

Property Mapping & Municipal Development

Presentation: Municipal Development Officers Conference

Date: May 11th, 2016

Structure of Work Units

Three main work units within the Land Registration Offices:

- **Registry** – index and register all documents and plans
- **Mapping** – update ownership, boundary and location information based on effect of document
- **GIS** – follow instruction from mapping staff as to how the property is to be displayed in the graphics and perform the update accordingly

Registration Systems

Registry of Deeds (ROD)

Names based system

Land Registration (LR) System

Parcel based system

Guaranteed Title

Key Partners - Stakeholders

- Nova Scotia Barristers Society (NSBS)
- Property Valuation Services Corporation (PVSC)
- Municipalities
 - Planning & Development
 - Taxation
- Nova Scotia Land Surveyors Association (NSLSA)
- Various provincial and federal government departments

Property Mapper's Role In the Assessment Process

- Maintain Land Ownership, Land Size & Land Location information in support of the Provincial Land Program & and the PVSC property valuation process
- Establish and Maintain PID/AAN match
- Create/Modify/Delete all Real Property Assessment Accounts
- Respond to inquiries and appeals relative to the above items

The Assessment Act & Key dates

Section 52 of the Assessment Act requires:

- annual filing of the assessment roll
- the assessed value, classification, ownership, size and location to reflect the state of the property as it existed on the December 1st immediately preceding the filing of the roll on December 31st.
- delivery of the roll by PVSC to the municipalities in support of tax billing for the upcoming tax year

The Assessment Act & Key dates

Any document/plan received up to and including December 1st:

- must be processed and registered prior to end of day on the 1st
- by doing so reduces the number of appeals and inquiries received by and mapping staff and municipal taxation staff, and,
- can significantly impact the amount of tax dollars collected by the municipality in the new tax year

Subdivision/Consolidation Pre-Approval Checklist

Mapping staff perform the following review within 5 business days from receipt of a pre-approved plan:

Registration System

Land Registration or Registry of Deeds

PID Assignment

Note the PIDs and new lot identifiers resulting from the subdivision (including retired PIDs and those retained on newly created lots and remainder parcels).

Multiple Owners (Consolidation)

Determine whether common ownership exists and advise the municipal unit that deeds must accompany the plan before final endorsement.

Comments

Note any anomalies you feel the municipal unit should be aware (to prevent complications or delays in the processing/registering of the subdivision).

Creating PIDs upon Subdivision & Consolidation

The decision to retain or re-assign the Parent Parcel PID is made according to the following hierarchy:

- The parcel containing the original main dwelling
- The parcel containing a building other than the main dwelling
- The largest remainder parcel
- The largest newly created parcel

LR - Boundary Line Agreement (BLA)

Coded as Instrument Type 405

Submitted on a Form 28

- are considered non-enabling instruments
- are unable to convey an interest in land
- are neither a benefit nor a burden to a parcel
- are placed in the "Non-enabling" section of the Parcel Register by the system
- are only referenced in a parcel description if the changes are not included in the submitted description.
- Can be included on a plan or created by document

LR – Submission of a BLA by Document

By document: (with or without plan attached)

- A Boundary Line Agreement (document) with oversized plan (over 11X17 in size), submitted together on one Form 28 is filed as one document
- Oversized plan is detached and added to the plan log as a “Document Attachment” (Instrument Type 1217)
- Instrument Association will be created to link the document with the plan
- When viewing the document in POL, a message will appear identifying the recording particulars of the associated plan/document attachment (and vice versa).
- Document Attachment does not attract a fee as it is deemed supporting information.

LR – Submission of BLA by Plan

By Plan: (clearly identifying the existence of a BLA, including presence of signatures for all parties to the agreement)

- A Boundary Line Agreement contained on a plan of survey, subdivision or consolidation submitted on a Form 28 will be filed as a plan
 - Plan of survey/retracement – one fee for BLA only.
 - Subdivision/Consolidation with BLA – a fee for each

Determining Whether a Water Course creates a Natural Boundary

Our Policy:

- Watercourses shown as single line in the 1:10000 topographic layer in Map Library Module is deemed not to create a natural boundary
- Watercourses shown as double line in the 1:10000 topographic layer in Map Library Module, measuring greater than 80 ft in width along the entire length of the watercourse (contained within the described parcel), is considered to create a natural boundary.

LR - Watercourses

Halifax:

- Watercourses do not subdivide parcels unless they create a natural boundary.
- Parcels which have received subdivision approval from the municipality **cannot** be subsequently subdivided by a watercourse
- Land Registration parcels **cannot** be subdivided by a water course

Section 268B of the MGA states: *a land registered parcel cannot be subdivided/consolidated by a watercourse.*

Statistics

Electronically Submitted Documents vs. Paper Submissions:

- Approximately 80 % of our documents are electronically submitted; 20 % are submitted in paper form (5 % presented in person).
 - Introduction of E-Form 45 will allow an additional 10% of documents to be submitted electronically.