



# qathet

## REGIONAL DISTRICT

**SECTION 2            ADMINISTRATION POLICIES**

**POLICY                2.8**

**SUBJECT              LAND TITLE INQUIRIES**

**ADOPTED             MAY 22, 2014**

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**POLICY STATEMENT:**

The qathet Regional District (qRD) recognizes upper tier legislation. Therefore, the qRD believes it prudent in providing its staff with tools and resources to safely and successfully fulfill their duties with minimal complication, commotion, disturbance or confrontation.

**PURPOSE:**

To give formal direction to staff when dealing with Land Title inquiries and to provide the public with evidence of provincial compliance.

**SCOPE:**

This policy applies to all qRD employees and directors.

**POLICY:**

1. The qRD will adhere to provincial statute and regulations governing the Land Title and Survey Authority (LTSA) of BC.
2. The *Land Title Act* does not allow local governments to share or sell LTSA records and the act of doing so is a punishable offence.
3. The records provided to the qRD are copies of records available through the Land Title Office. The LTSA is authorized to make land title records publicly available only upon payment of the appropriate statutory fee; unauthorized distribution, sale, resale or access to these materials is not permitted.
4. Land title records change frequently and may not be current. By making these records available, the qRD assumes all liability for making available records which may have been subsequently changed or altered.

5. The qRD will not share LTSA plans, documents or land titles with others external of the organization.
6. The qRD will only share LTSA plans, documents or land titles internally within the organization where authorized by statute or regulations.
7. Staff are instructed that any land title inquiries made by the public requesting copies of LTSA records including but not limited to documents, plans or land titles, are to be directed to a registry agent ([www.bcapra.org](http://www.bcapra.org)), real property lawyer, notary public, or land surveyor.