



**FIRST NATIONS  
LAND MANAGEMENT  
RESOURCE CENTRE**

**Training, Mentorship & Professional Development**

# **Overview of the First Nation Land Registry System (FNLRS)**

**FNLRS 201 Land Registry & Privacy Act Workshop**



# FNLRS Administration



Aboriginal Affairs and  
Northern Development Canada

Affaires autochtones et  
Développement du Nord Canada

Canada



The FNLRS is administered by the Department of Indigenous & Northern Affairs Canada (INAC) and is located in Ottawa



The system is entirely electronic and does not contain the actual physical documents



Applications are submitted to the Registry through a secure website

# FNLRS Access

Citrix Portal

<https://pa-ap.aadnc-aandc.gc.ca/>

Services aux Autochtones Canada / Indigenous Services Canada / Relations Couronne-Autochtones et Affaires du Nord Canada / Crown-Indigenous Relations and Northern Affairs Canada

## ACCESS PORTAL



### Government of Canada - Expectations of Acceptable Use

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- Use Government of Canada electronic networks and devices in a responsible and informed way
- Understand the obligations of expected behaviour outlined in the Values and Ethics Code for the Public Sector and the departmental code of conduct, which apply at all times when using Government of Canada and external Web 2.0 tools and services
- Take precautions to protect electronic network and device passwords and accounts from unauthorized access and

I have read and accept the conditions

[OTP Guidance](#) • [Contact us](#) • [Password Policy](#) • [Guide](#) • [FR](#)

Canada

### CITRIX ACCESS APPROVAL FORM First Nation Land Registry System (FNLRS)

#### REQUESTED BY

Name	
Title	
Company	
Address	
Phone	
Email	

- Special Access** – CITRIX view only, FN approval required (disclaimer/non-redacted)
- Individual Requests** – INAC will provide redacted document(s) to FN for distribution for individual requests

#### FIRST NATION APPROVAL

Name		Phone	
Signature		Email	

## IT Service Desk

Monday through Friday, 7 AM to 8 PM EST

**Toll free**  
866-795-6465

**NCR and region**  
819-953-4263

**E-Mail**  
[aadnc.sti-its.aandc@canada.ca](mailto:aadnc.sti-its.aandc@canada.ca)



# Logging into CITRIX



To logon to the Citrix Access Portal <https://pa-ap.aadnc-aandc.gc.ca>



Click on “I have read and accept the conditions”



Enter your LAN account username and Submit, you will automatically receive an OTP code via “email”



copy and paste, Submit OTP Code as OTP Code



Then enter your LAN password



Double Click “ILRS-Training”

# FNLRS Menus & Stem Tabs



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# First Nation Land Registry User Guide

ILRS Application WebHelp - Internet Explorer

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Instrument Handling Procedures  
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Reporting

**Welcome to the  
ILRS/FNLRS/SGFNLRS  
Online User Guide**

Updated 13-Jan-18



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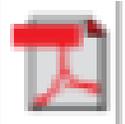
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# FNLRS System Icons

# Exploring the Home Page

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Registration Number	Type	System Create Date	Status	Land Affected/Legal Description
4024560	Mortgage	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 33 RGE 5 W3M
4024559	Lease	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 33 RGE 5 W3M
4024542	Relinquishment	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 33 RGE 5 W3M
5020581	Transfer	2016-03-01	Registered	LOT 43-1-1

HEADQUARTERS INBOX [HIDE](#)

Registration Number	Instrument Type	System Create Date	Status	Land Affected/Legal Description
4024560	Mortgage	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 SEC 30 TWP 33 RGE 5 W3M
4024559	Lease	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 SEC 30 TWP 33 RGE 5 W3M
4024542	Relinquishment	2016-03-04	Registered	LOT 91 WITHIN THE NE 1/4 SEC 30 TWP 33 RGE 5 W3M
5020581	Transfer	2016-03-01	Registered	LOT 43-1-1



User Preferences have been saved.



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MY DEFAULTS

<b>Band</b>		
<b>Province</b>	<b>Default Registry</b>	<b>Language</b>
	FNLRS	English

MY HOME PAGE PREFERENCES

<b>Maximum Rows</b>	<b>Home Band</b>
10	

MY COMMUNICATION INFO

<b>Mailing Address</b>	<b>Email Address</b>
	aderrickson@labrc.com

<b>Telephone</b>	<b>Mode of Contact</b>

Edit

Set Up User Preferences



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## AVAILABLE REPORTS

### [Band-Reserve](#)

Information on Bands and Reserves.

### [EOT/Lawful Possessor](#)

Information on EOTs and Lawful Possessors by Band or Reserve.

### [Instrument Report](#)

Detailed information on Instruments.

### [Online Activity Report](#)

Provides the status and counts of all initiated and pending applications for registration for a specified period.

### [Parcel Abstract Report](#)

Parcel Abstract Report

### [Reserve General Abstract](#)

List of historical/current Instruments by Reserve.

Reports



## Exercise

### Generating Reports

1. How many reserves are listed on your Band-Reserve report?
2. What activities took place on your Lands this year?  
Hint: Activity Report
3. Search Reserve General Abstract Report, what is the registration number for Land Code?
4. What are the top 5 transaction over the last 5 year? Hint: Instrument Report
5. Choose a Lot and generated a Parcel Abstract Report

Land



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Search Land   Add Parcel

**SEARCH CRITERIA** HIDE

**Reserve:**    **Band:**   

**PIN:**    **Legal Description:**  

**Plan Type:**    **Plan Number:**  

**NRCan PIN:**   **Parcel Status:**    **Registration Number:**  

**Legacy File Number:**   **Region:**    **Province:**   

**Parcel Type:**   

**ADVANCED SEARCH CRITERIA** HIDE

**Select Criteria Field**

**SELECTED CRITERIA** HIDE

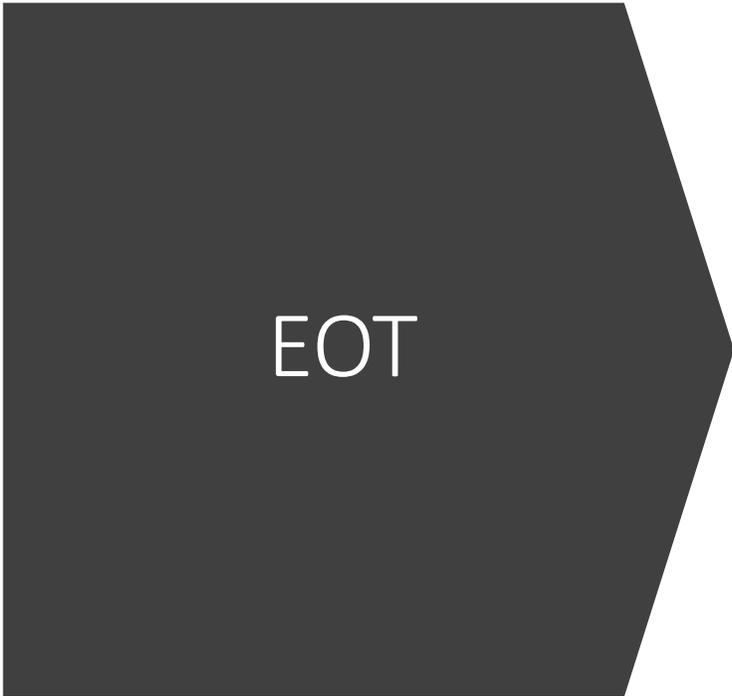
**Registry:**  FNLRS  ILRS  SGFNLRS

**SEARCH RESULTS** ||



## Searching Land

1. How many parcels are on your reserve(s)?  
**Hint:** Search Land Tab
2. How many parcels have the plan type and number **RSBC 3447R**?
3. Of those parcels how many are retired? **Hint:** Parcel Status
4. How many **active** parcels with the parcel type of **sub-pin** are within your reserve?  
**Hint:** Get Total



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Search EOT

**SEARCH CRITERIA** HIDE

**EOT Number:**  **EOT Type:**  **Registration Number:**

**PIN:**  **Legal Description:**

**Band:**  **Reserve:**

**Plan Number:**  **Plan Type:**

**Region:**  **Province:**

**Grantee:**  
 Band  Corporation  Crown Canada  Individual  Provincial/Territorial Crown

**Last Name**  **First Name**

**ADVANCED SEARCH CRITERIA** SHOW

**SELECTED CRITERIA** HIDE

**Registry:**  FNLRS  ILRS  SGFNLRS

**SEARCH RESULTS**



## EOT

1. How many Certificates of Possession are registered on your reserve?
2. Of those number of records how many are Active?
3. Do you have any active NETI on your reserve?



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[Add Instrument](#)

**SEARCH CRITERIA** HIDE

**Registration Number**  
**Legacy File Number:**  
**Status:**

**Instrument Type:**  
**Purpose**

**Registration Start Date**   
**Registration End Date**   
**Reserve**

**Province**   
**Region:**

**Band**   
**PIN:**

**Crown Land**   
**Legal Description**

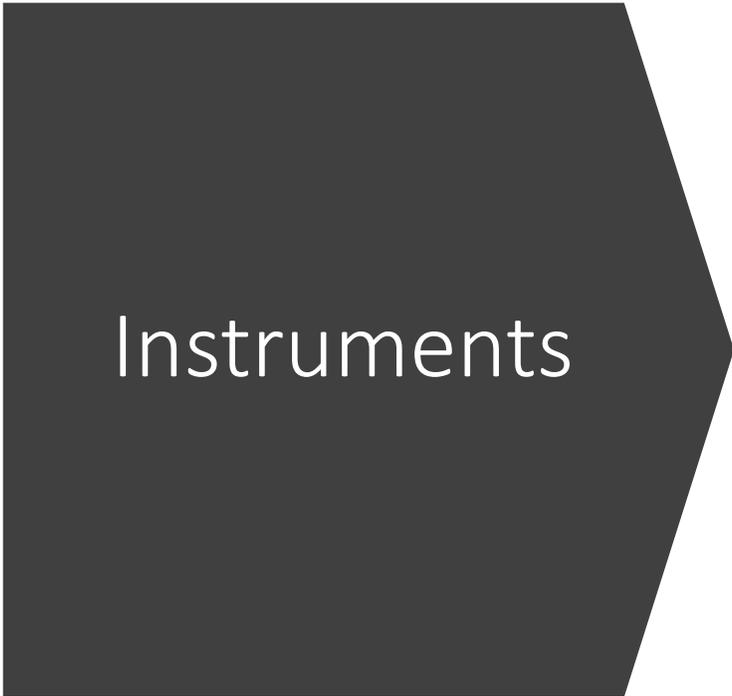
**ADVANCED SEARCH CRITERIA** HIDE

**Select Criteria Field**

**SELECTED CRITERIA** HIDE

**Registry:**  FNLRS  ILRS  SGFNLRS  Include Sub-surface Parcels

**SEARCH RESULTS** ||



# Instruments

# Parcel Details

Aboriginal Affairs and Northern Development Canada / Affaires autochtones et Développement du Nord Canada

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**SEARCH CRITERIA** SHOW ▲  
**ADVANCED SEARCH CRITERIA** SHOW ▲  
**SELECTED CRITERIA** HIDE ▼

**Registry:**  FNLRS  ILRS  SGFNLRS  
**Bands:** 371 - Muskoday First Nation ✘ |  
**Legal Description:** Lot 1 ✘ |

**SEARCH RESULTS** PRINT || EXPORT ( 2 RECORDS OF 2 )

Legal Description	Plan	Reserve	PIN	NRCAN PIN
LOT 1	CLSR 73625	06555 - MUSKODAY FIRST NATION	602525166	1120780
LOT 1	CLSR 55574	06555 - MUSKODAY FIRST NATION	600010165	1102607

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**PARCEL DETAILS** HIDE ▼

<b>PIN</b> 600010165	<b>Registry</b> FNLRS	<b>Unresolved</b> No
<b>Status</b> Active	<b>Parcel Type</b> Surface	
<b>Reserve</b> 06555 - MUSKODAY FIRST NATION	<b>Province</b> SASKATCHEWAN	
<b>Plan Number</b> 55574	<b>Plan Type</b> Canada Lands Surveys Record	<b>NRCAN PIN</b> 1102607

**Legal Description**  
 LOT 1  
**Legal Description History**

Legal Description	Plan Number	Plan Type	Modified By	Modified Date
	P3170		CONVERSION 2010	2010-11-18

**DATES** HIDE ▼

<b>Created Date</b> 1962-11-06	<b>Entry Date</b> 1900-12-01
<b>Modified Date</b> 2009-08-23	<b>Modified By</b> DESROCHERSJAC_FNLRS DESROCHERSJAC_FNLRS

**PIN HIERARCHY** HIDE ▼

**Root PIN(s)**

PIN	Legal Description	Parcel Type	Reserve	Parcel Status
602005547	SEC 16 TWP 47A RGE 24 W2M	Surface	06555	Retired

**Former PIN(s)**

PIN	Legal Description	Parcel Type	Reserve	Parcel Status
602005547	SEC 16 TWP 47A RGE 24 W2M	Surface	06555	Retired

**Forward PIN(s)**

**REFERENCED INSTRUMENTS** HIDE ▼

Registration Number	Instrument Type	Status	Instrument Date	Registration Date	Effective	Actual Expiry Date	Expiry Date
4028711	014 - Lease	Registered	2018-01-08	2018-02-21	Yes		2022-12-31
4028712	014 - Lease	Registered	2018-01-08	2018-02-21	Yes		2022-12-31



Exercise

## Searching Instruments

1. How many **subleases** with the purpose of **Residential** are on your reserves registered between **2017-01-01** and **2021-01-01**?  
**Hint:** Search Instruments Tab
2. How many **letters** are registered on your reserve?
3. How many **easements** are registered on your reserve?



## Exercise

- Search by registration number 4020123
- Click Legal Description UNIT 91 WITHIN LOT 79-17-1
- What is the PIN # ?
- What is the Sublease # ?
- What is the Lease # ?
- When was Mortgage #4020123 discharge?
- How many Effective instruments?
- Are there any easements?

# List of Contacts

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## **Roy, Loretta**

First Nation Lands Registry  
Deputy Registrar

819-210-2780 Work  
[loretta.roy@canada.ca](mailto:loretta.roy@canada.ca)

10 WELLINGTON ST, 17TH FLOOR  
Gatineau Quebec K1A 0H4  
Canada

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## **Power, Brenda**

First Nation Lands Registry  
Lands Registration Officer

819-743-4739 Work  
[brenda.power@canada.ca](mailto:brenda.power@canada.ca)

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