**Land Title Searching in Maple Ridge**

Research Handbook

Summer 2016

Land Title & Government Records Cluster

Landscapes of Injustice Project

University of Victoria

 Prepared by

Alissa Cartwright, Anna Gooding, and Mikayla Tinsley

Under the supervision of

Jordan Stanger-Ross, University of Victoria

Note: This is a document for practical use in the field, prepared by field researchers. It has not been proofread or copyedited as a research output.

**Part 1: Introduction**

1. Introduction to the *Landscapes of Injustice* Project

**Part 2: Terminology**

1. Legal Description
	1. District Lot and Township/Section
	2. Plan
	3. Subdivision
	4. Lot/Block/Parcel
	5. Metes and Bounds
2. Title Document
3. Transfer Document
4. Extinguished Properties

**Part 3: Title Searching**

1. Selecting Properties
2. Starting the Search
	1. Sections with Crown Grants
	2. Sections without Crown Grants
	3. Notes on Title Number Format
3. Locating & Reading the Microfilm
	1. How to Locate a Microfilm
	2. Notes on Missing Cancelled Title Documents
	3. Notes on Finding the Next Title
4. Pulling Plans/Notes on Plan Format & Number
5. Personal Records of Tracking & Recording Data
6. Resources
	1. Networking Resources
	2. Title Search Resources & Location

**Part 4: Database**

1. Creating a Title Entry
2. Protocol
	1. Protocol for Title Entries
	2. Protocol for Property Entries
	3. Protocol for Owner/Seller/Lawyer Entries
	4. Special Cases

**Part 1: Introduction**

1. **Introduction to the *Landscapes of Injustice* Project**

In the Spring of 2014, *Landscapes of Injustice* received a federal SSHRC grant of 2.5 million dollars, funding a 7 year research project into the dispossession of property owned by Japanese Canadian citizens in the Second World War. In the first 4 years of research, this multi-institutional project will host a number of research clusters, including the Land Title Cluster. The Land Title Cluster’s objective is to collect land title deeds pertaining to designated sample areas in Vancouver (the area formerly known as Japantown), Steveston, Saltspring Island, and Maple Ridge, all of British Columbia. Among many other things, the cluster is tracking patterns of sale, ownership, the value of each sale; this data will eventually answer questions like “Who benefited from the forced sale of land owned by Japanese Canadians”?

In Summer 2014 and 2015, the cluster concentrated on the Japantown/Powell Street area in Vancouver and traced the associated property lots back in time, beginning with the most recent generation as it exists on microfilm (usually around the 1980s) and working back to deeds issued in the 1910s (or the last deed available on microfilm). In Summer 2016, the cluster focused on the Maple Ridge study site and searched properties forward in time, starting from the first available title on microfilm (1910s or 1920s) until 1974 (this date was chosen because it is one generation after the forced removal of Japanese Canadian owned properties in 1944). It is expected that land title research will continue through the summer of 2017.

**Part 2: Terminology**

1. **Legal Description**

“A method of describing land.”[[1]](#footnote-1) In land title, a legal description is a way of defining and talking about a piece of property, in the same way you would give someone directions to your house by telling them your address. As part of your training, you will learn how to read legal descriptions from the information you find on pertinent maps. Any of the following information may be included:

* 1. District Lot and Township/Section: All of these describe a broader area of land usually based on the original (Crown Grant) designation of land. These are the units of land that we use when we begin title searching in a new area. Townships are divided into Sections, which are normally uniform square-shape pieces of land. District Lots are irregularly shaped pieces of land that are not associated with a Township.
	2. Plan: This number indicates the most recent change or implementation of a land entity’s boundaries. A plan is a small map that denotes the spatial boundaries of a piece of property and gives a legal description. Plans are deposited whenever a land survey takes place, or when an owner deposits an application for subdivision of the land. There are two different types of plans: official plans (called Plans or Maps) and survey plans (called Reference, Explanatory, or Sketch Plans).
	3. Subdivision: The term subdivision is often used in Legal Descriptions to denote that the property in question was created as a result of the division of a larger portion of land. Eg. Lot 1, a subdivision of District Lot 241.
	4. Lot/Block/Parcel: While these categories have different technical definitions, for our purposes they all denote a standard individual piece of property. Parcels are usually (but not always) associated with a letter, while Blocks and Lots are generally associated with a number.
	5. Metes and Bounds: Back in the early 20th century, legal descriptions of rural property often followed the Metes and Bounds system, which employed prose-style descriptions of the physical features of the local geography, as well as directions and distances, in order to define the legal boundaries of a property. A typical Metes and Bounds description may look like this:

That certain parcel or tract of land situate and being in block five (5) of lot two hundred and forty-one (241) group 1 (one) plan 1750, and which said parcel or tract of land may be more particularly known and described as follows: Commencing at the north-easterly corner of lot H, plan 17056; thence North eighty-nine degrees and fifty-seven minutes East (N.89°57'E) and following the northerly boundary of the said lot five (5) a distance of thirty (30) feet; thence south no degrees and forty minutes west (S.0°40'W) a distance of four hundred and twelve and eighty-seven hundredths (412.87'); thence south eighty-nine degrees and fifty-seven minutes west (S.89°57'W) a distance of the two hundred and forty (240) feet to the westerly boundary of the block five (5); thence north no degree and forty minutes east (N0°40'E) a distance of one hundred (100) chains …

1. **Title Document**

This is the final document that designates a transfer of land. It will indicate the owner, legal description, next title number, and the ratification date. This document corresponds with a “Transfer” document, but the Title document is always the final authority.

1. **Transfer Document**

This document is usually created in conjunction with a Title Document. It usually contains varied details of the transaction, which may include the Seller, Lawyer, value of the land, etc, and usually most of the information required for the database will be found on this document. However, sometimes the transfer document is a short-form single page transfer, called an “Empty Pocket,” which will not contain as much information. If there is any discrepancy between the Transfer and Title documents, the Title document will be taken as correct.

1. **Extinguished Properties**

An extinguished property is a property whose boundaries have changed, and thus the property in its prior form no longer exists. For example, Lot 1 may be subdivided into Parcel A and Parcel B. As such, Lot 1 is an extinguished property. However, extinguished properties are not just created through the subdivision of land, but also through the merging of two or more properties. For example, Parcel C and D may merge to become Lot 2. As such, Parcel C and D are extinguished properties.

**Part 3: Title Searching**

1. **Selecting Properties**

Your cluster chair will assign a particular sample area from the four listed above. They will also set expectations regarding number of titles, completion dates, and rates of accuracy.

* Tip: During research, your cluster chair will likely require weekly meetings to discuss findings and challenges. These meetings are essential to communicate the progress and challenges that your cluster chair cannot experience first-hand.
1. **Starting the Search**
	1. Sections with Crown Grants
2. Identify the Section and Quadrant or District Lot you wish to begin searching on the Read Map. Confirm the location and boundaries of the area using the Township Books.
3. Use the Crown Grant PDF (found on Basecamp) to find the Crown Grant number for your quadrant or district lot (which will normally contain an E or F suffix). Enter this into your spreadsheet.
4. Find the Crown Grant Document for your quadrant/district lot in Vault 1. The files within these boxes are often out of order, so keep searching around if you don’t find it where it should be! The number in the PDF file might have also been off by a digit (e.g. 26717E was recorded in the PDF as 26707E).
5. On the back of your Crown Grant document, identify the title number(s), volume(s), and folio(s) for the quadrant/district lot. Record this information into your spreadsheet.
6. Proceed to Vault 2. Locate the Absolute/Indefeasible Fee Books and find your volume, folio, and title record. Confirm that your quadrant/district lot is listed under the property description. On the far right of the right-hand page, notice the list of charges and transfers for the property marked down in red pen. Identify which of these are title numbers, and record the information (title #s, volumes, folios) into your spreadsheet. CAUTION: Ignore any information recorded in pencil. Trust only information written in red pen.
*\*You must wear archival gloves when handling these books.*
7. Continue this process until you have no newer titles with volumes and folios associated. What you are left with are title numbers available on microfilm. Highlight these and begin a new page on your spreadsheet using them.
8. Congratulations! You are now ready to begin searching on microfilm and entering information into the database!
	1. Sections without Crown Grants
9. Identify the Section and Quadrant or District Lot you wish to begin searching on the Read Map. Confirm the location and boundaries of the area using the Township Books.
10. Proceed to Vault 2. Using the Property Index Books, which are filed according to Township and Section or District Lot. Find your quadrant or district lot. Make sure you are on the FIRST PAGE relating to the area you want to search. This page contains the oldest (usually unsubdivided) complete property descriptions of your quadrant/district lot available in these books, usually from the 1950s or 1960s. Record the property descriptions and newest cancelled title number for each parcel into your spreadsheet.
\*Not all of the numbers in the Property Index Books are Cancelled Title numbers, so keep an eye out for “E” suffixes and ignore notations for charges, etc.
*\*You must wear archival gloves when handling these books.*
11. For these properties, you will need to search both backward and forward in time. It is up to you which direction you choose to search first, but make sure you remember to properly link all your titles and properties together so we end up with a full historical search on each property.
	1. Notes on Title Number Format

The system of numbering Titles varied at each Land Title Office. At the New Westminster Land Title Office, these are a few common formats for a title number:

* The oldest generation of titles have a volume and a folio number. They are found in the Absolute and Indefeasible Fee Books in Vault 2 and are not on microfilm.

Example: Volume 10, Folio 222, 32465F

* Older titles on microfilm have 5 or 6 digits followed by a letter suffix (usually E). These are the titles we encounter the most. For titles under 548000E, the transfer number is the same as the title number; for titles above, the transfer document starts with a letter (this transfer code, normally beginning with a letter between A and E, is listed on the top right-hand corner of the title).

 Example: 42575E; 269403E

* Newer titles on microfilm have a letter prefix (the earliest ones start with G) and a letter suffix (usually E).

Example: J2023E; T32581E

1. **Locating & Reading the Microfilm**
	1. How to Locate a Microfilm
2. Once you have compiled your list of cancelled titles, you need to find the microfilm reels that will contain your title and transfer documents.
3. You will need to get the **title document reel** and **transfer document reel** that correspond to your title number.
4. The filing system for the **title numbers** is designated by number, suffix, and prefix. This system will likely be different for each Land Title Office; see *Notes on Title Number Format* above.
5. The **transfer documents** are filed depending on their title number suffix or prefix.

Note: Transfer documents in the New Westminster Registry are filed according to number, rather than suffix. This means some of the transfer documents on the reel may have the same number but a different suffix. The title searcher must confirm the legal description matches with the title document and property at hand.

1. Some later titles will also have an **application document**. In the New Westminster Registry, application pages of transfer documents were filed separately. They are located in a drawer above where the transfer tapes are. The range of these application tapes is from about 500000E-800000E.
	1. Notes on Missing Cancelled Title Documents

You may scroll through your microfilm reel and discover that your title document is not there. Sometimes, a title will be added to a reel after its creation and it will be added on either to the very beginning or very end of the reel. Look at the very first and very last titles on your reel in case the missing title is there. If it is not, there are a few ways of locating a missing title.

* Refer to “Drawer 6” in the title reel area. This drawer will contain as additional reels within your range of title number. A title searcher must pull every reel within their range to locate their document. For letter-prefix titles, these reels are located in the drawers beneath Drawer 6.
* If your title document is not on any reel from Drawer 6, you may need to refer to physical copies of unmicrofilmed title documents, which are stored in boxes at the back of Vault 2, near the entrance to Vault 1. These are also filed according to range.
* For Vancouver properties, there are binders in the microfilm room that contain an explanation as to which titles are missing and where they MAY be located. Be warned - this binder is far from comprehensive and may not contain information about your missing title (they do not contain information about Maple Ridge).
* If you still can’t find the title, it is considered missing. Use as much information from the transfer document as possible to create an entry in the database and indicate that the document is missing in Title entry Notes Field in the database. For an example, see 13753E in the Vancouver database
	1. Notes on Finding the Next Title

When the subsequent title is difficult to read, there are ways to locate the next title number.

* The Property Index Books (Vault 2) contain lists of titles and related charges for older titles, organized by Township, Section, and Plan.
* The Property Index Cards (Vault 2) contain lists of titles and related charges for newer titles, organized by Plan.

When looking at these Indexes, remember that titles have an E suffix, while charges normally have a C suffix; there may be multiple charges between titles.. Use care to confirm that no titles are being skipped.

1. **Pulling Plans/Notes on Plan Format & Number**

 You may need to pull a plan in order to understand what a property looks like or how a property is changing. If you are required to pull a plan, there are a few locations for each plan type:

* Plans with no prefix are filed under “” in Vault 1.
* Plans with letter prefixes (eg: NWP) are filed under the corresponding prefix in Vault 1.
* Reference, Sketch, and Explanatory Plans are filed in shelved boxes around the perimeter of Vault 1.
* Key Plans (Sectional Survey Maps) give legal and detailed municipal descriptions of properties of specific Sections or District Lots. They are filed in (and on top of) large cabinets near the main entrance of Vault 2.

The LTSA is in the process of conserving and restoring older plans. Currently, any plan under VAP 1000 is in “oversized folders” or waiting to be restored. Please refer to the binder on the drawers by the gloves, or ask a Conservator when locating these plans.

1. **Personal Records of Tracking & Recording Data**

Personal spreadsheets are essential for tracking and recording your progress on the properties you are currently researching. Without a personal recordkeeping, you cannot track your progress. Your spreadsheets are not just for your own use; research associates from other clusters will use them and/or you will need them for reference in analysis.

There are spreadsheets on Basecamp (expanded below) from the Summer 2014 and Summer 2015 research periods. It is suggested that you model your spreadsheet after one of these formats. Your spreadsheet must contain the following:

* An abbreviated legal description including, if available: Plan #, District Lot #, Township #, Quadrant Bearing, Section #, and Lot #. This information will come from the maps and plans that pertain to your research sample area.
* A title column: This is where you will keep track of your current round of titles. You should also have a “subsequent title” field, where you enter the number of the PREVIOUS and NEXT title that you will have to search for that property. That number will appear on your current Title document.
* A date column: This indicates when you entered a title into the database.
1. **Resources**
	1. Basecamp

Basecamp is a website where researchers compile and share their findings. *Landscapes of Injustice* uses this application to share work between clusters. Once an area is complete, the Land Title cluster uploads their corresponding spreadsheet to Basecamp. This both shows progress and allows other researchers to interact with your research. Cluster resources, such as the Read Map or Crown Grant numbers, are stored in Basecamp.

* 1. Networking Resources
* Bapinder Dosanjh (LTSA Executive)

Your primary contact for plan requests, digitization requests, printing requests, and other office/archival resources.

* Rodney King (Cluster Expert Collaborator, Private Title Agent, and former LTSA Employee)

Tel: 604-777-2198; Cell: 604-802-5902; Email: melk@telus.net

* Title Agents

They are external employees (independently contracted, non-staff) who use LTO resources. They are a wealth of knowledge and can probably help you with almost every question you will have during title searching.

* LTO Staff

You may need to approach LTO staff with any other questions about the office and should create a good rapport with them.

* 1. Title Search Resources & Location

**Read Map**:

Basecamp, Land Title & Government Records Project

**New West Plans**,“NWP Plans, New Westminster General Plan Series”:

Vault 1. These are on rolls.

**Township Plans, “Running Number Series Plans”**:

LTSA, Vault 1 (The Maple Ridge label is “New Westminster Key Plans: NWD, Townships [x-y], All Sections”).

**Property Index Books** (for older titles and plans), Archival Boxes, “Property Index – Unsubdivided Land Group 1”:

Vault 2

**Property Index Cards** (for newer titles and plans):
 Vault 2, Shoe Box Storage 01, Next to grey Card Tray Cabinets

**Crown Grant Documents**:

Vault 1, filed in boxes on the same wall as the entrance doors

**Absolute Fee Books** and **Indefeasible Fee Books**:

Vault 2, Center rows, Ordered by range, Labeled with relevant “New Westminster” rows and storage boxes.

**Township Books**:

Vault 1, on top of the shelves of New West Plans

**Crown Grants by District Lot and Township**:

Basecamp, Land Title & Government Records Project

**Part 4: Database**

1. Creating a Title Entry

The *Landscapes of Injustice* Properties Database was created for the specific purpose of recording the data collected from title and transfer documents that correspond with lots in the research area of interests. Part of your training and orientation will include spending time exploring the database and learning how it functions.

1. In the database, there will be a series of tabbed headings, beginning with “Instructions”, “Tools”, “Titles” etc and going on until “Institution Types”



1. Select the “Titles” tab. Once you are in the Title category, you will have to select “Search”. A new table will pop up below with “ID”, “Title Code”, “Previous Title” etc and it will show a list of previously entered titles.
2. At the far right-hand top corner of this table will be small box containing an \* symbol, next to the word “Action”. Click on this to start a new entry.



1. There will be a series of hard and soft fields for you to either directly enter information into, or link from other information already existing in the database
2. Soft field information, such as Owners, Lawyers, and Properties, have to be entered as hard field information in their corresponding categories. You will see these tabbed headings in the set beginning with “Tools”, “Titles” etc and going on until “Institution Types.”
3. In the same way as creating a Title entry, you will go into the relevant heading (such as Owners), select “Search” and then select the box with the \*to generate a new entry.
4. PLEASE REFER TO THE TITLE ENTRY PROTOCOL for important detailed information about creating Title entries, Owner entries, Properties and other information about entering data into the database.
5. **Protocol**

The following information is very technical and specific. Part of the research process includes regular intervals of ***data-checking***, to ensure that, as a cluster, we are being consistent and precise in our recording of information. As this is a multi-year project, uniformity will enable a smoother transition between researchers from year to year, as well as making the process of analysis easier. While this may seem like a lot of detail, you will quickly have this memorized.

* 1. **Protocol for Title Entries**

|  |  |
| --- | --- |
| **Title Code** | No spaces before suffix or prefix: R91233LNo dashes indicating Lot number: these are from pre-2014 Old Data and must be removed and the title entry must reflect that the title covers multiple lots. Example: 334495L-13 is NOT correct. 334495L is correctWhile we are typically trying to enter everything as it is entered in the document, do not follow the formatting of previous generations who wrote title numbers on documents like *458101-L* or *1584 “C”*. In these cases, enter *458101L or 1584C.* |
| **Trace and Next Titles** | Include list of possible preceding and subsequent titles.Example: “33385E; 93876E”If no trace (previous title) is available, write “NO TRACE” in previous title field.Once title documents are no longer on microfilm, you will see “CONVERTED” on the title document. After conversion, title documents were usually digitized. Therefore, you must also include “TOO NEW. CONVERTED.” to signal the end of a microfilm search. |
| **Date & Transfer Date** | The **Date** is located on the bottom of the Title document. (This is *not* the date of application received, which is usually higher up on the title document.) Use format YYYY-MM-DD.The **Transfer Date** is located on the top of the transfer document. Use format YYYY-MM-DD.If either a transfer or title date does not have a day indicated, then use the first day of the month by default. For example, if the transfer date is only listed as October 1920, and no day is given, enter the date as “1920-10-01.” The same goes for an incomplete title date. |
| **Values (Consideration, Market & Declared)** | The **consideration value** indicates the actual amount of money exchanged in the transaction. The **market and declared values** are both the reflection of the fair market value of the property. Enter integers only. No $, no decimals. If your value has a decimal and cents value, round up/down as necessary. Enter the true value in the title notes field if you have had to round a value. You will most likely not have all three value fields (Consideration, Declared and Market) containing a value on a single transfer. If a market or declared value is for ⅓ interest, ½ value, or similar, this should be indicated in the Notes field and the value should be entered as listed in the appropriate field.Tip: Declared and Market Value are the same. Declared Value appears on the most recent titles; Market Value appears on the older titles. However, there is a separate designation for each in the database. Even though the figures represent the same thing, enter “Declared” into the “Declared” field, and “Market” into the “Market” field. |
| **Joint Tenants or Tenants in Common**  | Joint tenancy is joint ownership with right of survivorship (if one owner passes away, their interest with automatically pass to the surviving joint tenant(s)). Tenants in common are joint owners without this right.*If the owners are joint tenants,* link them into the joint tenants field. *If sellers are joint tenants,* do not link sellers as joint tenants, but note their tenancy in the title notes.*If there are tenants in common,* do not link them, but note their status in the title notes. |
| **Ownership Split** | Enter information about the interest (undivided ½ interest, ¾ interest and so on). Do not put this in the Title Notes field. |
| **Extinguished Properties** | This field should be used to indicate when the boundaries of a property change. Some examples include when a property is subdivided, when a portion of a property is sold to a buyer, or when a property is merged with another property. In each of these cases, a property’s original boundaries no longer exist--they have been extinguished.When this happens, you need to link the property (or properties) that are doing the extinguishing to the one(s) that are being extinguished. Example: Property A is merged with Property B to create Property C. Property C is now in existence; Property A and Property B no longer exist. So on the title entry for Property C, you would use the dropdown menu for Extinguished Properties to link Property C’s title to Property A’s title and Property B’s title. This indicates that Property A and Property B no longer exist, and that Property C has taken their place.Example: John Smith decides to subdivide his quarter-section (let’s call it Section 5) into 12 lots. Often, this means there will one title devoted to this subdivision, in which John Smith is not buying or selling any property, but rather subdividing the property he already owns, Section 5, into lots. Let’s call this title 1234E. In this case, twelve separate property entries need to be made, and linked to 1234E. Each property entry would contain the appropriate legal description and the lot number (1-12). Then, on the title entry for 1234E, link the 12 separate property entries you made for each lot. Importantly, you need to extinguish Section 5 with this title entry. Section 5 no longer exists; its boundaries have been extinguished. |
| **Other Documents** | Normally the Title document contains a second page with a list of other documents, such as Right to Purchase (RP), Sub Right to Purchase (SRP) or Mortgage (M). The Charges pages is located after the Title document; scroll one page forward on the reel to view it. *Ignore the “Other documents” section of the database, and instead list documents in the title notes field.* It is not necessary to list charges that are Lien, Charge, Interest, Caveats, or Party Wall Agreements; for charges such as Mortgages, include the charge code. For RPs and SRPs, include the charge code as well as the RP-holder name(s) and dollar amount, if listed.Eg: Other documents: M 328114C; TS 467881C; RP A35996 [Violet Elaine Pastorek and Donna Gail Krieger].Eg: Other documents: RP 309081C [William John Marten and Marion Emily Marten, $4000] |
| **Title Notes** | If there is no Title Document available, note this in the Title notes field.If there is any *usual* information missing, explain what is missing. For example, each entry should have a Date, Transfer Date, Owner, Seller, and so on. If you do not have this information, include that. Joint tenants, Ownership Split, Corrections etc - this does not need to be mentioned as these fields are not expected for all titles. Include “tenants in common” designation in Title Notes because it is not reflected in the Joint Tenants field. Include information about transmission to Executors of Wills, Estates, etc., especially in cases where an owner is transferring to themselves. If you have an Explanatory Plan number for a certain parcel/subdivision/amended lot, include it here.If someone has deceased and there is a filing number, include it here.Vesting Orders should also be noted in the Title Notes field.  |
| **Rights to Purchase Holders** | Sometimes, particularly after the 1960’s, a third party called the “Purchaser” is listed on the transfer document alongside sellers (usually called the Grantor), and owners (usually called the Grantee). These people are generally RP holders, but may be referred to as some variation such as SRP Holders or Vendors.When Purchasers are listed as a separate group from Grantors and Grantees, make owner entries for them and link them as RP holders, then explain the situation (eg. the exact terminology associated with them, and their RP number if it is included) in the notes field. Fill in any information about their RP that is given on the transfer document in the relevant fields.When Purchasers are listed as a subset of Grantors, make owner entries for them then list them as BOTH sellers AND RP holders. Fill in any information about their RP that is given on the transfer document in the relevant fields, and any other information in the notes field.If there are different subsets of Purchasers (such as RP holders and SRP holders), link all the Purchasers in the RP field, and then put only the financial information from the most recent transaction (generally the SRP) into their respective field, then put the information from earlier transactions in the notes field. |

* 1. **Protocol for Property Entries**

Before you can link in your property fields for a title entry, you must create the property. This process involves including relevant legal information for the property at hand. If the transfer and title disagree on which lots are included, *rely on the title document to enter the properties of the title entry.* Include in the notes field a description of any discrepancy between them.

**Modifications of Legal Descriptions**

* Sometimes, a legal description changes from title to title without the legal boundaries of a property actually changing. For example, the legal description on title 600042E might be “T 15 S 22 Pl 4124.” On the title that follows 600042E, 651243E, the description might be “T 15 S 22 PL 4124 P D.” As you can see, the description has stayed the same, except there is now a parcel letter, ‘D.’ Always check that the plan (or sketch) number is identical before moving to the next step.
* After ensuring that the plan or sketch numbers are identical, you need to check PL 4124 and make sure that no property boundaries changes have been made between titles 600042E and 651243E. Ensure that the entire property description--including the amendment of parcel ‘D’--is included on the plan.
* If the plan does include the entire legal description, and does not indicate any property boundary changes, then enter the amendment of parcel ‘D’ into the original property entry for “T 15 S 22 Pl 4124.” You do not need to create an entirely new property entry, and you do not need to extinguish a property. Simply include the amendment in the existing legal description for the property, and note the title number and date on which it was added. In the case of this example, you would write in the property notes “Parcel letter ‘D’ added on title 651243E, 1944-04-04.” This indicates to the user that the legal description has changed over time, whereas the actual property boundaries have not.

|  |  |
| --- | --- |
| **Township (D)** | Example: 12 |
| **District (District Lot) (DL)** | Example: 241 |
| **Section (S)** | Example: 22 |
| **Block (B)** | Example: 2 |
| **Quadrant (Q)** | Example: SE 1/4 |
| **Plan (P)** | In the rare case you encounter concurrent plans on a survey plan (this has only occurred once thus far), enter the plan data with a “+” sign. Example: Block 119 on Railway St has two plans on the sectional survey map (196 and RP 2922). You would then enter: “196+2922” |
| **Sketch (SK)** | Sketch or Reference plans are different from Plans. If a property description includes both a plan and a sketch/reference, include both in the appropriate fields. |
| **Parcel (P)** | Example: AThis field is also used for the Modified parcel descriptors are used when the database does not have enough numerical information for the legal description to generate a unique description in the database, but it is clear that we are dealing with distinct properties, so we give it a letter to make it unique (such as loi\_A and loi\_B, or cardinal directions such as loi\_E and loi\_W). This happens occasionally when we are dealing with Metes and Bounds Legal Descriptions or if a parcel/lot is divided without being renamed.Example: District Lot 241 has two properties called Lot 2 under the same plan number, which are differentiated in the Metes and Bounds legal description because they have different chains and links measurements. We are unable to put in the chains and links measurements into the database, so we gave them Modified Parcel Descriptors. |
| **Acreage (A)** |  |
| **Exclusion (Ex)** | Example: Owner A has title for 100 acres except the south 2 acres, which goes to owner B.  Usually, the title for the remainder or smaller amount does not contain the original legal description, however, the original (larger) denotes the original acreage "except" the remainder.  If there are multiple exclusions, use a + between the exclusionsNote that the generated property description will only contain the letters EX to indicate that an exception has been made. This will indicate to the user that they need to read the exception field in order to understand the legal boundaries of the property in question. |
| **Notes** | If a property description has a Metes and Bounds description, extract the relevant information for the database and write “Metes and Bounds” in the Notes field. |

* 1. **Protocol for Owner/Seller/Lawyer Entries**

Owners and Sellers are both entered in the “Owners” category. Lawyers are entered in the “Lawyers” category.

Important note: When you see owners with the same name, for the sake of caution, create a new entry per title for every owner, even if you are 99% sure that it is the same person. WHEN IN DOUBT, CREATE A NEW OWNER/SELLER/LAWYER ENTRY.Redundancies are easy to fix later.

Exception: The only time when it is okay to reuse an Owner entry is when the Owner of the property becomes the Seller on the following title. Then we can be sure it is the same person, because the property could not have been owned by another person without a change in the title documents. If there is different information listed for the Owner when he was buying vs when he was selling, put the first information under the Occupation/Address field and write the later information in the Notes field.

Lawyer information usually appears on the transfer document, either on the cover page or the Deed page. If you come across an Empty Pocket transfer document (a single-page short-form transfer) that says “applicant” instead of “buyer”/”seller”, usually the applicant is the lawyer. If you have an Agent/Solicitor listed on the cover page, and a legal firm on the Deed page, compare the two addresses. The legal firm on the Deed likely will have a firm name (eg. Smith & Smith). If the two addresses match, blend them into ONE lawyer entry.

Special case: People as Executors of wills often transfer property to themselves, to register as non-Executors. This is obviously a transfer to/from the same person, but the address is listed for the person as non-Executor but usually not for the person as Executor. Because we can be sure this is the same person, we can include the address in the “person entry” and write “Executor of the estate of \_\_\_\_\_\_\_” in the Owner Notes field. Include the Deceased Filing number here if you know it. In the Title notes field, explain that this is a transfer from “John Smith as Executor” to “John Smith”.

|  |  |
| --- | --- |
| **Names** | For illegible names, put the first initial. For almost legible names, putting a bracket around the questionable characters is recommended. ex. John D. Bell (the middle name was illegible) ex. Sydney Archibald Rober(t)sFor Chinese-Canadian and Korean-Canadian names, there is some discrepancy over what should be taken as the last name. In some cases, names have obviously been Anglicized and the Surname appears last (eg. John Wong). In others, it is clear (due to multiple family members) that the Surname appears first in sequence. For the sake of uniformity, take the FIRST listed name as the Surname (for two or more non-Anglicized names). Enter the remaining names in the Forename field. *For name spelling changes, make a new entry* unless it is very clear that this is the same person (if you have an Also Known As document or if the name is irrefutably unique). |
| **Police ID** | Japanese Canadian owners may have a five-digit police registration number. |
| **Institution Name** | Sometimes a Owner will be an Institution/Company rather than a Person. Enter the name of the Institution here and click the Institutional button below.Example: The Soldier Settlement Board; The Secretary of State of CanadaFor creating a Lawyer entry: if you have a law institution, enter it as an institution and ignore the occupation field if you do not have a specific individual (solicitor or agent) associated with it. Example: Fraser & Blakney Barristers, Solicitors Etc |
| **Person Titles (in Name Field)**  | Esquire - Add “, Esq.” to surname. Eg: Chan, Esq.Princess - Add before forename. Eg. Princess MarySenior/Junior/The Younger – Add as suffix to surname. Eg: Smith (Junior), John |
| **Occupation** | *“And’ vs ‘&’:*\*Barristers and Solicitors: in Occupation, write out the ‘*and’* if you have a Barrister and Solicitor. If “Barristers & Solicitors” is in the institution name, and typed out that way in the document, you can keep it that way as part of the institution name.For women - include ‘Wife’, ‘Widow’, ‘Spinster’ etc as occupation - this may be depressing, but what can you do? Also enter it into the Owners Notes field, especially if they list the husband’s nameExample: Wife of John Smith. **Exception:** If a woman has listed both her marital status and a separate occupation (eg. Wife of -----, Laundry Proprietor), include the occupation in the Occupation field and her marital status, including husband’s name, in the Owners Notes field. |
| **Street Addresses** | Use civic abbreviations: Street = St; Avenue = Ave; Boulevard = Blvd; Drive = Dr; Highway = Hwy; Crescent = Cres; Court = Crt; Alley = Aly; Rural Road Number 3 = R. R. #3; Way = WayExample: Georgia St W; Powell St E; 41st Ave EIf we have a building name and no street address for the building, the apt number is entered in the Street Number field and the building name is entered in the Street Name field. The biggest example of this we have is the Custodian (506 Royal Bank Building). When the Street Name field is a building, this means that the “Street Number” is actually the suite/apt. number. This is a **provisional measure** for the purposes of data entry.We would enter this asStreet Number: 506Street Name: Royal Bank BuildingFor addresses that have an apartment number, building name and building address, enter as follows:Street number: [apt#]-[bldg address#]Street name: [street name of bldg address]And then in the notes field, write out the full address.Example: Albion Land Co. LimitedStreet number: 410-739Street name: Hastings St WCity: VancouverProvince: BCNotes: 410 Winch Building739 Hastings St WVancouver\*Buildings: Spell out “Building” or “Bldg” based on what is on the actual document.If an address has multiple apartment numbers, a building, a street number, and a street name, simply use the street number and name, and include the apartment and building information in the notes.Eg: 411-14 Rogers Building     470 Granville StPO Boxes - if there is not a separate Street Number, include the PO Box and number in the Street Number field. If there IS a separate Street Number, include it in the Owner Notes field.If the street has a **Rural Road number**, include the full address including RR# in the Notes field of the Owner. Do NOT include RR# in the Address fields, UNLESS R. R. #x is the only street name given.Example: Owner Notes field:  2359-5186 Cordova Bay Rd R. R. #4Example: Street #: Derewenko Farm  Street name: R. R. #2Be careful when entering Owner addresses. If they are ℅ a law office, and their address is the same as the Lawyer entry, leave the address field blank, because we cannot be sure that they reside there. Note in the Owner notes field the address of the law office and their “care of” status. For institutions with an address that matches the Lawyer address, enter the Company address as it is written and include a note in the Owner notes field saying “Lawyer address and company address identical”. |
| **City** | Example: VancouverIf multiple cities (rare), put an ampersand between themExample: Victoria & Vancouver; Victoria, Vancouver & New Westminster. |
| **Province** | Example: BC; MB.If you have an American state, enter it in the province field. Example: Washington, USA (include the country in the Province field, if any nation other than Canada)If you have a country and no province/state, enter it in the province field. Example: England |
| **Postal Code** | Example: V6B4N7 (do not put in any spaces). |
| **Owner/Lawyer Notes** | *If an Owner is an executor/executrix of a will*, include that information in the Owner Notes field.*If the address is illegible*, write it into the Owner notes column along with your best guess.*If an owner is care of an address, person, or institution*, record the care of status in the notes field.If any information about the Owner changes (ie. address, occupation) between when the Owner was buying a property and when the Owner was selling the property, include the most recent information in the notes field.**Care of (c/o) Protocol***If an owner is care of a person, address, or institution,* record the address and care of status in the owner and title notes. Do not record an owner’s occupation as “care of”.*If a legal firm name (Institution Name) is prefaced by a ‘c/o’*, **do not** include the ‘c/o’ in the database entry.*If a lawyer is care of an institution or person,* record the address in the address fields and note the care of status and person in the lawyer notes. You may also note the status and information in the titles notes field if you feel it is important or telling to the transaction (eg: if the lawyer is care of the an institution noted as owner or seller, such as Walter Freth Edmonds as care of the Custodian of Enemy Property).\*\*Note: Sometimes the care of status is noted using a **“%” symbol**. |

* 1. **Special Cases**

*If you have a transfer folio that contains multiple indentures for the same property,* use the information from the most recent indenture, and note the existence of older indentures (plus the earliest indenture date) in the title notes.

Eg: “Transfer folio contains multiple indentures, dated back to 1899.”

*If there is only one other indenture included or another indenture seems important,* you can include more detail about the transaction in the title notes (eg: date, seller, owner, consideration).

Eg: “Transfer folio contains previous indenture, dated 1957-09-12, from John Smith to John Smith (Junior), for a consideration value of $475.”

*If you have a transfer that actually contains* ***two or more*** *transfer documents executed at the same time* (if they are both described by the transfer title page, for example) they both **may be** (but are not necessarily, as common in the early E series) relevant to the new title generated. For example, 348362L: A buyer buys three lots from two separate parties and consolidates them into one title. In this instance, the consideration has been split into two separate transactions. The two sellers should be both listed in the title entry and their consideration values can be added to achieve the sum total of consideration for the transaction.

Note: In the Maple Ridge area, documents with the same title number were grouped together on the microfilm regardless of the letter suffix, so there are often multiple documents with the same title number on the microfilm reels. Check the legal description to confirm whether all of the transfer documents are relevant to the property you are searching for, and ignore any transfer documents that are for other properties.

If multiple transfers are relevant to the property in question, then explain all of the transfers in the notes field:

Two separate transfers to Pacific Tractor & Equipment Ltd:

1) from Hilda Synnestvedt Hager, May 9, 1956 - Lots 17 and 18 [Consideration: $8000];

2) from Regah Ltd., May 4, 1956 - Lot 19 [Consideration: $4000].

The consideration in this title would then be $12000; the title will reflect that Lots 17, 18 and 19 are now registered under the new owner Pacific & Tractor Equipment Ltd.

If the dates between the two transactions are different, use the most recent date and include the older generation in the Title Notes field.

*If* ***multiple titles*** *share the same transfer document,* you must create a title entry for each title number. You will use the same transfer information for each entry.

1. Taken from Practice Note 06-10 Land Title and Survey Authority of BC Land Title Division, “Standardized Legal Descriptions,” October 18, 2010, http://www.ltsa.ca/docs/Standardized-Legal-Descriptions-Practice-Note-06-10.pdf. [↑](#footnote-ref-1)