



**FIRST NATIONS
LAND MANAGEMENT
RESOURCE CENTRE**

Training, Mentorship & Professional Development

Land Registry Procedures

FNLRS 201 Land Registry & Privacy Act Workshop



Best Practices in Registry Procedures

Scenario Details

- You received an instrument for registration, and you are responsible for processing it for approval and registration under your Land Code and in the FNLRS
- There is a new Land Registry Procedure document that you have been asked to review and update to reflect accurate processing for your lands department

The sample training documents are located on the USB:

FNLRS 201 – Land Registry



Administration Procedures



Official Record of Incoming
Document



Registration Fees



No. of Original Documents

Parcel Research

Review and confirm interests/encumbrances:

- Parcel Abstract Report (PAR)
<https://pa-ap.aadnc-aandc.gc.ca>
- Review internal Lot File(s)

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

Canada

First Nation Land Register

www.aadnc-aandc.gc.ca

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HOME INSTRUMENTS EOT LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

Search Instruments [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:

Legal Description

371 - Muskoday First Nation

Lot 1

SHOW HIDE

Include Sub-surface Parcels

Search Clear Report Save

Lands Office Checklist

Print appropriate checklist “Instrument” and complete by reviewing information from the cover letter, document, parcel abstract report (PAR), internal file systems, etc.

LOGO	<p>LAND GOVERNANCE OFFICE</p> <h2 style="margin: 0;">LEASE CHECKLIST</h2> <p>Under Section __ of the Land Code</p>
------	--------------------------------------------------------------------------------------------------------------------

Legal Description:	LOT	PLAN OF SURVEY	RESERVE	PIN:
Lessor:				
Lessee:				
Mailing Address:				Y M D

Proposed Use:	Term:	Expiry Date:
Law Firm:	Firm Contact:	Contact Phone No.:

Comply with Land Use Law? If Not, advise that amendment procedures are required at dev. stage	Yes	No	Letter from Locatee? (CP interest runs with Legal Desc. identified on Lease)
Mortgage No.:	Assumed	Discharged	Has been reviewed by Property Manager?
Original's Certified by?	Officer's Signature	Affidavits of Witness	Lot File reviewed for outstanding issues?
Comply with survey requirements?	Yes	N/A	Folio/Roll Number:
Utility Fees paid?	Yes	N/A	Sale/Lease Price:
Property taxes paid?	Yes	Letter of Undertaking	Originator File No.:

THIS DOCUMENT HAS BEEN REVIEWED BY THE <FN> LANDS OFFICE AND TO THE BEST OF OUR KNOWLEDGE AND BELIEF THE DOCUMENTATION IS SATISFACTORY BASED UPON INFORMATION PROVIDED BY THE SOLICITOR(S) OF THE LESSOR/LESSEE AND INFORMATION PROVIDED TO US BY OTHER INTERNAL DEPARTMENTS OF THE <FN>.

Completed By: _____ Date: _____

Land Registry Forms

Review to comply with First Nation Land Registry Regulation requirements:

- Names of all parties
- Type of document
- First Nation land affected
- Date executed

INSERT LOGO **<FN>** Land Code Registrations
Form No. 02 – General Instrument

APPROVED AS TO THE FORM BY THE
<FN> PURSUANT TO THE **<FN>** LAND CODE

Signature: _____
Date: _____

VersionControl-MAR-2019

1. APPLICATION			
Name of Applicant:		Date:	
		Phone No.:	
		Email Address:	
2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:			
PIN(s)	Legal Description(s)	Plan No.(s)	Reserve Name & No.(s)
3. NATURE OF INTEREST			
Description (Type of Interest & Registration No.)			
4. TERMS: Part 2 of this instrument consists of (select only one)			
<input type="checkbox"/> Lease	<input type="checkbox"/> Permit	<input type="checkbox"/> Agreement	
<input type="checkbox"/> Sublease	<input type="checkbox"/> Easement	<input type="checkbox"/> Discharge	
<input type="checkbox"/> Assignment	<input type="checkbox"/> Right of Way	<input type="checkbox"/> Other:	
5. TRANSFEROR(S)			
Name(s)		Postal Address(es) and postal code(s)	
6. TRANSFEREE(S)			
Name(s)		Postal Address(es) and postal code(s)	
7. DECLARATION			
By my signature below, I hereby make this solemn declaration, and acknowledge that any error or misrepresentation in this application or the information I provide could result in voiding this application for registration as well as resulting in other legal consequences. I declare that:			
(1) The information contained in this application form is correct;			
(2) I acknowledge that I have been advised to seek independent legal advice;			
(3) I agree to comply with the <FN> Land Code and am not aware of any conflict between the proposed registration and any provision of the <FN> Land Code or related <FN> Laws;			
(4) I acknowledge that neither <FN> nor any <FN> Councillor, employee or contractor involved in registering Interests, documents, instruments or transactions:			
(a) bears any responsibility for determining whether legal interests submitted for registration are in good standing or the terms have been complied with;			
(b) are responsible for ensuring the validity and accuracy of anything submitted for registration; or			
(c) shall, in any way, be responsible or liable for ensuring that a document or instrument which affects or purports to affect <FN> Lands:			
(i) is validly made; (ii) complies with the <FN> Land Code; (iii) complies with the Federal Regulation; (iv) should be registered or recorded; or (v) will be accepted for registration or recording.			
8. EXECUTION(S)			
Officer Signature(s)	EXECUTION DATE		Party(ies) Signature(s)
	YYYY	MM	DD
[Print Name]			[Print Name]
[Print Name]			[Print Name]
As to the signature(s)			

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the **Evidence Act, R.S.B.C. 1996: c 124 to take affidavits for use in British Columbia** and certifies that you have verified the identities of the signatories.



FN Approval & Consent



Package all documents for
First Nation approvals
(Form/Instrument/Consents)



Consents, include form/stamp
for approval
(if required)



Compiling Documents for FNLRS

Once documents have been reviewed and approved:



Scan Form/Instrument/Consents into one (.PDF) document



Save file to Lands Upload Folder in accordance with your Document Management Policy



Name appropriately so you are not uploading wrong document



First Nation Land Registry System (FNLRS)



A completed application must accompany the document for registration/recording



The document accompanying the application must comply with the laws and policies of the First Nation before submitting to the First Nation Land Registry

Initiating Applications for Registration



RCAANC-CIRNAC
SAC-ISC

FNLRS CITRIX login

1. Log into CITRIX XenApp

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

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

Services aux Autochtones Canada
Indigenous Services Canada

ACCESS PORTAL

User name :

Password :

I accept the [Terms & Conditions](#)

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

Canada

2. Open Internet Explorer

All Apps



ILRS

3. Ensure FNLRS is selected

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HOME | INSTRUMENTS | EOT | LAND | REPORTS | ANGIE DERRICKSON | SYSTEM MAINTENANCE

Search Instruments [Add Instrument](#)

SEARCH CRITERIA [SHOW](#)

ADVANCED SEARCH CRITERIA [SHOW](#)

SELECTED CRITERIA [HIDE](#)

Registry: FNLRS ILRS SGFNLRS Include Sub-surface Parcels



Document Requirements for Registration

- Names of all parties to the document
- Names and address of person who completed the application
- Type of document
- Execution of document
- Dated document
- Province
- First Nation, Legal Description (Lot, Plan, Reserve)
- Any supporting documentation or schedules
- If two or more documents, directions on the order of registration

ADD Instrument

1. Instrument Status
2. Application
3. Land
4. Instrument
5. Grantor
6. Grantee
7. Communication
8. Instrument Activity
9. Uploading Scanned Image



First Nation Land Register
www.aadnc-aandc.gc.ca

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HOME INSTRUMENTS EOT LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

Search Instruments Instrument Details X Add Instrument

N.B. Applicants should check with the First Nation to ensure that the document accompanying this application complies with the laws and policies of the First Nation before submitting this application. Please submit documents in the order that they are to be registered/recorded, if other related applications and documents are being submitted.

Save Cancel

INSTRUMENT STATUS

Status Registration Date/Time

Initiated Pending Received Land Interest

APPLICATION

Registry
FNLRS

Registration Number **Date Forwarded** **Date Received**

Originator File References

+

Originator File References

Originator File Number	Originator Name	Originator File Type
<input type="text"/>	<input type="text"/>	Other <input type="button" value="v"/>
+		

ADD Instrument

1. Instrument Status
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LAND

Land Type
 Parcel Reserve Crown Land

Parcel(s)
+

*Proposed Reserve

*Land Affected/Legal Description

Get Legal Desc

LAND

Land Type
 Parcel Reserve Crown Land

Parcel(s)

PIN	Plan Number	Plan Type	Legal Description	Area	Unit of Measure	Reserve
402000347				0.000		

+
*Proposed Reserve

FIND PARCEL

PIN

Legal Description
lot 20%

Plan Number

Plan Type

Parcel Type

Reserve
06156 - WHITEFISH LAKE 6

Status
 All Active Retired

Search Clear Cancel

SEARCH RESULTS (1 RECORDS OF 1)

PIN	Legal Description	Plan Type	Plan Number
402505766	LOT 2001	Canada Lands Surveys Record	85679



ADD Instrument

- 1. Instrument Status
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- 3. Land
- 4. **Instrument**
- 5. Grantor
- 6. Grantee
- 7. Communication
- 8. Instrument Activity
- 9. Uploading Scanned Image



INSTRUMENT

***Instrument Type**

Purpose

***Instrument Date**

Actual Expiry Date

OCPC/MO Number

FN Land Code

IOGC Number

+

Instrument Remarks

ADD Instrument

1. Instrument Status
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6. Grantee
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GRANTORS			
Type	Qualifier	Name	
+			

GRANTEES							
Type	Qualifier	Name	Interest Type	Interest Portion	Portion of Land Affected	Legal Description	
+							

GRANTORS		
Type	Qualifier	Name
+		
Type		
<input type="radio"/> Band <input type="radio"/> Corporation <input type="radio"/> Crown Canada <input checked="" type="radio"/> Individual <input type="radio"/> Provincial/Territorial Crown		
*Qualifier		
None		
Last Name	First Name	
+		

GRANTEES							
Type	Qualifier	Name	Interest Type	Interest Portion	Portion of Land Affected	Legal Description	
+							
Type							
<input type="radio"/> Band <input type="radio"/> Corporation <input type="radio"/> Crown Canada <input checked="" type="radio"/> Individual <input type="radio"/> Provincial/Territorial Crown							
*Qualifier							
None							
Last Name	First Name						
Interest Type	Interest Portion						
Joint Tenant							
Interest Note							
Joint Tenant							





ADD Instrument

1. Instrument Status
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COMMUNICATION

***Recipient**

***Contact Name**

***Mode of Contact**

Address Line 1

City

Address Line 2


Province

Address Line 3


Postal Code

***Email Address**

Telephone



INSTRUMENT ACTIVITY





ADD Instrument

1. Instrument Status
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HOME INSTRUMENTS EOT LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

Search Instruments Instrument Details X [Add Instrument](#)

Print Application Edit Withdraw

INSTRUMENT STATUS HIDE ▾

Status Registration Date/Time
Initiated

APPLICATION HIDE ▾

[Upload File](#)

Registry
FNLRS

Registration Number	Date Forwarded	Date Received
4030072		

Originator File References

FNLRS

- Cross reference the Received file on the main page
- File original document(s) in secure location (e.g. fireproof cabinet) in the Land File System
- Once confirmation of registration has been given, make sure the instrument is correct on the Parcel Abstract Report
- Cross reference the “Registered” file on the main page
- If there is an error, work with the Registrar to make corrections

Tracking Number

[FIRST NATION] LANDS OFFICE						
LOGO						
REGISTRY ORIGINATOR # LOG SHEET						
ORIGINATOR	TRACK/REG#	IR	LOT	GRANTOR	GRANTEE	DATE
2015-001	FN0001	1	123	A.ABEL	B.BEST	JAN.5
2015-002						
2015-003						
2015-004						

MY INBOX					HIDE
<u>Registration Number</u>	<u>Type</u>	<u>System Create Date</u>	<u>Status</u>	<u>Land Affected/Legal Description</u>	
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	



Return Registration

Instrument is correctly reflected on the Parcel Abstract Report

Each original has been stamped with registration number and date

File one original copy in Land File System

Return all remaining originals to the Applicant including the updated Parcel Abstract Report and Registration Fee receipt

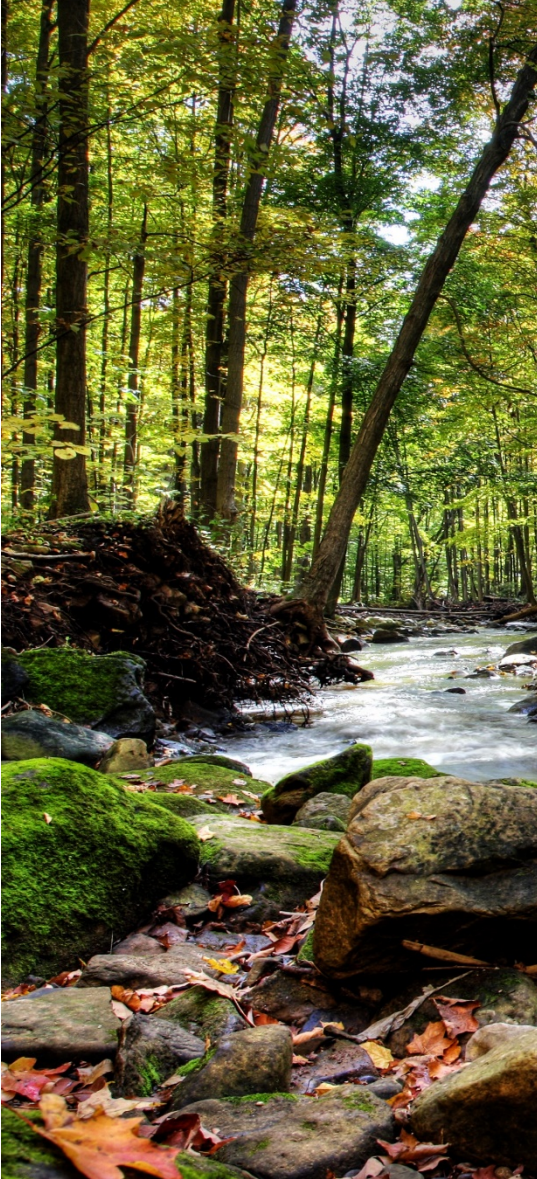
Official record of outgoing mail, courier and/or hand delivered documents



Update Internal Systems

Complete and distribute
Interdepartmental Form

Update
Electronic Lands Inventory /
Asset Management System



**FIRST NATIONS
LAND MANAGEMENT
RESOURCE CENTRE**

THANK YOU!

For more information please visit:

LABRC.com

