


Manager - Approved Date: Jan 17, 2008

TOPIC: PROPERTY FILE MANAGEMENT

PROCEDURE:

In August 1996 a file was created for each land parcel in the town with the intent of creating a history for that parcel.

The intention of our Property File System is that it will be established to coincide with the legal descriptions as registered at Land Titles Office because this is a common system applicable throughout the entire province. Therefore documentation will be filed according to the legal description as per the title.

Please note that the tax notice legal description will not necessarily match this filing system due to the various tax billing configurations. Also there may be situations where title to property may incorporate various separate property locations in which case all information related to any location legally described on the title will be placed in a single file designated by the Confidential Secretary and cross referenced accordingly.

These files are stored on the shelves in the back of the vault and designated as follows:

Green tabbed files - Current land files for land owned by the Town of Redcliff.
Yellow tabbed files - Current land files for land owned privately.
Grey tabbed files - Archive files (obsolete files for property no longer in legal existence under that description)

Documentation to be filed should be placed in the file basket on the desk of the Confidential Secretary and **must** have the correct legal description attached or it will be returned. Only original documentation will be accepted for filing. The intent of this system is to replace other systems not duplicate it.

The following types of documentation are to be filed in these files:

- * Duplicate Certificate of Title / Copy of Title / Information Sheets
- * Development Applications
- * All permits (Building, Electrical, Gas, Plumbing & Heating, Fire)
- * Zoning and Compliance letters
- * Orders against the property - By-law and other related issues
- * Utility issues relating to the property (not owner related)
- * Tax certificates (Tax notices will not be filed in these files)
- * Transfers of Land
- * Municipal Lease Agreements
- * Environmental Issues / orders or concerns
- * Land Sales Agreements and Related Documentation

As there are quite a number of files and a number of people will have access to these files, it is important these files not be allowed to sit on one's desk for an extended period of time. In most instances you should not need to remove these files from the vault.

If a property file must be removed from the vault you will be required to sign the file out and in. Upon removing the required file please fill in a File Management Log and insert it into a colored file folder which should be inserted in the file drawer in the place of the missing property file. Any file removed during the day should be returned to the vault before closing. No files are to be removed from the building.

If a file has a change in status, incorrect legal description, or does not have a matching legal description please advise the Confidential Secretary so the appropriate adjustments may be made to the files.

As of November 1, 1996 all current documentation as listed above will be forwarded to these files. All documentation prior to this date will be forwarded to these files as per the time line. This time line is only approximate and will be completed as time permits.

Information not included in these files does not mean it does not exist.

