



Land Title Application Help Resources

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November 2, 2022 | 11am-12pm

First Nations Acknowledgement

- We acknowledge that we are presenting this webinar from the Kamloops and New Westminster Land Title Office on the ancestral, traditional territories of the Tk'emlúps te Secwépemc and QayQayt First Nations
- We are privileged to live and work on the traditional and ancestral territories of Indigenous Peoples and Nations throughout British Columbia.

Opening Remarks

- Introductions
- Submit your questions during the presentation
 - include first and last name or first name and firm name
- Recording and PowerPoint - itsa.ca/webinar-resources
- Survey - we want to hear from you!

What we will cover in today's session

- Definitions: Policy and Practice
- Framework Documents for Administration of the Land Title System
- Location of Resources
- Part 10.1 and Quality Verification
- Common Defects
- myLTSA System Enhancements
- LTSA News & Events

Policy and Practice

Policy and Practice

- Policy and Practice are intertwined and go hand in hand
- The Land Title Act gives the Director of Land Titles the authority to set Policy and Practice
 - **Policy** establishes direction or requirements and provides an authoritative statement on what to do and who should do it.
 - **Practice** can be viewed as guidance expressed by land title officials to assist both land title staff and customers.

Policy and Practice

- Policy
 - Sets the registration requirements



- Policy Documents
 - establish requirements
 - based on legislation

- Practice
 - Provides guidance on how and what to submit for registration



- Practice Guides
 - application or execution of the policy

Framework

Framework for Administration of Land Title System

Framework consists of:

Requirements Documents

- Legislation
 - Regulation
- Director's Directions
- Director's Requirements

Practice Documents for administering requirements documents

- Practice Bulletins
- Practice Notes
- Land Title Practice Manual
- Practice Guides
- Support Materials (FAQ, videos, etc.)

Legislation

– Requirements Documents

- *Land Title Act*
- *Strata Property Act*
- *Land Act*
- *Court Order Enforcement Act*
- *Local Government Legislation*
- *Land Owner Transparency Act*
- *Builders Lien Act*
- *... and more*

Resource: bclaws.gov.bc.ca

Director of Land Title Directions and Requirements

– Requirements Documents

- E-Filing Directions
 - Requirements for electronic land title forms and supporting documents
 - Applies to Web Filing and EFS submissions
- Director's Requirements DR 04-11 (Hardcopy Land Title Forms)
 - Sets out the approved hardcopy (paper) forms and the requirements for completing those forms
 - Less than 2% of applications

Practice Bulletins and Practice Notes

– Practice Documents

- Issued by the Director of Land Titles to clarify specific land title practice issues or to introduce practice material needed to support legislative or regulatory amendments.
- Information contained in Practice Bulletins and Practice Notes are consolidated into pertinent part(s) of Land Title Practice Manual.
- Bulletins and Notes are usually then retired unless there's continuing relevance to also remain as a stand-alone document

Land Title Practice Manual (LTPM)

– Practice Document

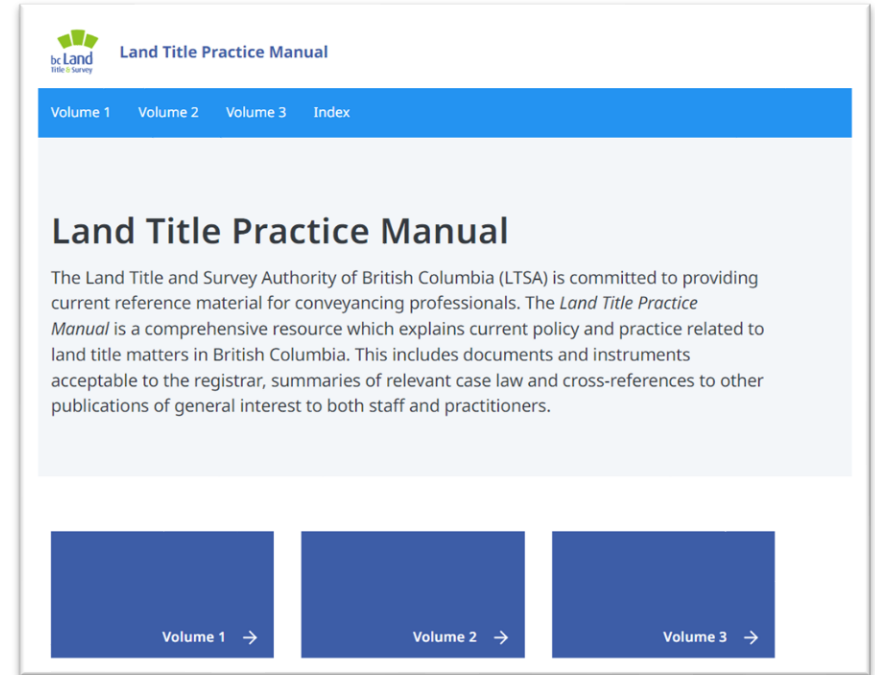
- Vol 1 = Reference to *Land Title Act*, exclusively
- Vol 2 = Reference to a variety of legislation (20+ Acts): *Builders Lien Act*, *Court Order Enforcement Act*, *Property Law Act*, and others
- Vol 3 = Reference to *Strata Property Act*, and other Acts, plus Director's Directions, Practice Bulletins and Practice Notes

Resource: ltpm.ltsa.ca

Land Title Practice Manual (LTPM)

– Practice Document

- Updated once a year, every November
- Available online and for free
- Did you know? Search function works across all three volumes



Resource: ltpm.ltsa.ca

Guides and Support Material

– Practice Documents

- Web Filing Form Practice Guides
 - Electronic Form 17 Help Guide*
 - Supporting Documents for Electronic Applications*
 - Directions for Completing EFS Forms*
 - ... and more
- Web Filing QV Video Series
 - FAQs on Quality Verification Program
 - Importance of Timestamp on a Web Filing Form and Execution Copy
 - Video on Declaration Section 49 Affidavit
 - ...and more

(*PDF)

Resource:

[User Guides and Publications on ltsa.ca](https://www.ltsa.ca/user-guides-and-publications)

Resource (Web-based):

help.ltsa.ca

Guides and Support Material

Land Title Web Filing Form Practice Guides – Practice Documents

- Freehold Transfer (Form A)
- Form B (Mortgage)
- Form C (Charge)
- Form C (Release)
- Form C (Release by Authorized Subscriber Register Member)
- Form 17 (Fee Simple)
- Form 17 (Charge, Notation or Filing)
- Form 17 (Cancellation of Charge, Notation or Filing)
- Affidavit of Execution
- Change of Address (Title Owner)
- Claim of Lien (Builders Lien Act)
- Declaration
- Local Government Filing Form
- Power of Attorney
- Revocation of Power of Attorney
- Strata Property Act Filing

Guides and Support Material

Land Title Web Filing Form Practice Guides – Practice Documents

- Useful tool to avoid defects and delays in registration of an application

Resource: [Web Filing Form Practice Guides](#)

Guides and Support Material

– Practice Documents

Land Tile Submissions

- Electronic Form 17 Help Guide
- Changes to E-filing Directions for Supporting Documents (COVID protocol)
- Supporting Documents for Electronic Applications

Authorized Subscriber Register (ASR)

- ASR Membership Guide

Land Title Plan Submissions

- Electronic Land Title Plan and Plan Application Requirements

Resource (PDF): [User Guides and Publications on ltsa.ca](https://www.ltsa.ca/user-guides-and-publications)

Guides and Support Material

– Practice Documents

PDF Form Templates

Land Title Submissions

- Valid and Retired Versions of Electronic Forms
- Directions for Completing EFS Forms

Land Title Plan Submissions

- Electronic Plan Application Help Guide

Resource (PDF): [User Guides and Publications on ltsa.ca](https://www.ltsa.ca/user-guides-and-publications)

Filing Help on myLTSA Enterprise – System Functionality Documents

Find help on how to use the system

- Web Filing
- Scanning Requirements
- PTT Account Set up
- Digital Certificate Management
- EFS Package Management
- ... and more

System
Functionality

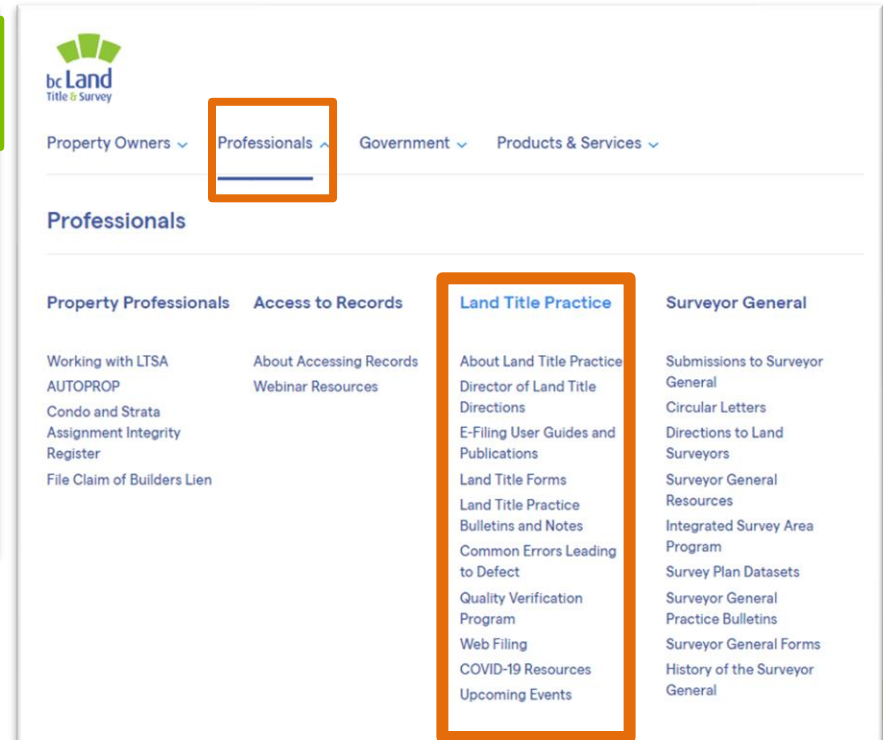
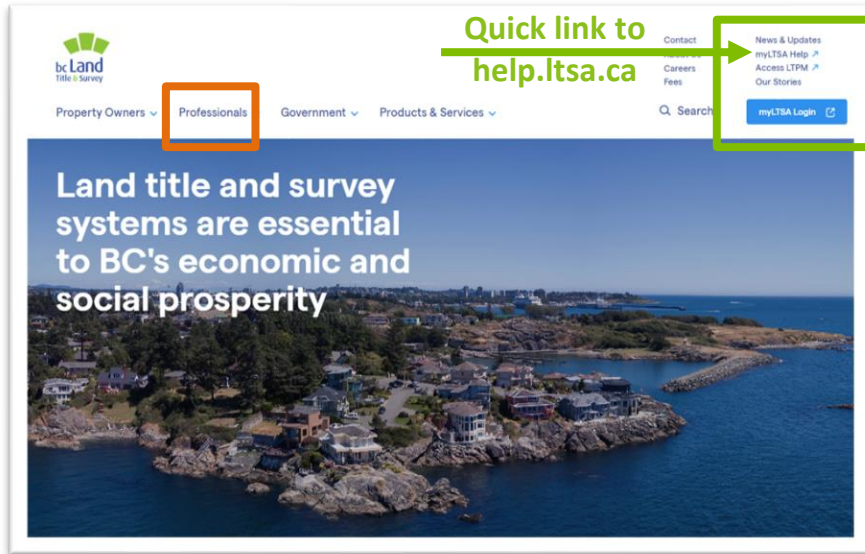
The screenshot shows the 'myLTSA Enterprise' help page. At the top, there's a navigation bar with links for 'Fees', 'Tutorials', 'System Availability', 'Contact Us', and a 'myLTSA Login' button. Below the navigation bar, there's a search bar and a breadcrumb trail 'home > myLTSA Enterprise'. The main content area features a large blue box titled 'Electronic Filing' with a description: 'Professional, business and government customers are authorized with the required certification to electronically file applications to the LTSA through EFS.' Below this is a button 'New to E-Filing?' and a link 'About Electronic Filing →'. To the right, there's a section 'Watch the Tutorials' with two video thumbnails: 'Electronic File System Submissions' and 'Web Filing Introduction', with a 'View More Tutorials →' link. At the bottom, there's a section 'Web Filing Practice Information' with a description: 'Find practice direction and registration requirements for completing land title and surveyor general applications.' Below this is a section 'Web Filing' with a description: 'Web Filing is the next generation of the LTSA's secure and reliable electronic filing system.' At the very bottom, there's a section 'About Electronic Filing' with a description: 'Learn about the practice and help information to consult as well as the technical and requirements to get started electronic filing.'

← Practice

Location of Resources

Location of Policy and Practice Resources

itsa.ca/professionals/land-title-practice



Location of System Functionality Resources

help.ltsa.ca/myltsa-enterprise

The screenshot shows the myLTSA Enterprise help page. At the top, there's a navigation bar with 'bc Land Title & Survey' logo, 'LTSA Help', and links for 'Fees', 'Tutorials', 'System Availability', 'Contact Us', and 'myLTSA Login'. Below this is a blue header with 'myLTSA Enterprise', 'myLTSA Explorer', and 'ParcelMap BC'. The main content area features a large blue box with 'myLTSA Enterprise' text and a description. To the right, a section titled 'New to myLTSA Enterprise?' includes a link to 'myLTSA System Requirements'. Below the main content, there are three columns of links: 'Search Services' (Title and Other Searches, Monitor a Parcel, Document and Plan Requests, Index Searches, State of Title Certificates, Request a Land Title Correction, Tax Certificates, eStrataHub), 'ParcelMap BC' (Search Parcels, View Search Results, Adjust Map Layers and Basemaps, Navigating the Map, Printing the Map, Attribution), and 'Electronic Filing' (Web Filing Practice Information, Web Filing, About Electronic Filing, Scanning Requirements, PTT Account Setup and Administration, Using Electronic Forms in PDF format, Digital Certificate Management). An orange arrow points from the word 'Practice' to the 'Electronic Filing' section, and a green arrow points from the word 'System' to the same section. The word 'Functionality' is also present near the bottom.

myLTSA Enterprise

myLTSA Enterprise is ideal for professionals, and government and business customers requiring access to the full suite of the LTSAs Electronic Services.

Search Services

- Title and Other Searches
- Monitor a Parcel
- Document and Plan Requests
- Index Searches
- State of Title Certificates
- Request a Land Title Correction
- Tax Certificates
- eStrataHub

ParcelMap BC

- Search Parcels
- View Search Results
- Adjust Map Layers and Basemaps
- Navigating the Map
- Printing the Map
- Attribution

Electronic Filing

- Web Filing Practice Information
- Web Filing
- About Electronic Filing
- Scanning Requirements
- PTT Account Setup and Administration
- Using Electronic Forms in PDF format
- Digital Certificate Management

Practice

System Functionality

Land Surveyor Services

- ParcelMap BC Search for Land Surveyors
- Survey Plan Dataset Submissions
- Register as a BC Land Surveyor
- Pre-Assigned Plan Numbers
- Set Employee Delegate Access
- Request a Surveyor General Review
- Surveyor General Practice Information

Get Started for Users

- Navigating myLTSA
- Locations and Land Title Districts
- Get Started Searching
- Using a File Reference
- myLTSA Inbox
- Set Email Communication Options
- Password and Security Options

Land Owner Transparency Registry

- Land Owner Transparency Registry Filing Service
- Search Land Owner Transparency Registry

Strata Assignment Register

- Overview
- Developments
- Assignments
- File Reports

Account Management

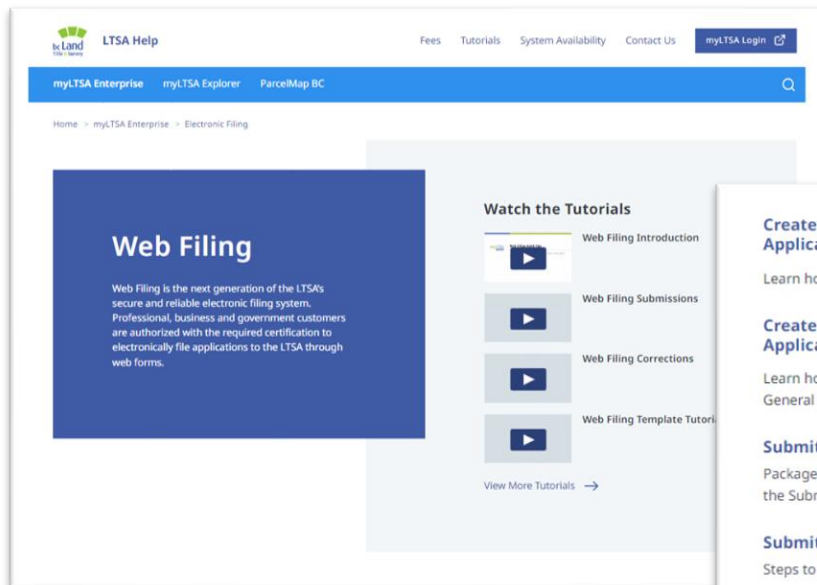
- Update Organization Details
- Update Deposit Account Details
- Edit Users
- Transfer Funds
- Download Account Statements
- Reset User Passwords
- Forgot Password
- View Another User's Inbox
- Add Users
- User Permissions and Roles

Account Set Up

- Request Account
- Customer Agreement
- System Requirements
- Choose a Funding Method
- Activate Account
- Add Users
- User Permissions and Roles

Location of Web Filing Resources

help.ltsa.ca/myltsa-enterprise/web-filing



Create and Manage Land Title Office Web Filing Package and Applications

Learn how to use web filing to submit applications in a package to the land title office

Create and Manage Surveyor General Web Filing Package and Applications

Learn how to use web filing to submit applications in a package to the Surveyor General

Submit Package to the Land Title Office

Package submission process either by using the Prepare Submission in EFS button or the Submit Package button

Submit Package to the Surveyor General

Steps to submit web forms for Surveyors and Surveyor Delegates

Property Transfer Tax Webform

To pay Property Transfer Tax in Web Filing, you must complete and file a Property Transfer Tax Webform

Other Resources

Land Title Web Filing Form Practice Guides

Surveyor General Web Filing Form Practice Guides

Location of Web Filing Resources

Your myLTSa Enterprise Account

The screenshot displays the myLTSa Enterprise Account dashboard. At the top, the myLTSa logo is on the left, and the available balance of \$2,999,692.61 is shown in a box, with a link to 'Request Funds Transfer' next to it. Below this is a navigation bar with tabs for Searches, Other Requests, ParcelMap BC, Submissions, Web Filing, Service Providers, and Administration. The Web Filing tab is selected and highlighted. A dropdown menu is open under Web Filing, listing 'Create Web Filing Package', 'View All Packages', 'Introduction To Web Filing', and 'Web Filing Practice Guide'. The 'Web Filing Practice Guide' is highlighted with a blue box. In the background, other interface elements are visible, including a 'Welcome to the Land Title & Survey Authority of British Columbia' message, a 'Search Titles' section with input fields for 'File Reference' and 'Parcel Identifier (PID)', and a 'My Electronic Services' section with a 'Subject' header and a message stating 'You have no items in your myLTSa Inbox.'

Part 10.1 of *Land Title Act*
+
Quality Verification

Part 10.1 + Quality Verification

- *Land Title Act* Part 10.1 pertains to electronic filing
- LTSA Quality Verification program ensures compliance with legislation
- Compliance is critical to maintaining the integrity of BC's land title system
 - Web Filing form = **original** document
 - Printed version once wet-inked signed by the client and legal professional = **execution copy** (of the original)
 - Original Web Filing form **trued up** with details in execution copy (eg date signed)

Resource: [Quality Verification program](#) and [Web Filing Form QV Series \(Video\)](#)

Part 10.1 + Quality Verification

- Usage
 - Form A is *executed* when *wet inked signed* by the client and *witnessed by an officer*.
 - *Applying* a digital signature (Juricert), legal professionals *certify* they have an *execution copy*.
 - A *signed* execution copy is *trued-up* to the Web Filing form (*the original*) with details from the execution copy.
 - Under new Change of Address (“CoA”) procedure, client no longer signs a document (eg. supporting document Form 15). The legal professional *affirms* on behalf of the client by *applying* a digital signature to the new CoA form.

Common Defects

Common Defects

- Defect notice reminders/follow up/reissue = 25% of defect notices issued
 - Please address issue and resubmit within 30-days
 - Less time issuing reminders = more time processing new applications
 - Refer to help resources
 - Questions? Call us!

Defect Notice Reminder – Example

REMINDER NOTICE		
Date of Issue:	October 27, 2022	KAMLOOPS LAND TITLE OFFICE 114 - 455 COLUMBIA ST KAMLOOPS, BC V2C 6K4
File Reference:	FR20.7- WFF A	
In the matter of the following application(s):		
Doc.: TX6053081	FREEHOLD TRANSFER	DEFECTED
Related to the following parcels:		
015-274-004		
<hr/>		
<p>This advisory is being issued as a reminder that a Notice Declining to Register regarding the above noted applications was issued on October 13, 2020 and the expiration date on that Notice Declining to Register is November 13, 2020. The applications included in the Notice Declining to Register are subject to becoming void and being cancelled if the requirements of the notice are not met by the expiration date.</p>		
<hr/>		
Examiner of Title	LARRY BLASCHUK	Registrar of Land Titles
<p>Product support is available online at https://help.ltsa.ca. You can also call the Customer Service Centre for land title and survey practice matters, or Technical Support for all registry and product questions at 604-630-9630 or toll free at 1-877-577-LTSA (5872). Non-urgent support requests can be submitted online at https://ltsa.ca/contact-us-0.</p>		

Defect Notice Reissue – Example

FRE6 Free Text Template - For Reissue/Reminder/Re-defect

REASON:

[Not all defect reasons have been addressed and/or the defect notice has expired].

REQUIREMENT:

[Please submit a corrective declaration to address the previously noted defect point(s).

Alternatively, please contact our customer service center to advise the status of your progress in remedying this defect notice and to request an extension, if necessary, of the defect notice.]

Failure to submit your corrective declaration or request an extension of the notice may result in the cancellation of your package without further notice.

REFERENCE(S):

Land Title Act, RSBC 1996, c 250, s 308

Defect Notice – Reason, Requirement & Reference

- REASON:
Item 3 of the Land Title Act Form B is incomplete.
- REQUIREMENT:
Provide the [full postal address/ incorporation number].
- REFERENCE(S):
Land Title Act, RSBC 1996, c 250, s 150
Land Title Web Filing Form Practice Guide: Form B, para 3.1

Defect Notice – Reason, Requirement & Reference

- REASON:
A joint tenant cannot mortgage its sole interest in land.
- REQUIREMENT:
The joint tenancy must be severed prior to the registration of the mortgage.
- REFERENCE(S):
Land Title Act, RSBC 1996, c 250, s 197(2)
Land Title Practice Manual, vol 1, para 12.11, "Registrar Requires Severance of Joint Tenancy Where One Joint Tenant Gives Mortgage"

Common Defects

- Form A transfer of a strata lot doesn't include ***Strata Property Act Form F*** declaration.
- **Affidavits of Execution**
 - Capacity and/or address of the Officer certifying execution is omitted from the application.
 - Witnesses of applications executed outside of British Columbia are not officers as defined under s. 63 of the *Evidence Act*.
- **Fractional interests** missing on a Form A

Resource: ltsa.ca/professionals/land-title-practice/common-errors-leading-to-defect

myLTSA System Enhancements

myLTSA System Enhancements – Now Live

- [Restore deleted forms within 14 days of deletion](#)
- [Move forms between unsubmitted packages](#)
- Form C (Charge) charge terms character limit increased to 100,000 (from 5,000)
- [Prevent the accidental deletion of e-signed forms](#)

myLTSA System Enhancements - Coming Soon

- Copy data from form A to form B
- Move form between accounts

LTSA News & Events

Upcoming Webinars

- Monthly Web Filing Webinar
 - Next one: Thurs. Nov. 9, 11am-12pm
- Understanding the Land Title Application Form C (Charge)
 - Thurs. Dec. 1, 11am-12pm
- Register Today at tsa.ca/upcoming-events

Previous Webinars | Recording + PPT

- [Webinar Resources](#)
 - Fundamentals of Land Title Applications
 - All About Land Title Defects
 - Minimizing Turnaround Times for Land Title Applications
- Quality Verification Series:
 - [Original Form vs Execution Copy](#)
 - [Truing Up](#)

Survey

PowerPoint & Recording -
ltsa.ca/webinar-resources

Questions?

Thank you!