



# First Nation Land Registry Fundamentals for the CITRIX User

Thursday, January 13, 2022



11:00 AM PST / 2:00 PM EST

# Welcome





Today we will cover:



## Fundamentals for the CITRIX User

- Request Access
- Navigate Internal Menu Selections
- System Tabs
- Generating Reports



## How to Request RC 1:1 FNLRS Training



Mute Devices



Recorded Session



Closed Caption



Presentation &  
Materials



Questions &  
Comments

# Overview of the First Nation Land Registry System CITRIX-FNLRS



**Angie Derrickson**

TMPD Manager



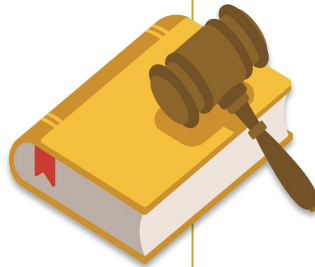
# BACKGROUND

## First Nation Land Registry System

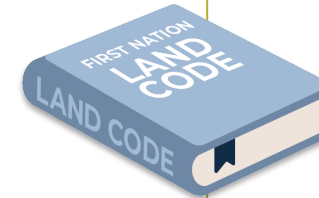


Canada to establish a register to record interests on-reserve

## First Nation Land Registry Regulations (FNLRR)



Regulation set out rules for the registration or recording of documents



Only applies to First Nations with a Land Code in force



# First Nation Land Register



Aboriginal Affairs and  
Northern Development Canada

Affaires autochtones et  
Développement du Nord Canada

Canada



The FNLRS is administered by Government of Canada 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 Public Registry

**Government  
of Canada** **Gouvernement  
du Canada**

Français

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MENU ▾

Home

Contact Us eRIP/CLSS

## Indian Lands Registry System (ILRS)

The ILRS is a database of instruments registered in the Indian Lands Registry relating to Reserve Lands and Crown Lands. The FNLRS is a database of instruments registered in the Indian Lands Registry relating to Reserve Lands under the First Nation Land Management Act. The SGFNLRS is a database of instruments that are registered/recorded in a First Nation's Land Registry established according to its specific Self Government Land Management Act.

Log In

Email Address:

angiederrickson@me.com

Password:

.....

Log In

[Create an Account](#) [Recover Password](#)

Report a problem on this page

Share this page

[https://services.aadnc-aandc.gc.ca/ILRS\\_Public/](https://services.aadnc-aandc.gc.ca/ILRS_Public/)

# CITRIX Access Portal



Logo	<FN>
	Land Governance Office
<Address>	

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

**REQUESTED BY**

Name	
Title	
Company	
Address	
Phone	
Email	

☒ FNLRS Access – CITRIX ILRS, read/write access  
☒ FNLRS Access – CITRIX ILRS-Training  
☐ FNLRS Access – CITRIX ILRS, read only access  
☐ [ILRS-FNLRS Public Site](#) – Self generated username to access reports and searches

**<FN> APPROVAL**

Name	
Title	
Phone	
Email	
Signature	

**SUBMIT TO**

**CANADA – IT SERVICE DESK**  
Toll Free 1-866-795-6465  
E-mail [aadnc.sti-its.aandc@canada.ca](mailto:aadnc.sti-its.aandc@canada.ca)

An advisory is in place on the internal FNLRS site to prompt users to contact the First Nation Lands Office to obtain access under the new FNLRS Citrix Access requirements.

## 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)



# CITRIX Technical Requirements



## Minimum System Configuration

Windows 10, High-speed internet, HTML5 browser



## Citrix Workspace App

Full Version (PC) & Light Versions (web)



## Limitations

(printing, access to local drive)



## Access Portal Users Guide

[https://pa-ap.sac-isc.gc.ca/logon/LogonPoint/Guide2FA\\_v1.pdf](https://pa-ap.sac-isc.gc.ca/logon/LogonPoint/Guide2FA_v1.pdf)

# Logging into CITRIX



To logon to the Citrix Access Portal <https://pa-ap.sac-isc.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, paste and submit OTP Code



Then enter your LAN password



Double Click “ILRS”

## OTP Guidance

Please read if you are using an OTP (One-Time Password) code as a second authentication factor.

### OTP Procedure

When logging on with an OTP code, you will see 4 screens. At each step you will :

1. Accept the End User License Agreement (EULA)
2. Enter your LAN account username
3. Enter your OTP code (sent by e-mail) \*
4. Enter your LAN account password

If you enter the OTP code incorrectly, you will be prompted to enter a new OTP code. Do not re-enter the same code a second time, it will not work. You will receive a new OTP code in your email. Please ensure you refresh your inbox to obtain the latest code.

**\* We highly recommended that you copy and paste the OTP code in the login screen to avoid typos, whenever possible.**

## Virtual Applications

All (2)

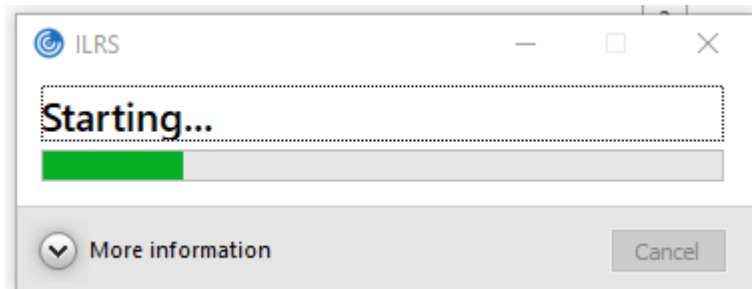
Categories ▼

**ILRS**

Public Access

**ILRS - Training**

Public Access



# First Nation Land Register

www.aadnc-aandc.gc.ca

Français eRIP/CLSS Help Contact Us aadnc-aandc.gc.ca

Welcome Angie Derrickson

Please read and acknowledge the **Privacy Notice** and **Acceptable Use Policy** below before proceeding into the Lands Registry System.

**PRIVACY NOTICE**

By entering this system, I acknowledge the following:

- I understand that all personal information I provide in this system is protected under the Privacy Act.

By agreeing to the terms of this Notice and Policy, I understand I am contributing the following personal information:

- My contact information, that I enter and update myself, that will be visible to other users of the system.
- Audit Trail information on my activities on the system, which is automatically collected on all system actions, and visible to the system manager and other administrators of the system.
- Session cookies may be stored on my workstation to enable the secure service to recognize me throughout the course of a particular session. These cookies are no longer used after my session is complete (i.e., I have logged off or disconnected.)

I understand that any personal information collected through these means will be used only for the following purposes:

- To comply with basic records and information management policies of the department for effective record keeping.
- To provide support to me and other participants on the system in the case that we encounter technical or other problems using the system.
- To enable the project administrator to moderate work processes and monitor for inappropriate use of the service.

I understand that all information I provide through my contributions to the AANDC Land Registry will be stored on an INAC server and the records will become the property of AANDC. The records will be managed according to departmental information management policies. This includes all applicable Privacy and Access to Information legislation. The records will be retained for the life of the Registry.

**ACCEPTABLE USE POLICY**

I also agree to abide by the following Acceptable Use Policy:

- The AANDC Land Registry is for authorized business use only.
- The system may be accessed by authorized participants only.
- Participants will protect and not share their credentials (user ID, password, etc.) with others or allow records of their credentials to be viewed by unauthorized individuals.
- Information registered in the system is public information. Participants agree to not enter private or confidential information in the system.
- Participants will protect and manage information obtained from the system to prevent unauthorized use.
- Participants will access the service from personal or organizational workstations that are not intended for public use. This is intended to reduce the likelihood that user credentials or other sensitive information could be cached on the workstation and accessed by unauthorized individuals.

**USER INFORMATION**

Last Login Date	Last Login Time	Account Status
January 11, 2022	7:46:51 PM	Your account is currently enabled and active.

**Accept**



# FNLRS Menus & Tabs



Aboriginal Affairs and  
Northern Development Canada

Affaires autochtones et  
Développement du Nord Canada

Canada



## First Nation Land Register

www.aadnc-aandc.gc.ca

Français

eRIP/CLSS

Help

Contact Us

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HOME

INSTRUMENTS

EOT

LAND

REPORTS

ANGIE DERRICKSON

SYSTEM MAINTENANCE

MY SAVED SEARCHES

SHOW

SYSTEM MESSAGES

SHOW

MY INBOX

HIDE

INBOX

HIDE

# First Nation Land Registry User Guide



Content



Index



Glossary



ILRS Application WebHelp - Internet Explorer

Contents Index Glossary

ILRS/FNLRS/SGFNLRS Online User Guide

Getting Started  
Common Functions  
Searching  
Instrument Handling Procedures  
Parcel Handling Procedures  
Evidence of Title (EOTs)  
eRIP  
Reporting

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

Updated 13-Jan-18



# FNLRS System Icons



Show/Hide



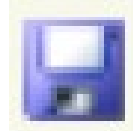
Find/Search



Add



Edit



Save



Go Back



Delete/Remove



PDF



Wildcard



System  
Releases



System Alerts



General  
Information



Help/Training



# Exploring the Home Page

[HOME](#) | [INSTRUMENTS](#) | [EOT](#) | [LAND](#) | [REPORTS](#) | [ANGIE DERRICKSON](#) | [SYSTEM MAINTENANCE](#)

**MY SAVED SEARCHES** [SHOW](#)

**SYSTEM MESSAGES** [SHOW](#)

**MY INBOX** [HIDE](#)

**INBOX (Home Band)** [HIDE](#)

MY INBOX <a href="#">HIDE</a>				
<a href="#">Registration Number</a>	<a href="#">Type</a>	<a href="#">System Create Date</a>	<a href="#">Status</a>	<a href="#">Land Affected/Legal Description</a>
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

HEADQUARTERS INBOX <a href="#">HIDE</a>				
<a href="#">Registration Number</a>	<a href="#">Instrument Type</a>	<a href="#">System Create Date</a>	<a href="#">Status</a>	<a href="#">Land Affected/Legal Description</a>
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



# Set Up User Preferences

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

**Edit** Save Cancel

**MY DEFAULTS**

**Band**  
[Text Field]

**Province** [Dropdown] **\*Default Registry** [FNLRS] **\*Language** [English]

**MY HOME PAGE PREFERENCES**

**Maximum Rows** [10] **Home Band** [Text Field]

**MY COMMUNICATION INFO**

**Mailing Address**  
[Text Field]  
[Text Field]  
[Text Field]

**City** [Text Field] **Province** [Dropdown]

**Postal Code** [Text Field]

**Email Address** [Text Field]

**Telephone** [( ) - ] **Mode of Contact** [E-mail]

Save Cancel



# Reports

## INSTRUMENTS

## LAND

**ANGIE DERRICKSON**

## SYSTEM MAINTENANCE

HIDE 

## 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.



# Instruments

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:**

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

**ADVANCED SEARCH CRITERIA** [SHOW](#)

**SELECTED CRITERIA** [HIDE](#)

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

[Search](#) [Clear](#) [Report](#) [Save](#)

**SEARCH RESULTS**

[Add Instrument](#)

**Instrument Type:**

- 220 - Land Code
- 232 - Land Description Report
- 221 - Law
- 014 - Lease
- 042 - Letter
- 202 - Letter Of Acknowledgement
- 091 - (Letter Of Appointment)
- 090 - Letter Of Undertaking
- 063 - (Letters Patent)
- 021 - License





# Evidence of Title (EOT)

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

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 Type:

- Allotment
- Band
- CP-Non Status
- Certificate of Occupation
- Certificate of Possession
- First Nation
- First Nation Member (Location Ticket)
- NETI (Notice of Entitlement)
- OKA



# Land

HOME

INSTRUMENTS

EOT

LAND

REPORTS

ANGIE DERRICKSON

SYSTEM MAINTENANCE

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

SHOW

SELECTED CRITERIA

HIDE

Registry:

☒ FNLRS

☐ ILRS

☐ SGFNLRS

Search

Clear

Report

Save


SEARCH RESULTS

||



# Parcel Details

[HOME](#) [INSTRUMENTS](#) [EOT](#) [LAND](#) [REPORTS](#) [ANGIE DERRICKSON](#) [SYSTEM MAINTENANCE](#)


 [Add Parcel](#)


SEARCH CRITERIA [SHOW ^](#)

ADVANCED SEARCH CRITERIA [SHOW ^](#)

SELECTED CRITERIA [HIDE v](#)

**Registry:** ☒ FNLRS ☐ ILRS ☐ SGFNLRS

**Bands:** 371 - Muskoday First Nation  |

**Legal Description:** Lot 1  |

SEARCH RESULTS [PRINT](#) || [EXPORT \( 2 RECORDS OF 2 \)](#)

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



# Parcel Details (cont.)

**Français** | **eRIP/CLSS** | **Help** | **Contact Us** | **aadnc-aandc.gc.ca**

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

Search Land | Parcel Details X | Add Parcel

**Abstract Report** | **Edit** | **Delete**

---

**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> 2009-08-25	<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

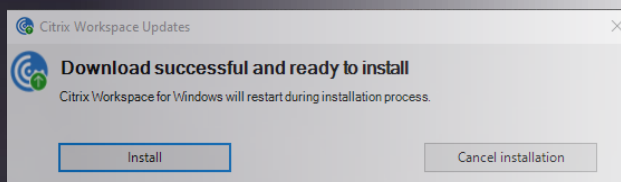
Registration Number	Instrument Type	Status	Instrument Date	Registration Date	Effective	Actual Expiry Date	Expiry Date		
4028711	014 - Lease	Registered	2018-01-08	2018-02-21	Yes		2022-12-31		
4028712	014 - Lease	Registered	2018-01-08	2018-02-21	Yes		2022-12-31		



# Trouble Shooting



Server not expecting current user inputs. Please try again or  
contact your administrator.



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

## What to do if system is down?

Reach out to get system update

Use of the Public Land Registry

Report to RC for tracking purposes

Arrangements for urgent items





# List of Contacts

**Loretta Roy**

First Nation Land Registry  
Deputy Registrar

p. 819-210-2780

e. [loretta.roy@canada.ca](mailto:loretta.roy@canada.ca)

**Brenda Power**

First Nation Land Registry  
Registration Officer

p. 819-743-4739

e. [brenda.power@canada.ca](mailto:brenda.power@canada.ca)

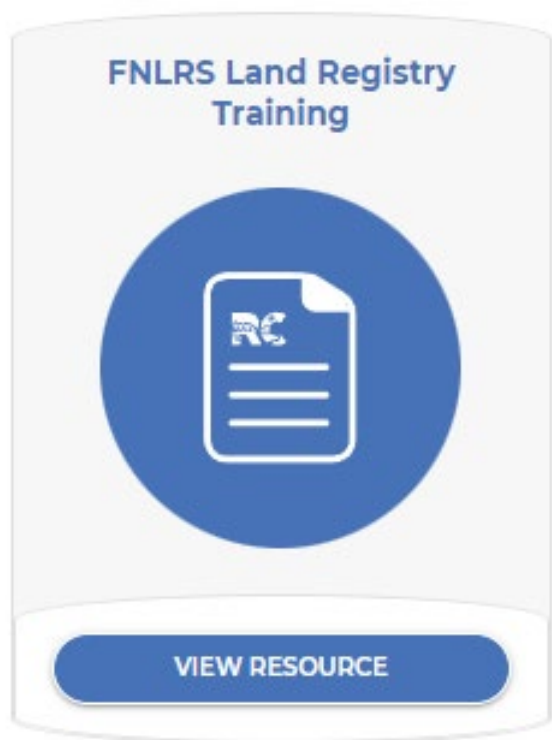
**Angie Derrickson**

FNLRC Resource Centre  
Land Registry Training

p. 250-469-1675

e. [aderrickson@labrc.com](mailto:aderrickson@labrc.com)





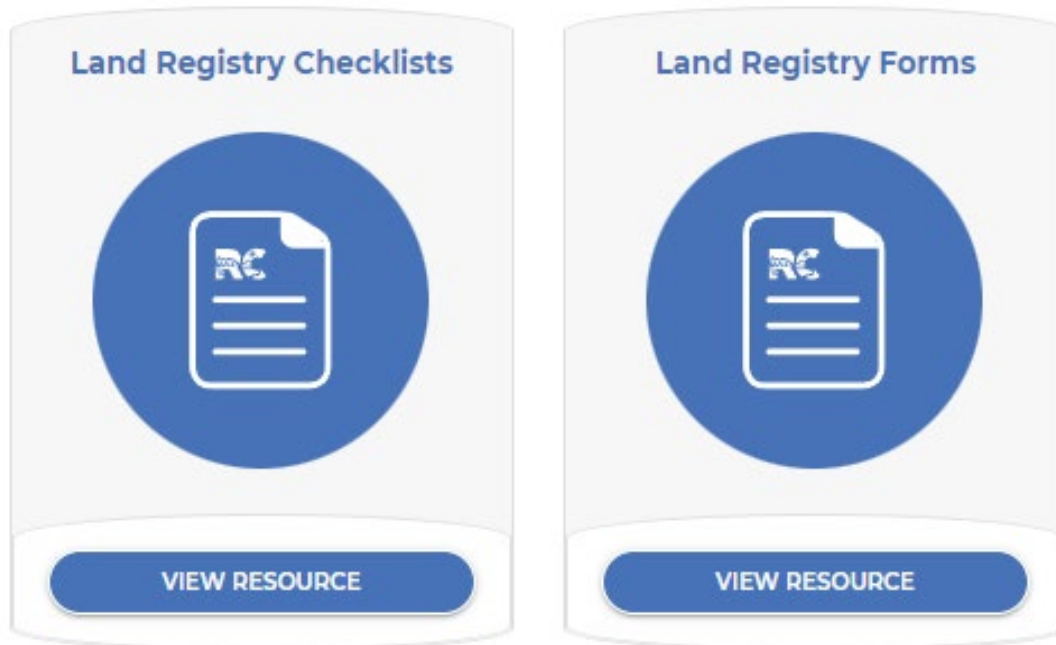
## First Nation Land Registry

- Review of Land Code authorities – granting of interests
- Draft Land Registry Policy & Procedures – review of registration statistics
- Land Registry Forms and Checklists – focused on priority registrations

## FNLRS Land Registry – hands on training session(s)

- CITRIX Fundamentals (access, login, FNLR user guide)
- Set Up User Preferences & Home Page
- Generating Reports, Land & Instrument Searches, Evidence of Title
- Export – electronic lands inventory – active interests and evidence of title
- Review – Initiate application & upload file procedures





« FN Shared - Template 2021 » Operational » Land Registry

Name ^

- 2 - Land Registry Forms
- 3 - Land Registry Checklists
- 4 - Land Registry MRP Forms (FHRMIRA) - Mar2019
- 5 - Land Status Reports
- Land Registry Precedents
- Land Registry Training - May 2021
- 1 - FN Land Registry Policy & Procedures - Draft v.1.docx
- Land Registry - Draft Training Agenda.docx
- SAMPLE - Hierarchy of Interests in FN Lands.docx



# Questions & Discussion





Fundamentals for the  
CITRIX User

How to Request  
RC 1:1 FNLRS Training





# 2022 TMPD EVENT SCHEDULE

- Records Management & Data Governance Considerations under Land Code

**Feb 10**



- LAB National Land Registry – Special Interest Workshop Series - Workshop 3

**Feb 23**



- Considerations for Commercial & Residential Leasing (A to A Leasing) under Land Code

**Mar 9-10**



- Approaches to Managing Legacy Issues under the Framework Agreement

**Apr 7**



- Land Governance Office – Considerations for Operational Start Up & Implementation of Land Code

**May 12**



- Developing a Climate Change Strategy for Resilient Communities under the Framework Agreement

**Jun 8-9**



- Enforcement & Dispute Resolution under Land Code

**Jul 14**



- Land Governance Authorities under Framework Agreement & Land Code

**Aug 11**



- Natural Resource Management under the Framework Agreement

**Sep 7-8**



- Update on the new model Land Codes

**Oct 13**



- Land Development Approaches under Land Code

**Nov 10**



- Environmental Management under Land Code

**Dec 7-8**



[labrc.com/events](https://labrc.com/events)



## Webinars

1 Hour Sessions

11:00 – 12:00 PT / 2:00 – 3:00 ET

## Workshops

2 Day Sessions

9:00 – 12:00 PT / 12:00 – 3:00 ET

**T M** **P D** **Training, Mentorship &  
Professional Development**

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Workshops & Webinars

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Online Courses

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Knowledge Paths Tool

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Land Governance Manual

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Knowledge Repository

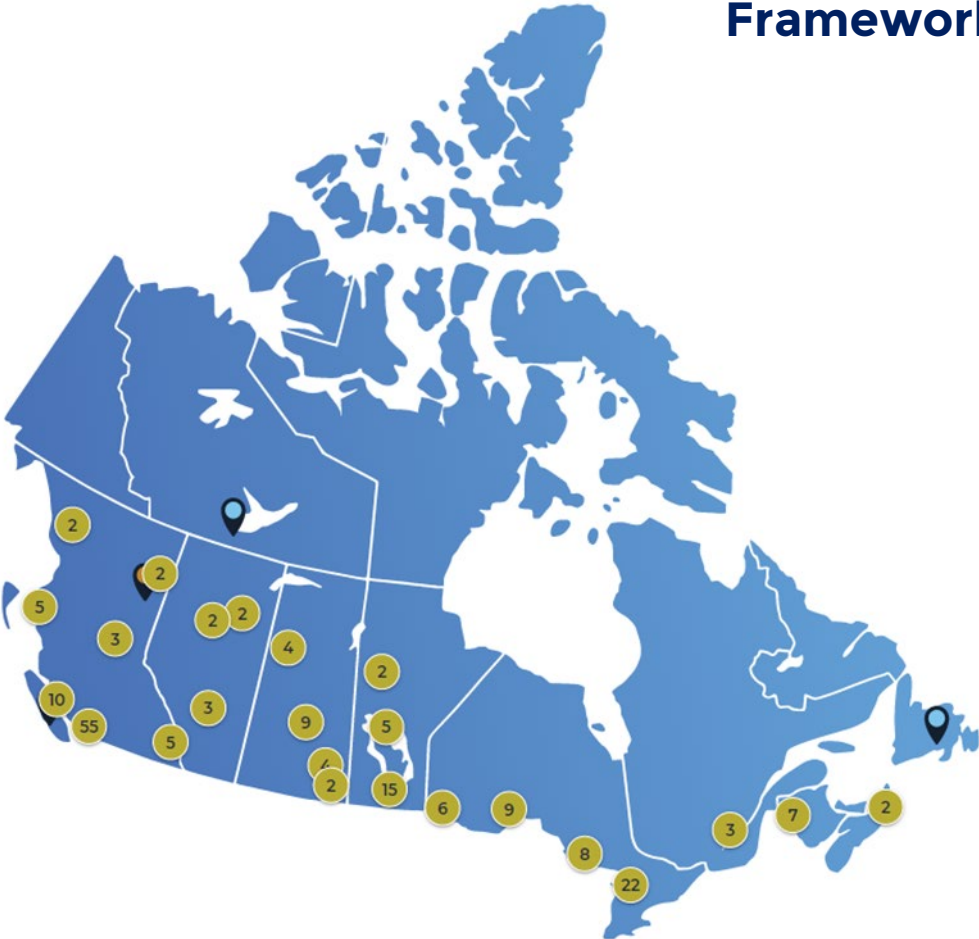
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Direct Community Support (1:1)





## Framework Agreement Signatory First Nations across Canada



As of January 2, 2023

Total Signatories	194
Operational	99
Developmental - Active	62
Developmental – Inactive	30
Self Governing	3

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## Employment Opportunities

# Job Opportunities (Internal and External)



# THANK YOU



**Angie Derrickson**

TMPD Manager

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**Lise Steele**

TMPD Coordinator

lsteele@labrc.com



**Leana Farlam**

TMPD Specialist

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