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Changes to the Parcel Description Certification Application Submission Form and Process (Pages 35 to 41)

Effective December 15, 2010, the PDCA form (and applicable regulations) will be changed to require additional information. The changes are a result of consultation with, and recommendations from, members of the Procedures Advisory Committee.

Any questions concerning the changes should be sent by email to RGLandTitles@gov.ns.ca with the subject line: *PDCA amendments*.

The changes are as follows:

1) Change in terminology

The terminology for PDCA submissions is being changed to:

- Initial PDCA- to submit the first PDCA for a parcel;
- Correcting PDCA- to correct a PDCA when a correcting flag has been set by a mapper;
- Amending PDCA- to amend any information in an approved PDCA.

The statement of compliance has been renamed “General Compliance” and the language has been reworded. On submission of an Initial PDCA or a Correcting PDCA, the submitter will be asked to confirm several general compliance statements in relation to the entire PDCA. However, on submission of an Amending PDCA, the submitter will be confirming the information only in relation to the amendment.

2) Additional requirements when submitting a new or changed description

The existing PDCA does not track historical information when a submitter introduces a new or changed description in terms of the location, boundary and/or the extent of the parcel. The new PDCA form will require the submitter to provide previous registration references, the reason for the description change, and the name and profession of the author of the changes. This information will be available online through POL and will ensure that historical information is not lost.

Changes to the PDCA submission screen

1. Change in Terminology

The terminology on the Application type has been changed to be less confusing.

- From "EXISTING PARCEL" to "INITIAL PDCA"
- From "AMENDING PARCEL" to "AMENDING PDCA"
- From "CORRECTING DESCRIPTION" to "CORRECTING PDCA"

2. ****New**** Description Changed section

A new section is added to record the particulars of when a property description has been changed or a new description is being submitted. This new section is added after the "Comments" section and before the existing "General Compliance" section. Users are required to select the checkbox: **"The portion of the description that describes location, boundary and/or the extent of the parcel is a new or amended description of the parcel."** when they are either submitting a property description where the location, boundary and/or the extent portion has been changed or when submitting a new property description.

Note: This section does not apply to new or changes made to benefits, burdens, restrictive covenants or the *MGA* Part IX compliance statement.

When the checkbox is selected, the section expands and the submitter must:

- provide a reason by selecting from a list of reasons contained in a drop-down list. Depending on the reason selected, comments and/or reference(s) to previously registered document(s) may be required.
- provide the name of the person who authored the new or changed description, along with whether s/he is a Surveyor, Lawyer, or Other.

The second part of this screen is where the submitter would specify the registration particulars of the document(s) where this parcel was last described. The requirement to complete this section is dependant on the change reason selected. There is a "portion" checkbox the submitter would check if the reference to where this parcel was last described, described more of the land than what's being presently described. *A good example of when the portion checkbox would be used is where the parcel was last described as going across a road or railway and the description being submitted is only for a portion of the previously described land.*

Once the registration particulars have been entered, the user is required to select the validate button. The system will then perform edit checks on the data entered and validate the information against the Grantor/Grantee index. The edit checks are much the same as the checks performed in the AFR submission process. *For example, the year cannot be entered by itself or with only a book. Another example would be a book cannot be entered without entering the Page.* After having selected the validate button, the user can proceed.

Note: Information (including comments) completed in this section are viewable to the public.

A graphic depiction of the new screen:

The portion of the description that describes location, boundary and/or the extent of the parcel is a new or amended description of the parcel.

Reason:
 To correct error(s) contained in the previous description. (requires registry reference) (requires comments) To correct ei

Author of New or Changed Description:	First Name:	Last Name:
OTHER	REAL	ACCURATE

Most recently described in the following registered instrument(s):

Year	Instrument Number	Book	Page	Portion	
		3395	341	<input type="checkbox"/>	Delete
				<input type="checkbox"/>	Delete
				<input type="checkbox"/>	Delete

More Validate

Comments:
 CORRECTED THE SQ. FOOTAGE FROM 16,000 TO 15,000

3. ****New**** Municipal Government Act, Part IX Compliance section

This new section will be used for the subdivision provisions of Part IX of the *Municipal Government Act*. This section does not apply to condominium unit parcels. The section appears after the new Description Changed section and before the General Compliance section. The new screen is separated into 3 categories:

- 1) Compliance
- 2) Exemption
- 3) Not Subject To.

Submitters will select a Radio button from one of the three categories for the clause that applies to their parcel. For reasons not covered, each category has an “Other” option and if selected, details are required in the comments section. Text entered in this comment section will appear in the parcel description as part of the MGA compliance statement.

Note: In the exemptions category, the “Reason for exemption” field contains a drop-down list of the subdivision approval exemptions.

When submitting a “CORRECTING PDCA” or an “AMENDING PDCA” the submitter must either select “No change to existing MGA statement required” or complete the new MGA compliance section.

- If “No change to existing MGA statement required” is selected, the PDCA will retain the previous MGA compliance statement and the new MGA compliance section becomes disabled and is bypassed by the submitter.
- If “No change to existing MGA statement required” is **not** selected, the submitter is required to complete the new section as described above. Also, the previous MGA compliance statement must be manually removed from the pre-populated description. A message generated by the system will appear to help remind the submitter.

Note: For Condominium unit PIDs, the message “Not applicable for CONDOMINIUM UNITS” will be displayed in the “Municipal Government Act, Part IX Compliance” section.

A graphic depiction of the new screen:

Municipal Government Act, Part IX Compliance

A reference in this form to provisions of the Municipal Government Act includes a reference to the provisions of the Halifax Regional Municipality Charter, relating to the same subject matter, to the extent that it relates to property located in the Halifax Regional Municipality.

No Change to Existing MGA Compliance Statement required.

OR,

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the *Land Registration Act*
Registration District: HALIFAX COUNTY Registration Year: 1972 (YYYY)
Plan or Document Number: 11592

The parcel originates with an instrument (registration details below) and the subdivision is validated by Section 291 of the *Municipal Government Act*
Registration District: HALIFAX COUNTY Registration Year: (YYYY)
Book: Page: Document Number:

Other

Exemption:

The parcel is exempted from subdivision approval under the *Municipal Government Act* because
Reason for exemption:

Other

Not Subject To:

The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.

Other

Comments:

4. The current “Statement of Compliance” has been re-titled to “General Compliance”
The statements in this section have also been amended to replace specific statements with a general statement confirming that the application is being submitted in accordance with the Land Registration Administration Regulations. On an Amending PDCA, the submitter is confirming the information submitted only in relation to the amendment.

Changes to Property Online

The “Search Parcel Description Database By PID” option will now display an additional field titled “Author of New or Changed Description.” If this field is populated it will indicate the description has changed and give the name of the person who made the change. Clicking on the name will display the change reason details.

Note: During the processing of a Land Registration plan, mappers often will create short form descriptions and edit an existing parent parcel description to add “saving and exceptings.” The query results when searching the “Search Parcel Description Database” will display “SNSMR” in the Author of New or Changed Description column. However, when clicking on SNSMR to view the change reasons, the screen will be blank. This is because the change reason screen is not available to the internal application.

This sample indicates the description was changed by Real Accurate.



The screenshot shows the 'PROPERTY Online' web interface. At the top, there is a blue header with the text 'PROPERTY Online' and a map of Nova Scotia. Below the header, the page title is 'Query Results'. A table displays the following data:

PID	Effective Date/Time	Status	Author of New or Changed Description
588962	2010-10-26 13:05:47	Current	
588962	2010-10-26 12:59:56	Historical	REAL ACCURATE
588962	2006-11-27 16:19:38	Historical	

Below the table, it says 'Records 1 to 3'. There are three buttons: 'Refresh', 'Count', and 'Query'. At the bottom, there is a blue navigation bar with icons for home, help, and search, and the text 'caris'.

Viewing the Description Change Details

To view the details, the user would click on the name of the author who changed or created a new description. In this instance the user would click on the name “Real Accurate.” The Description Change Details screen will appear providing the information relating to the changed or new description.

Description Change Details

The portion of the description that describes location, boundary and/or the extent of the parcel is a new or amended description of the parcel.

Reason:
 To correct error(s) contained in the previous description. (requires registry reference) (requires comments) To correct error(s) contained in the previous description. (requires registry reference) (requires

Author of New or Changed Description:	First Name:	Last Name:
OTHER	REAL	ACCURATE

Comments:
 CHANGED SQ. FOOTAGE FROM 16000 TO 15000

Most recently described in the following registered instrument(s):

Year	Instrument Number	Book	Page	Portion
		3395	381	<input type="checkbox"/>

caris

PDCAs Too Large to Submit

When a legal description being submitted is larger than 32,000 characters, the submitter is still required to create and submit the initial PDCA and email the description to the Land Registration Office.

As a result of the PDCA changes, however, the submitter should no longer include the MGA compliance statement in the text of the legal description. The new PDCA form requires the submitter to complete a separate MGA compliance section which will automatically insert the statement into the legal description. Therefore, if the submitter includes the MGA compliance statement in the text of the legal description, the statement will be duplicated.

[See appendix “A” for a full screen capture of the new PDCA form.](#)

PROPERTY
Online

Submit Parcel Description Certification Application

Enter values for new record

PID: 1057
 Application Type: Initial PDCA
 User Supplied Reference:
 AAN:
 Book:
 Page:
 Parcel Location: 587 FRANCKLYN STREET HALIFAX

Apparent Owners

Name	Sub Type	Type	Interest Type	Qualifier
LEONORA MERRIGAN		PERSON/INDIVIDUAL	FEE SIMPLE	
MICHAEL MERRIGAN		PERSON/INDIVIDUAL	FEE SIMPLE	

Legal Description:

Comments:

The portion of the description that describes location, boundary and/or the extent of the parcel is a new or amended description of the parcel.

Reason:

Author of New or Changed Description: First Name: Last Name:

Most recently described in the following registered instrument(s):

Year	Instrument Number	Book	Page	Portion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Delete

Comments:

Municipal Government Act, Part IX Compliance

A reference in this form to provisions of the Municipal Government Act includes a reference to the provisions of the Halifax Regional Municipality Charter, relating to the same subject matter, to the extent that it relates to property located in the Halifax Regional Municipality.

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act
 Registration District: Registration Year: (YYYY)
 Plan or Document Number:

The parcel originates with an instrument (registration details below) and the subdivision is validated by Section 291 of the Municipal Government Act
 Registration District: Registration Year: (YYYY)
 Book: Page: Document Number:

Other

Exemption:

The parcel is exempted from subdivision approval under the Municipal Government Act because
 Reason for exemption:

Other

Not Subject To:

The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.

Other

Comments:

General Compliance:

Please note: If the authorized submitter has confirmed the information below, staff of the authorized submitter may submit the PDCA on the authorized submitter's behalf. For an application to amend a legal description, the submitter is confirming the information only in relation to the amendment.

The authorized submitter is submitting this PDCA for approval and confirms that:

- This application is being submitted in and accordance with the Land Registration Administration Regulations.
- The authorized submitter has reviewed the legal description included in this application and checked the provincial property mapping graphics. If the graphics do not match the legal description, any apparent discrepancies have been noted in the comments field of this application.
- The legal description is accurate and complete and complies with the Land Registration Administration Regulations, applicable professional standards or regulations and the PDCA standards as set out in the PDCA checklist.

[Click Here to Submit Application](#)

1. PDCA Terminology changed

2. The Description Changed section begins here.

3. MGA Compliance Statement section begins here.

4. General Compliance section revised