since 1969 and is one of British Columbia's leading process serving firms. We can also handle all your process serving needs throughout Canada, the United States and internationally.

Our Process Serving team is available for any questions or quotes, and can be reached at 604-659-8700 or toll free at 1-800-806-2788 or via e-mail at info@wcts.com.



The Register is the newsletter of **West Coast Title Search Ltd.** It is available free of charge and we encourage you to use the information to assist you with your work.

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