

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT: <i>Registration of Land Title Office Documents in Conjunction with the Amendment Application Process</i>	POLICY NO: B1.13 CROSS REF.:
EFFECTIVE DATE: September 26, 2006	APPROVED BY: Board
REVISION DATE:	PAGE: 1 of 1

### PURPOSE

To provide a consistent approach for the registration of Land Title Office documents as part of the zoning and/or official community plan amendment application review process.

### BACKGROUND

Based on a recent written legal opinion, the RDN solicitor has recommended that the Board is advised **not to adopt** an amendment bylaw until after all required covenant documents are fully registered on title. The reasons for this approach are to ensure that the Board's conditions for amendments applications will be completed and that the public interest is being upheld.

### PROCEDURES

1. Where the Regional Board requires the applicant to prepare and register documents, including covenant documents, at Land Title Office as a condition of a zoning amendment and/or an Official Community Plan amendment application process, the applicant is required to prepare at his/her expense and to the satisfaction of the Regional District and to register such documents on title of the subject property(ies) at Land Title Office.
2. All documents must have received from the Land Title Office final registration on title of the subject property(ies).
3. The applicant is to submit to the Regional District proof of final registration of all documents required to be registered on title of property(ies), including a copy of each registered document and title(s) of property(ies), prior to the corresponding amendment application being forwarded for consideration to the Regional Board of Directors.