

# First Nation Land Registry System: FNLRS Skills Training Workshop

Regional Sessions  
April/May 2023

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# Workshop Overview

First Nation Lands &  
Interests On-Reserve

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First Nation Land  
Registry System  
(FNLRS)

Login into Citrix

Reports & Searches

Initiating Application for Registration

Print, Save & Export

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Proposed First Nation  
National Land  
Registry

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# Overview of Indian Reserves & Jurisdiction

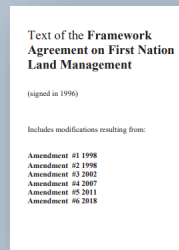
## Indian Act

Indigenous Service Canada

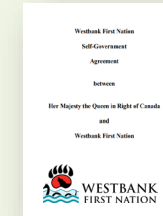


## Framework Agreement

First Nation Self-Government  
over Reserve Lands



## Comprehensive Self-Government & Modern Treaty Agreements



## LAND REGISTRY SYSTEMS



### ILRS

Indian Lands  
Registry System



### FNLRS

First Nation Lands  
Registry System



### SGFNLRS

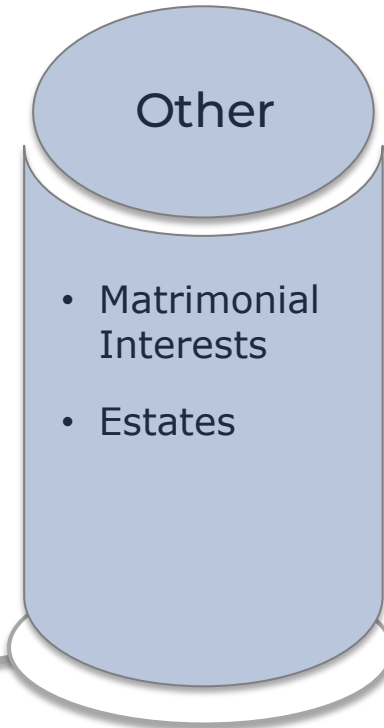
Self-Government  
First Nation Lands  
Registry System



### LTO

Provincial  
Land Titles  
Office

# Indian Act Bylaws and Interests



# Framework Agreement Land Governance Powers



Land codes approved by community members serve as a foundation for lands governance.



First Nations can make decisions regarding land development, conservation, residential and commercial development, and areas protected for traditional purposes.



First Nations can also decide upon land use planning, laws, and lands records systems without oversight or approval of the federal government.



Land codes driven by community members replace the federal Indian Act Land System.

# Framework Agreement Land Governance Powers

## THE *FRAMEWORK AGREEMENT* IS WORKING

### 1 IN 3

Approximately 1 in 3 First Nations across Canada are either already implementing a land code, developing one or are wanting to get started with the process

### > 10,000

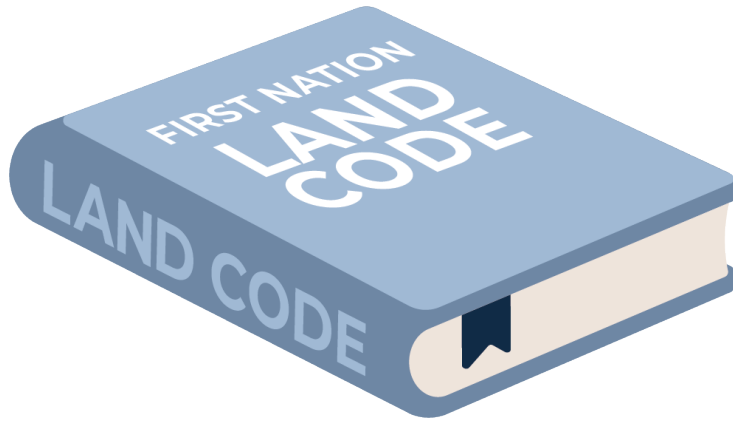
- Over 10,000 employment opportunities, on and off reserve
- The unemployment rate, in many signatory communities, has dropped considerably
- Numerous training and apprenticeship opportunities have been created, providing for more skilled workforce

### \$1.4 Billion: COST BENEFIT ANALYSIS

- 2016 Partial Benefit-Cost Study done by KPMG
- Using case studies, KPMG sought to quantify the economic role and impact of the Framework Agreement on First Nations with land codes
- Results confirmed the Framework Agreement generates a positive net return to Canada of between \$270 million and \$1.4 billion



## First Nation Land Codes:



- are an important recognition of First Nation self-government
- set a **higher standard for accountability and transparency**
- provide great flexibility for codifying different practices and land tenure
- contribute to **building better governments**

# Land Codes



Identify the land subject to the land code



Set out rules and procedures for use and occupancy of First Nation land under CPs, custom allocations, leases & licences



Set out the procedures for transfer of estate interests or land rights



Establish a mechanism for addressing land and interest disputes



Set out rules and procedures for granting, disposing, or expropriating of interests or land rights



# Examples of First Nation Land Laws



**Land Use, Zoning,  
and Development**



**Allotment,  
Interests, & Licences**



**Environmental  
Assessment & Protection**



**Natural Resource  
Management**



**Trespass,  
Enforcement, & Ticketing**



**Residential Tenancy**



**Business Permitting &  
Licencing**



**First Nation  
Expropriation**

# Third Party Interests and the Framework Agreement



Interests existing at the time the land code comes into force, continue according to terms and conditions.

If an interest has not been granted on designated lands, the First Nation is not restricted by the terms of the designation.



Existing rights of locatees in possession of First Nation land (issued under Indian Act) to transfer, lease and share in natural resource revenues are defined in the land code



New interests, land rights or licences will only be acquired or granted in accordance with the land code.



# Interests on First Nation Lands

*Community held interests only*

## First Nation Lands

*Member held interest only (where applicable)*

## Allocation of Lands

### Lease, Sublease, Mortgage

*All interests can be held by FN, Member or Non-Member*

### Licence, Permit, Easement

*Can apply over all lands*

# Types of Interests on First Nation Lands

## Community Lands

- Community uses, unique interest to a particular First Nation e.g., FN offices, halls, schools, band-owned housing, protected areas, infrastructure, cemetery, FN owned businesses



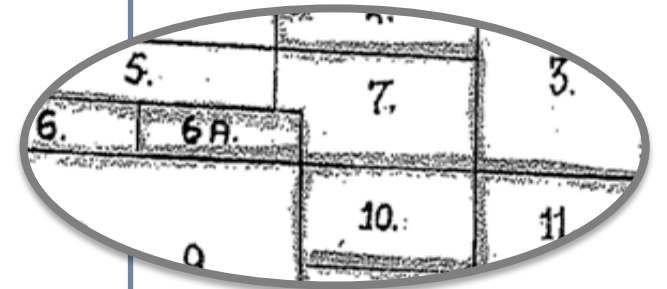
## Allocation of Land to Members

- Individual First Nation Member Interests or other form of permanent interest for members, may include creation of additional interests like cottage or residential agreements, or leases etc.
- Could also be commercial leases where a third-party has been granted use by an individual interest holder



## Traditional, Custom or Family Holding

- An original allocation or compounded heirs
- The use may have been granted orally in the past and may have only been identified through a rough sketch or old metes or bounds description that may have been incorrect
- longstanding custom allocations issues may need to be resolved



# Types of Interests on First Nation Lands (cont.)

## Lease

- Lease Agreements for commercial/retail space, typically non-Member or third party interests, e.g. offices rented to third party institutions, churches, healing lodges, recreational uses, post offices, etc.



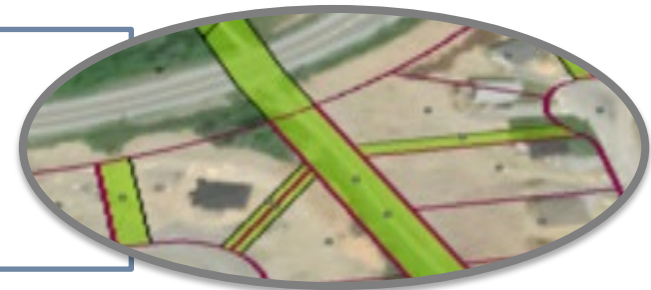
## Licence

- Any right of use or occupation of that Land, other than an Interest in the Land
- Granted for natural resources such as timber, sand, gravel etc.



## Permit, Easement or Right of Way

- e.g. utilities, roads, access



# What types of interests do you have in your community?

|                                    |  |
|------------------------------------|--|
| <b>Member &amp; Individual</b>     | Residential, cottage, agricultural, commercial   |
| <b>FN/Community Owned Entities</b> | Administrative offices, public works garages, firehall, community hall, daycare, schools, health centre, retirement homes, FN-owned housing units, wildlife (flora & fauna protected and conservation areas), water treatment plant, landfill & transfer stations, recreational facilities & parks, powwow & cultural sites, cemetery, FN owned business (VLT, service stations, tent & trailer parks, farming & agricultural) |
| <b>Leases</b>                      | Commercial, industrial & residential developments, agricultural, advertising/billboards, third party utilities, communications & transmission lines  |
| <b>Licences &amp; Permits</b>      | Agricultural, advertising/billboards, dock slips, water lots, oil & gas, gas pipelines, telecommunication towers, camping permit, film production, parking, special occasion permits, fishing & hunting permits  |
| <b>Roads &amp; Infrastructure</b>  | Roads, access roads, drainage ditches, dykes, flooding & flood easements, utilities, transmission lines  |

# Special Interests

There are some interests that may require special considerations for registering or recording in FNLRS



- Remain under the *Indian Act*
- Land Code First Nations interaction will be through registration of estates transfers
- Wills are not required to be registered in the FNLRS, any that are submitted will automatically be redacted



## Indigenous Services Canada (ISC)

### Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)

- ✦ Estate services for First Nations  
<https://www.sac-isc.gc.ca/eng/1100100032357/1581866877231>
- ✦ Administering an Indian Act Estate – General Information for Administrators  
<https://www.sac-isc.gc.ca/eng/1476815262545/1581869354739>
- ✦ Indian Estates Regulations  
[https://www.laws-lois.justice.gc.ca/eng/regulations/C.R.C.,\\_c.\\_954/index.html](https://www.laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._954/index.html)
- ✦ Indian Lands Registration Manual  
<https://www.sac-isc.gc.ca/eng/1100100034806/1611945250586#a08-2>



# Third Party Professional Services on First Nation Lands

Contacting the First Nation Land Governance Office or accessing the ILRS/FNLRS/SGFNLRS Public Site can be used to research information such as:

## Surveys

- Copy of Surveys
- Land Status Report
- Request for Subdivision, Easements, R/W
- Permission to conduct survey

## Appraisals

- Market Value
- Land Description
- Acres / Hectares
- Rent reviews
- Mortgaging

## Real Estate

- Location of Lands
- Ownership
- Land Purpose
- Land Value
- Services & Fees
- Property Taxes

## Legal

- First Nation Laws
- Registration of Interests
- Matrimonial Real Property
- Wills & Estates

# Registration of Interests on First Nation Lands

## Land Development

- Laws, Policies & Procedures
- Development Applications
- Environmental Approvals
- Development Permits & Fees

## Land Registry

- Land Code, Laws, Policy & Procedure
- Land Survey and Subdivision
- Land Registry Forms
- Registration Fees

Each First Nation will have their own processes, it is important to contact the appropriate First Nation Land Governance Office

**FORM B**

**Tzeachten First Nation**

**DEVELOPMENT PERMIT APPLICATION 2019**

Is this the first time applying for a Development Permit for this Project?  
 Yes  No

**Tzeachten First Nation**  
**Tzeachten (TZFN) Lands Register**  
 Form No. TZFN-02-B (Non-Member)  
 (FORM AS OF July 1, 2010)

FOR OFFICE USE ONLY:

APPROVED AS TO THE FORM BY THE REGISTRAR OF LANDS PURSUANT TO THE TZEACHTEN FIRST NATION LAND CODE

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**GENERAL INSTRUMENT – PART 1**

**1. APPLICATION**

Date \_\_\_\_\_ Name of Person Holding Interest to be Registered or Transferred \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**2. PARCEL IDENTIFICATION**

PIN \_\_\_\_\_

Plan No. \_\_\_\_\_

**3. NATURE OF INTEREST**

Description (Type of Interest) \_\_\_\_\_

Person Entitled to Interest \_\_\_\_\_

**4. TERMS**

Part 2 of this instrument contains \_\_\_\_\_



**Tseil-Waututh Nation**  
 Lands Registry  
 3178 Alder Court  
 North Vancouver, BC V7H 2V6  
 Tel: (604) 929-3454

## Schedule of Land Administration Fees TWN-06

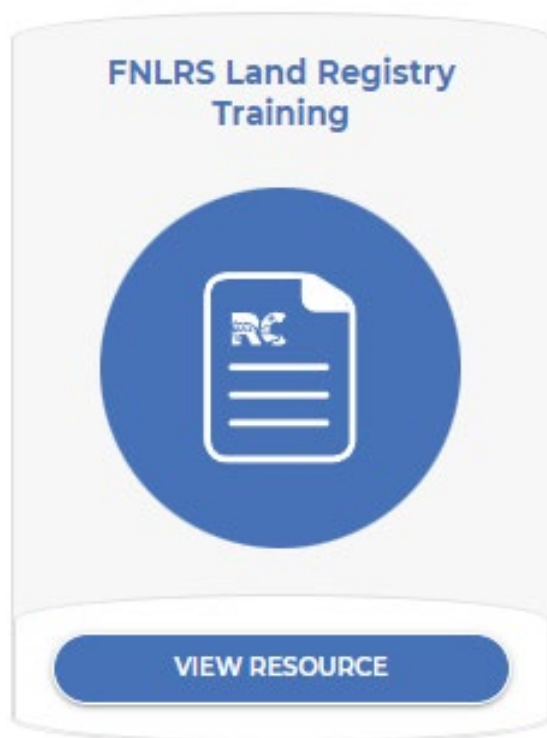
### LAND ADMINISTRATION FEES

In effect as of **April 01, 2020**

Fees are subject to change without notice

Please note we have a **3 business day turnaround (processing) time**.  
 Please make all cheques payable to "Tseil-Waututh Nation".

| Item                   | Fee      | GST     | Total    |
|------------------------|----------|---------|----------|
| Lease                  | \$285.71 | \$14.29 | \$300.00 |
| Sublease               | \$285.71 | \$14.29 | \$300.00 |
| Assignment of Lease    | \$285.71 | \$14.29 | \$300.00 |
| Assignment of Sublease | \$285.71 | \$14.29 | \$300.00 |
| Mortgage               | \$285.71 | \$14.29 | \$300.00 |
| Assignment of Rents    | \$285.71 | \$14.29 | \$300.00 |
| Assignment of Mortgage | \$285.71 | \$14.29 | \$300.00 |



## 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, FNLRS 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




Land Registry Checklists



VIEW RESOURCE

Land Registry Forms



VIEW RESOURCE

« 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



# Land Registry Systems

## Acquiring an Interest in First Nation Land

- In accordance with First Nation's Land Code
- Has proper approvals required under Land Code
- Submitted to the First Nation for registration in the First Nation Land Registry System (FNLRS)

## First Nation Land Governance Office

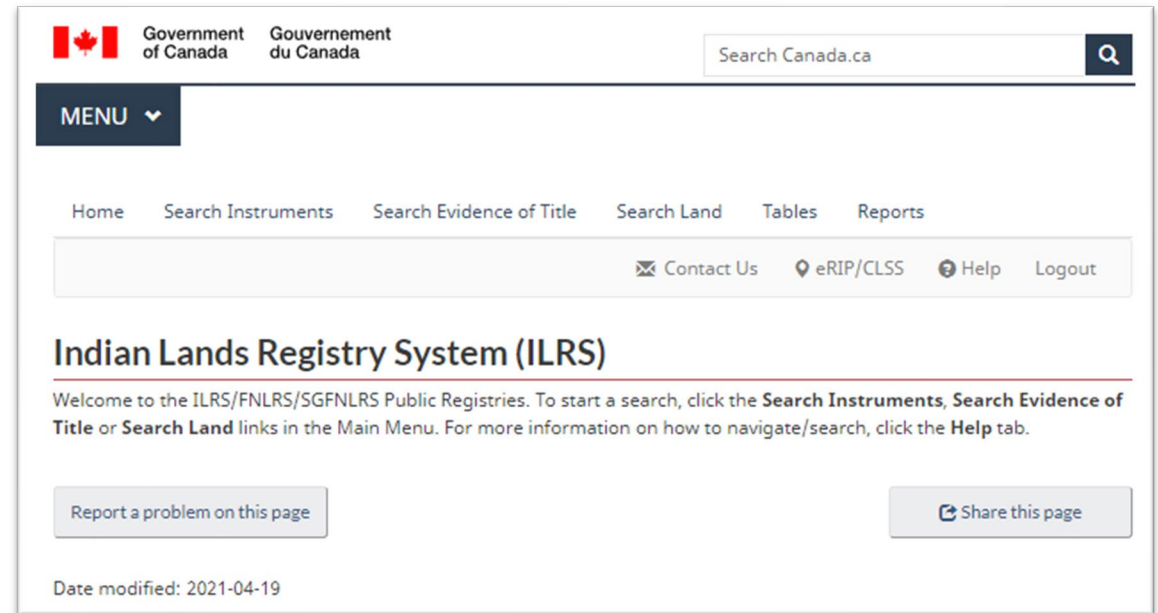
- Contact the First Nation for applicable Laws, Policy and Procedure (Forms, Checklists, Fees, etc.)
- Each First Nation will have their own processes for proposed developments and registration of interests

## ILRS-FNLRS-SGFNLR Public Registries

- maintained by Canada and accessed online  
[https://services.aadnc-aandc.gc.ca/ILRS\\_Public/home/home.aspx](https://services.aadnc-aandc.gc.ca/ILRS_Public/home/home.aspx)



The screenshot shows the top section of the First Nation Land Register website. At the top left is the Canadian flag and the text 'Aboriginal Affairs and Northern Development Canada' and 'Affaires autochtones et Développement du Nord Canada'. At the top right is the 'Canada' logo. Below this is a banner with a red maple leaf and the text 'First Nation Land Register' and 'www.aadnc-aandc.gc.ca'. A navigation bar contains links for 'Français', 'eRIP/CLSS', 'Help', 'Contact Us', and 'aadnc-aandc.gc.ca'. Below the navigation bar is a search bar with the text 'Search Instruments' and a 'SEARCH CRITERIA' button. There are also links for 'HOME', 'INSTRUMENTS', 'EOT', 'LAND', 'REPORTS', 'PATRICIA WIGHT', 'SYSTEM MAINTENANCE', and 'Add Instrument'.



The screenshot shows the top section of the Indian Lands Registry System (ILRS) website. At the top left is the Canadian flag and the text 'Government of Canada' and 'Gouvernement du Canada'. At the top right is a search bar with the text 'Search Canada.ca' and a search icon. Below this is a 'MENU' dropdown. The main menu contains links for 'Home', 'Search Instruments', 'Search Evidence of Title', 'Search Land', 'Tables', and 'Reports'. Below the main menu is a secondary navigation bar with links for 'Contact Us', 'eRIP/CLSS', 'Help', and 'Logout'. The main content area is titled 'Indian Lands Registry System (ILRS)' and contains the text: 'Welcome to the ILRS/FNLRS/SGFNLR Public Registries. To start a search, click the Search Instruments, Search Evidence of Title or Search Land links in the Main Menu. For more information on how to navigate/search, click the Help tab.' Below this text are two buttons: 'Report a problem on this page' and 'Share this page'. At the bottom left is the text 'Date modified: 2021-04-19'.

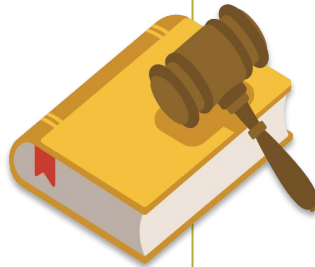
# Background

## First Nation Land Registry System

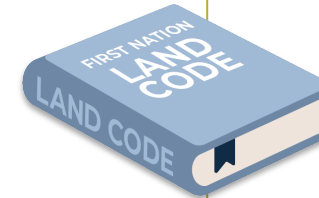


Canada to establish a register to record interests on-reserve

## 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

Search Canada.ca

Franglais

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 SGFNLR 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



 Government of Canada

 FIRST NATIONS LAND MANAGEMENT RESOURCE CENTRE

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

**APPLICANT**

To be completed by persons that require special access to the FNLRS via Citrix:

Applicant already has a Citrix account and some level of access to ILRS, FNLRS, or SGFNLRS.  
If checked, provide the email associated with your Citrix account: \_\_\_\_\_

The following should only be information related to your Company/Organization/Band Office. No personal information should be entered on this form.

Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Applicant Name \_\_\_\_\_ Title \_\_\_\_\_  
Business Email \_\_\_\_\_ Business Phone \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

Read-Access (Redacted) – Allows user to; search for and view instrument records, run reports, and view and download documents where personal and sensitive information has been redacted

Read Access (Protected-B) – Same access as above plus, allows user to search for and view instrument records, run reports, and view and download un-redacted Protected-B documents. Requires applicant to coordinate with First Nation to complete the "First Nation Approval" section below

Write-Access/Initiate – Same access as above plus, allows user to create new instrument records and progress them to the initiated stage by entering data and uploading documents. Requires applicant to coordinate with First Nation to complete the "First Nation Approval" section

CITRIX FNLRS Training – All First Nation users should have access for capacity-building sessions (HQ/RC)

Note: If Applicant does not need access to the above options, they can create their own account to access reports and searches through the ILRS Public Site: [http://services.aadnc-aandc.gc.ca/ILRS\\_Public](http://services.aadnc-aandc.gc.ca/ILRS_Public)

**FIRST NATION APPROVALS**

Special access to FNLRS requires approval from a First Nation that has lands managed under the *FNLM act*. Applicants may not approve their own access.

First Nation Name \_\_\_\_\_  
Address \_\_\_\_\_  
Approver Name \_\_\_\_\_ Title \_\_\_\_\_  
Office Email \_\_\_\_\_ Office Phone \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_


**SUBMIT TO**

ISC/CIRNAC - IT Service Desk  
Toll Free 1-866-795-6465  
E-mail [sti-its@sac-isc.gc.ca](mailto:sti-its@sac-isc.gc.ca) cc: [SoutienSystemeTerres-LandsSystemSupport@sac-isc.gc.ca](mailto:SoutienSystemeTerres-LandsSystemSupport@sac-isc.gc.ca); [Annie.Derrickson@lahrc.com](mailto:Annie.Derrickson@lahrc.com)

## 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)

# Overview of 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



Takes you to the Citrix StoreFront, showing the Virtual Applications



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.**

# Logging into CITRIX



## ACCESS PORTAL

### Government of Canada - Expectations of Acceptable Use

By using Government of Canada electronic networks and devices, authorized individuals agree to the terms and conditions set out by legislation, and relevant Treasury Board policies and departmental documentation governing the use of Government of Canada electronic networks and devices.

Authorized users of Government of Canada electronic networks and devices are expected to:


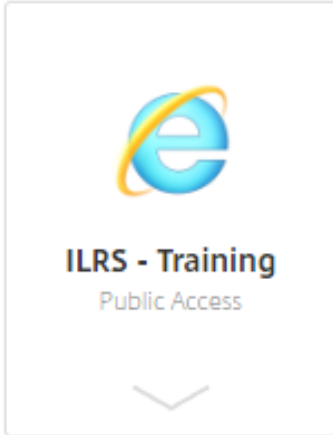
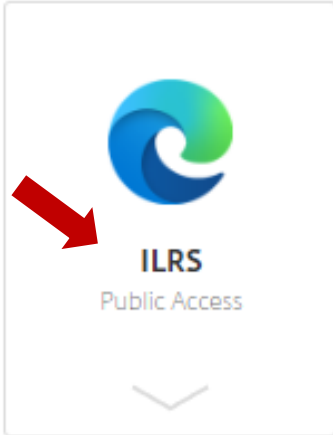
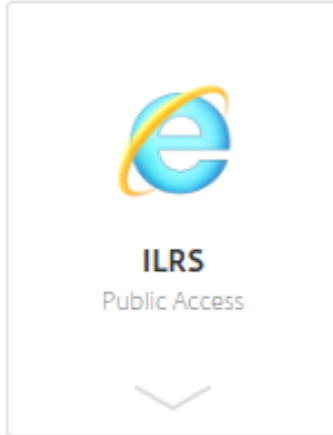
- Use Government of Canada electronic networks and devices in a responsible and informed way
- Understand the obligations of expected behaviour outlined in the Values and Ethics Code for the Public Sector and the departmental code of conduct, which apply at all times when using Government of Canada and 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



# Virtual Applications

All (6) Categories ▾



ILRS

Starting...

More information

Cancel

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

## First Nation Land Register

www.aandc-aandc.gc.ca

Franceis | eRIP/CLSS | Help | Contact Us | aandc-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

Date Modified: 2011-10-05 v: 1.2.2.4

[Top of Page](#) [Important Notices](#)



# FNLRS Menus & Tabs



Aboriginal Affairs and Northern Development Canada

Affaires autochtones et Développement du Nord Canada

Canada



|                          |                           |                      |                            |                                   |
|--------------------------|---------------------------|----------------------|----------------------------|-----------------------------------|
| <a href="#">Français</a> | <a href="#">eRIP/CLSS</a> | <a href="#">Help</a> | <a href="#">Contact Us</a> | <a href="#">aadnc-aandc.gc.ca</a> |
|--------------------------|---------------------------|----------------------|----------------------------|-----------------------------------|

|                      |                             |                     |                      |                         |                                  |                                    |
|----------------------|-----------------------------|---------------------|----------------------|-------------------------|----------------------------------|------------------------------------|
| <a href="#">HOME</a> | <a href="#">INSTRUMENTS</a> | <a href="#">EOT</a> | <a href="#">LAND</a> | <a href="#">REPORTS</a> | <a href="#">ANGIE DERRICKSON</a> | <a href="#">SYSTEM MAINTENANCE</a> |
|----------------------|-----------------------------|---------------------|----------------------|-------------------------|----------------------------------|------------------------------------|

|                                   |                      |
|-----------------------------------|----------------------|
| <a href="#">MY SAVED SEARCHES</a> | <a href="#">SHOW</a> |
|-----------------------------------|----------------------|

|                                 |                      |
|---------------------------------|----------------------|
| <a href="#">SYSTEM MESSAGES</a> | <a href="#">SHOW</a> |
|---------------------------------|----------------------|

|                          |                      |
|--------------------------|----------------------|
| <a href="#">MY INBOX</a> | <a href="#">HIDE</a> |
|--------------------------|----------------------|

|                       |                      |
|-----------------------|----------------------|
| <a href="#">INBOX</a> | <a href="#">HIDE</a> |
|-----------------------|----------------------|

# First Nation Land Registry User Guide



Content



Index



Glossary



ILRS Application WebHelp - Internet Explorer

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ILRS/FNLRS/SGFNLRS Online User Guide

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

Updated 13-Jan-18

# FNLRS System Icons



Show/Hide



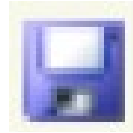
Find/Search



Add



Edit



Save



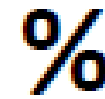
Go Back



Delete/Remove



PDF



Wildcard



System  
Releases



System Alerts



General  
Information



Help/Training





# Exploring the Home Page

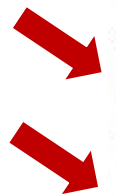
HOME INSTRUMENTS EOT LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

MY SAVED SEARCHES [SHOW](#)

SYSTEM MESSAGES [SHOW](#)

MY INBOX [HIDE](#)

INBOX (Home Band) [HIDE](#)



| Registration Number | 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                                       |

| 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                                       |



# 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

*(Note: Red arrows in the original image point to the 'Edit' button, the 'Band' field, the 'Province' dropdown, the 'Maximum Rows' field, the 'Home Band' field, the 'Mailing Address' fields, the 'Email Address' field, the 'Telephone' field, the 'Mode of Contact' dropdown, and the bottom 'Save' button.)*



# Reports

MY SAVED REPORTS HIDE 

AVAILABLE REPORTS

**[Band-Reserve](#)**  
Information on Bands and Reserves.

|   |   |
|---|---|
| <b><u><a href="#">EOT/Lawful Possessor</a></u></b><br>Information on EOTs and Lawful Possessors by Band or Reserve. | <b><u><a href="#">Instrument Report</a></u></b><br>Detailed information on Instruments. |
|---|---|

|   |  |
|---|--|
| <b><u><a href="#">Online Activity Report</a></u></b><br>Provides the status and counts of all initiated and pending applications for registration for a specified period. | <b><u><a href="#">Parcel Abstract Report</a></u></b><br>Parcel Abstract Report |
|---|--|

**[Reserve General Abstract](#)**  
List of historical/current Instruments by Reserve.



## 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 years**?  
**Hint:** Instrument Report
5. Choose a Lot and generated a **Parcel Abstract Report**



# 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 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



## Searching Instruments



Exercise

1. How many **Subleases** for the purpose of **Residential** development were registered on your **reserve(s)** between **2018-01-01 and 2023-01-01**?
2. How many **letters** are registered on your reserve?
3. How many **easements** are registered on your reserve?



# 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** HIDE

**Select Criteria Field**

**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

- ADVANCED SEARCH CRITERIA**
- Select Criteria Field**
- EOT Active
  - Forward Date Range
  - Grantee Qualifier
  - Grantor
  - Grantor Qualifier
  - Instrument Date Range
  - Instrument Type/Code
  - Interest Type
  - NRCAN PIN
  - Originator File Number
  - Originator Name
  - Parcel Status
  - Received Date Range
  - Registration Date Range
  - SG/FN Land Code



## Exercise

### Evidence of Title (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?












# 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 RESULTS** ||



## Searching Land

1. How many parcels are on your **reserve(s)**?
2. How many parcels have the plan type and number?  
**Pick a number**
3. Of those parcels how many are **retired**?
4. How many **active** parcels with the parcel type of **sub-pin** are within your reserve?



# Parcel Details

HOME INSTRUMENTS EOT LAND REPORTS ANGIE DERRICKSON SYSTEM MAINTENANCE

Search Land Parcel Details X Add Parcel

SEARCH CRITERIA SHOW ^

ADVANCED SEARCH CRITERIA SHOW ^

SELECTED CRITERIA HIDE v

Registry:  FNLRS  ILRS  SGFNLRS

Bands: 371 - Muskoday First Nation X |

Legal Description: Lot 1 X |

Search Clear Report Save

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   |





# Parcel Details (cont.)


Franglais | 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><br>600010165                         | <b>Registry</b><br>FNLRS                        | <b>Unresolved</b><br>No   |
| <b>Status</b><br>Active                         | <b>Parcel Type</b><br>Surface                   |   |
| <b>Reserve</b><br>06555 - MUSKODAY FIRST NATION | <b>Province</b><br>SASKATCHEWAN                 |   |
| <b>Plan Number</b><br>55574                     | <b>Plan Type</b><br>Canada Lands Surveys Record | <b>NRCan PIN</b><br>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><br>1962-11-06  | <b>Entry Date</b><br>1900-12-01                               |
| <b>Modified Date</b><br>2009-08-25 | <b>Modified By</b><br>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  |  |  |





## Final Exercise

Search by registration number **4020123**

Click Legal Description **UNIT 91 WITHIN LOT 79-17-1**

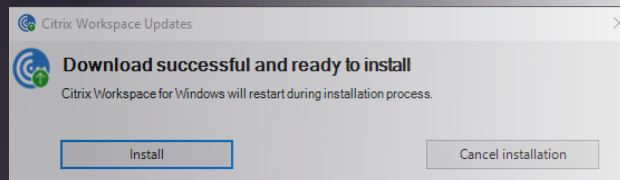
1. Name of First Nation Reserve Lands?
2. What is the PIN # ?
3. What is the Sublease # ?
4. What is the Lease # ?
5. When was Mortgage #**4020123** discharged?
6. How many Effective instruments?
7. Are there any easements?



# Trouble Shooting



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



[i 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



**Brenda Power**

First Nation Land Registry  
Registration Officer

p. 819-743-4739

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



**Angie Derrickson**

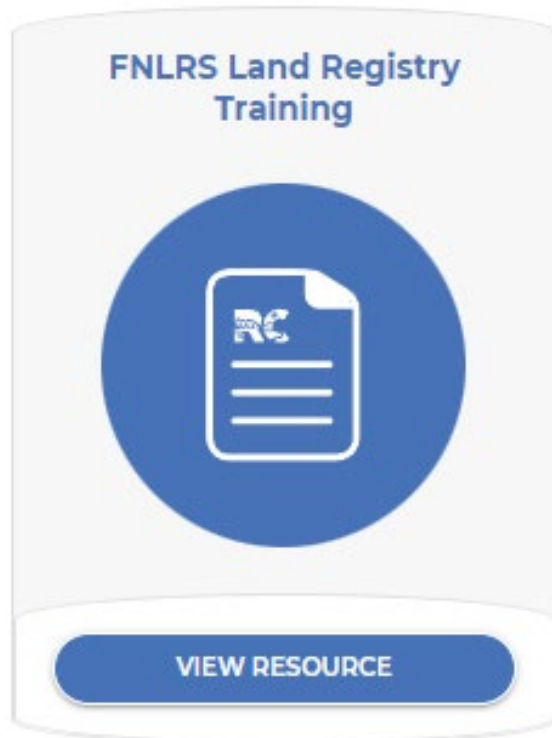
FNLM Resource Centre  
Land Registry Training

p. 778-657-5762

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

# First Nation Land Registry - Direct Community Support (1:1)

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



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



CITRIX-FNLRS Land Registry  
Hands on training

- CITRIX Fundamentals (access, login, FNLRS 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





# Pre-Application – LGO Checklist

## Land Registry Procedures

1. Administrative Procedures
2. Parcel Research
3. Internal Review
  - Lands Office Checklist
  - Land Registry Forms
  - Additional Consent
4. Approved Package
5. Citrix – Add Instrument
6. Return Registration
7. Update Internal Systems

NOTE: Any outstanding issues are clearly identified on the checklist, hold registration until issues are clarified

**Land Registry Procedures**

**Instrument Type:** \_\_\_\_\_

The following checklist has been created from best practices of Land Code First Nations across Canada.

**Administrative Procedures**

- Official record(s) of incoming mail, courier and/or hand delivered document(s), including phone calls and emails pertaining to the transaction
- Official receipt of Registration Fees and other applicable fees
- One (1) signed original document (including any consents that may be required) for processing and to retain in the Lands File System. (see document management policy)

**Parcel Research**

- FNLRs Parcel Abstract Report (PAR) – Review and confirm interests/encumbrances on parcel
- Review Lands File System to ensure there no outstanding issues; cross reference with housing and other departments as may be required

**Internal Review**

- Lands Office Checklist - Due diligence tasks were reviewed from the cover letter, document, parcel abstract report (PAR), tax search, etc.:
  - o Legal Description – Lot, Plan, Reserve, PIN
  - o Parties – Lessor, Lessee, Addresses
  - o Execution Date - date signed on the Land Registry Form
  - o Applicant – Legal firm, Contact, Phone/email
  - o Transaction Details - Proposed use, Term, Expiry Date
  - o Compliance with Law(s)
  - o Letter from Locatee (if applicable) CP interest runs with legal description on Lease
  - o Outstanding Mortgage – if yes, letter of undertaking that it will be discharged from title
  - o Reviewed by Property Manager
  - o Original Certified – Officer's signature by Land Registry Form, or Affidavit of Witness
  - o Lands File – reviewed for any outstanding items
  - o Survey – complies with survey requirements
  - o Taxation – Folio/Roll number for cross referencing, ensure Fees paid to date (if applicable)
  - o Utilities – review for outstanding issue and/or fees are paid to date (if applicable)
  - o Complete – sign & date checklist is complete to best of knowledge
  - o Other ...

NOTE: Any outstanding issues are clearly identified on the checklist, hold registration until issues are clarified

Page 1 of 2

**Land Registry Form – reviewed to comply with registry requirements:**

- o Sec. 1 – Applicant name & contact information
- o Sec. 2 – PIN, legal description, reserve name, see PAR
- o Sec. 3 – Type of Interest & Registration No., see PAR
- o Sec. 4 – "Instrument" marked
- o Sec. 5 – Name of the Transferor and address, see PAR
- o Sec. 6 – Name of the Transferee and address
- o Sec. 7 – Declaration included
- o Sec. 8 – Execution(s):
  - a) Officer Signature - the Notary or Law office signed, including clear contact information
  - b) Execution Date – Clearly dated and not predated
  - c) Party Signature – signed and clear

Additional Consents – required consents are attached to the transaction

- o one (1) signed original copy per document

**Approved Package**

- All documents received First Nation approvals
- Scan Form/Instrument/Consents into one (.PDF) document
- Save file to Lands Upload Folder, rename file for easy retrieval

**CITRIX – Add Instrument**

- Log into CITRIX XenApp, open ILRS App
- Ensure FNLRs is selected
- Go to Instruments Tab & Click on "Add Instrument"
- Complete online application \*Note: enter detail in remarks field (e.g. Lease #, Sublease #)
- Save and Upload corresponding PDF file saved in Lands Upload Folder
- Once uploaded, and final review, click on the Edit button and change status radio button to "Received" to submit the instrument for Registration
- File original document(s) in secure location (e.g. fireproof cabinet) in the Land File System

**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 (if applicable)
- Update Electronic Lands Inventory and/or Asset Management System (if applicable)

Page 2 of 2



# Initiating the Application – Step 1

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 RESULTS** ||



# Initiating the Application – Step 2

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





# Initiating the Application – Step 3

**LAND**

**Land Type**  
 Parcel  Reserve  Crown Land

**Parcel(s)**

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



**FIND PARCEL**

**PIN**

**Legal Description**  
 **enter the lot information followed by a percent sign (wildcard)**

**Plan Number**

**Plan Type**

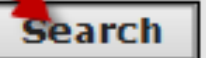
**Parcel Type**

**Reserve**

**Status**  
 All  Active  Retired

**then select search**

**SEARCH RESULTS**





# Initiating the Application – Step 3

**LAND**

**Land Type**  
 Parcel  Reserve  Crown Land

**Parcel(s)**

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



**FIND PARCEL**

**PIN**

**Legal Description**  
 **enter the lot information followed by a percent sign (wildcard)**

**Plan Number**

**Plan Type**

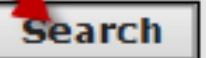
**Parcel Type**

**Reserve**

**Status**  
 All  Active  Retired

**then select search**

**SEARCH RESULTS**





# Initiating the Application – Step 3

**FIND PARCEL**

**PIN**  **Legal Description**

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

**Parcel Type**

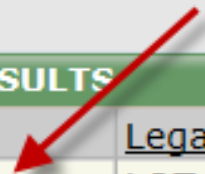
**Reserve**  **Status**  All  Active  Retired

**Search** **Clear** **Cancel**

**SEARCH RESULTS** ( 1 RECORDS OF 1 )

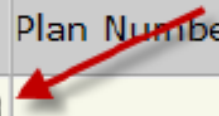
| PIN       | Legal Description | Plan Type                   | Plan Number |
|-----------|-------------------|-----------------------------|-------------|
| 403022204 | LOT 129           | Canada Lands Surveys Record | 77667       |

choose the appropriate pin from the search results



**Parcel(s)** enter pin directly or search using binoculars

|  | PIN                                    | Plan Number          | Plan Type | Legal Description | Area                               | Unit of Measure                | Reserve |  |
|--|--|----------------------|-----------|-------------------|------------------------------------|--------------------------------|---------|--|
|  | <input type="text" value="403022222"/> | <input type="text"/> |           |                   | <input type="text" value="0.000"/> | <input type="text" value="v"/> |         |  |
|  |  |                      |           |                   |                                    |                                |         |  |





# Initiating the Application – Step 3

**Parcel(s)**

|  | PIN       | Plan Number | Plan Type                   | Legal Description | Area  | Unit of Measure | Reserve                  |  |  |
|--|-----------|-------------|-----------------------------|-------------------|-------|-----------------|--------------------------|--|--|
|  | 403022204 | 77667       | Canada Lands Surveys Record | LOT 129           | 0.000 |                 | 06156 - WHITEFISH LAKE 6 |  |  |
|  |           |             |                             |                   |       |                 |                          |  |  |

**Proposed Reserve**

**\*Land Affected/Legal Description**



# Initiating the Application – Steps 4 to 7

| INSTRUMENT                |                     |
|---------------------------|---------------------|
| <b>*Instrument Type</b>   | <b>Purpose</b>      |
| 210-BCR Allotment         |                     |
| <b>*Instrument Date</b>   |                     |
| 2017-01-05                |                     |
| <b>Actual Expiry Date</b> |                     |
| <b>OCPC/MO Number</b>     | <b>FN Land Code</b> |
|                           |                     |
| <b>IOGC Number</b>        |                     |
| +                         |                     |
| <b>Instrument Remarks</b> |                     |
|                           |                     |







# Initiating the Application – Step 8 & 9

| GRANTORS |      |           |      |
|----------|------|-----------|------|
|          | Type | Qualifier | Name |
|          |      |           |      |


| Type  | Qualifier                 | Name |
|---|---------------------------|------|
| <b>Type</b><br><input type="radio"/> Band <input type="radio"/> Corporation <input type="radio"/> Crown Canada <input checked="" type="radio"/> Individual <input type="radio"/> Provincial/Territorial Crown |                           |      |
| <b>*Qualifier</b><br>None   |                           |      |
| <b>Last Name</b><br>smith   | <b>First Name</b><br>john |      |
| <b>Registry Number</b>  |                           |      |

| GRANTEES |      |           |      |               |                  |                          |                   |
|----------|------|-----------|------|---------------|------------------|--------------------------|-------------------|
|          | Type | Qualifier | Name | Interest Type | Interest Portion | Portion of Land Affected | Legal Description |
|          |      |           |      |               |                  |                          |                   |



# Initiating the Application – Step 10

**COMMUNICATION**

**\*Recipient** enter recipient and save using the diskette 

**\*Contact Name**  **\*Mode of Contact**


**Address**  **City**

**Address1**  **Province**

**Address 3**  **Postal Code**

**\*Email Address**  **Telephone**

**+ once complete select the overall save button to save the instrument entry**

**INSTRUMENT ACTIVITY** SHOW 



# Upload File Procedures

HOME INSTRUMENTS EOT LAND REPORTS ADF2 TEST 2 SYSTEM MAINTENANCE

Search Instruments Instrument Details X Add Instrument

Print Application Edit Withdraw

**INSTRUMENT STATUS** HIDE

Status Initiated Registration Date/Time

**APPLICATION** HIDE

[Upload File](#) **note:** once the file is saved after initiating you will see the upload link

Registry FNLRS **note:** You will have access to print application, edit or withdraw until you save to **received** status

Registration Number 4024517 Date Forwarded Date Received

**Originator File References**

**LAND** HIDE

Land Type Parcel

Parcel(s)

| PIN       | Plan Number | Plan Type                   | Legal Description | Area  | Unit of Measure | Reserve              |
|-----------|-------------|-----------------------------|-------------------|-------|-----------------|----------------------|
| 902007463 | 74927       | Canada Lands Surveys Record | LOT 100           | 0.000 |                 | 08058 - TZEACHTEN 13 |



# Upload File Procedures

Initiated

APPLICATION HIDE

**Hide Upload**

Do not upload any documents containing personal or confidential information that should not be publicly disclosed.

**Registry**  
FNLRS

| Registration Number | Date Forwarded | Date Received |
|---------------------|----------------|---------------|
| 4024517             |                |               |

*you would browse your directory for the scanned image which you saved earlier*

File Explorer: << Angie Derrickson > Desktop

Organize New folder

| Name              | Type                        |
|-------------------|-----------------------------|
| FNLRS Folder      | File folder                 |
| 4024517           | Adobe Acrobat D... 203 KB   |
| 5019584-2015-0581 | Adobe Acrobat D... 471 KB   |
| 5019650-2015-0647 | Adobe Acrobat D... 475 KB   |
| landcodekwantlen  | Adobe Acrobat D... 4,939 KB |

File name: 4024517

Save as type: PDF Document (\*.pdf)

*choose file*

*click open*



# Upload File Procedures

www.aadnc-aandc.gc.ca

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

**HOME** | **INSTRUMENTS** | **EOT** | **LAND** | **REPORTS** | **BRENDA KALEF** | **SYSTEM MAINTENANCE**

Search Instruments | Instrument Details X

**Print Application**

**INSTRUMENT STATUS**

**Status** | **Registration Date**  
Received

**APPLICATION**

[Hide Upload](#)

Y:\4024517.pdf | **Browse...** | **Upload**

Do not upload any documents containing personal or confidential information that should not be disclosed.

**Registry**  
FNLRS

| Registration Number | Date Forwarded | Date Received    |
|---------------------|----------------|------------------|
| 4023900             | 2015-10-29     | 2015-10-29 10:00 |

**Originator File References**



# Upload File Procedures

The screenshot displays the 'First Nation Land Register' website interface. At the top, there is a navigation bar with links for 'Français', 'eRIP/CLSS', 'Help', 'Contact Us', and 'aadnc-aandc.gc.ca'. Below this is a secondary menu with 'HOME', 'INSTRUMENTS', 'EOT', 'LAND', 'REPORTS', 'BRENDA KALEF', and 'SYSTEM MAINTENANCE'. The main content area shows a search bar and a 'Print Application' button. A red maple leaf icon is positioned above the header. The 'INSTRUMENT STATUS' section is expanded, showing a table with columns for 'Status' and 'Registration Date/Time'. The 'APPLICATION' section is also expanded, displaying a confirmation message: 'File successfully uploaded. 4024517-4024517.pdf' with a red 'X' icon. A red box highlights this message, and a red text overlay reads 'your file has been successfully uploaded'. Below the application details, there is a table with columns for 'Registration Number', 'Date Forwarded', and 'Date Received'. The 'Originator File References' section is currently empty. The 'Administrative Notes' section is also empty.

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

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

HOME INSTRUMENTS EOT LAND REPORTS BRENDA KALEF SYSTEM MAINTENANCE

Search Instruments Instrument Details X Add Instrument

Print Application Edit Delete

**INSTRUMENT STATUS** HIDE

| Status   | Registration Date/Time |
|----------|------------------------|
| Received |                        |

**APPLICATION** HIDE

[Hide Upload](#)  
File successfully uploaded.  
4024517-4024517.pdf X **your file has been successfully uploaded**

**Registry**  
ENLRS

| Registration Number | Date Forwarded | Date Received          |
|---------------------|----------------|------------------------|
| 4023900             | 2015-10-29     | 2015-10-29 10:14:24 AM |

**Originator File References**

**Administrative Notes**



# Upload File Procedures

## IMPORTANT

Please note, once you have uploaded your file you must move the instrument status to Received at this point the document has been submitted to the Registry and the received/registration date is locked in.

---

**INSTRUMENT STATUS**

**Status** **Registration Date/Time**

Initiated  Pending  Received  Land Interest

---

**APPLICATION**

**Registry**  
FNLRS

|                            |                                 |                                 |
|----------------------------|---------------------------------|---------------------------------|
| <b>Registration Number</b> | <b>*Date Forwarded</b>          | <b>*Date Received</b>           |
| 4024517                    | 2016-02-29 <input type="text"/> | 2016-02-29 <input type="text"/> |


**Originator File References**

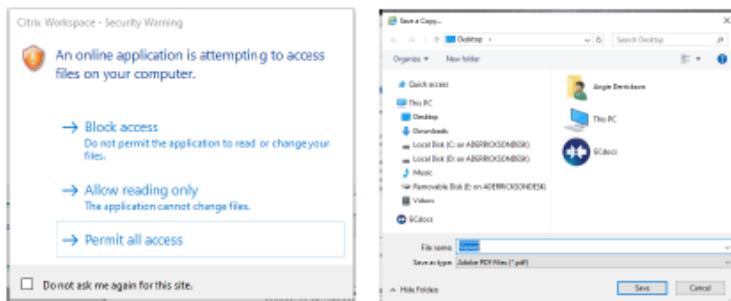
+

# Printing & Saving from Citrix

1. Once you have generated a Report or opened a PDF, you will find some basic commands at the bottom of the window
2. Here are some basic commands you will find on the printable document/report's floating tool bar:

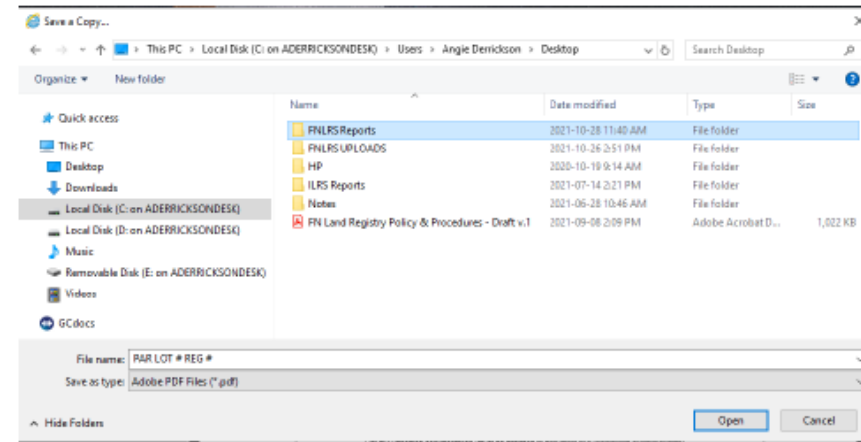


- a) **Save a copy:** click this to save the report to a specific location on your computer.
  - b) **Print file:** click this button and your default printer will be chosen as the printer where the report will be printed. If necessary, specify the printer where you wish to print report.
  - c) **Show previous page/Show next page arrows:** click the up and down arrows to navigate the report one page at a time".
  - d) **Page Numbers:** enter a page number in the field provided and click [Enter] to go directly to that page in the report.
  - e) **Zoom out /Zoom in:** click the plus or minus icons to increase/decrease the magnification of the page.
  - f) **Show Adobe Reader toolbar:** click the Adobe symbol to hide the floating toolbar and to display the main menu toolbar in Adobe.
3. Select **SAVE**  a copy of the document, a "Citrix Workspace – Security Warning" pop up menu may appear, click "Permit all access" this will load your Local Disk Drives.

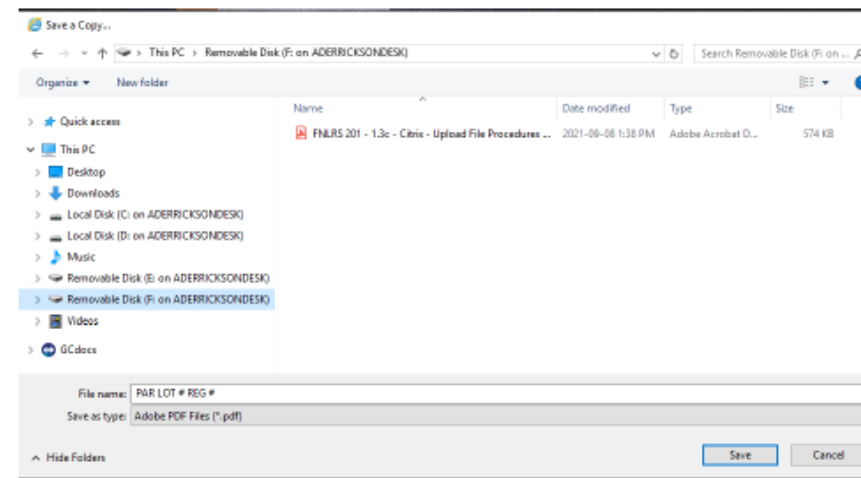


4. Once you have access to your Local Disk Drive, you can navigate between the Citrix Workspace App and your Desktop Files (C:/User/Name/Desktop/...) or USB Removable Disk Files (E:/...) then name and save your file for retrieval and printing on your local printer. See Desktop and USB navigation samples below:

Example: **Save to Desktop**, suggest that you can create an "FNLRS" folder to organize these files



Example: **Save to USB**





# First Nation National Land Registry (FNNLR)



# Land Register Information



Goal: Expand available land information

New FNNLR items with respect to the FNLRS are highlighted in white.

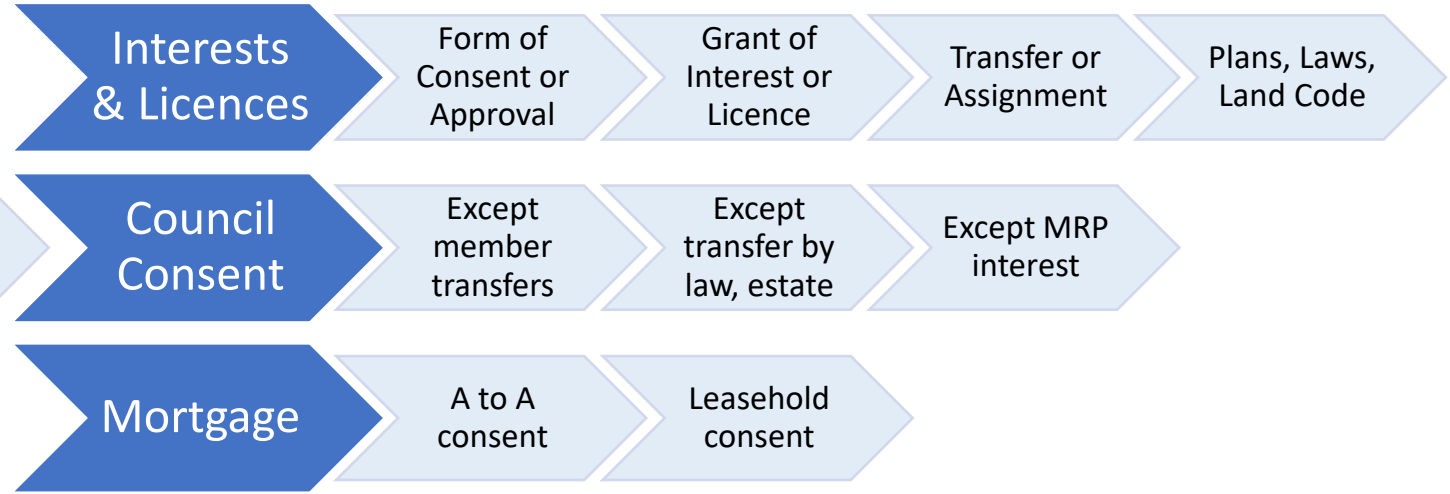


# Registration on First Nation Lands



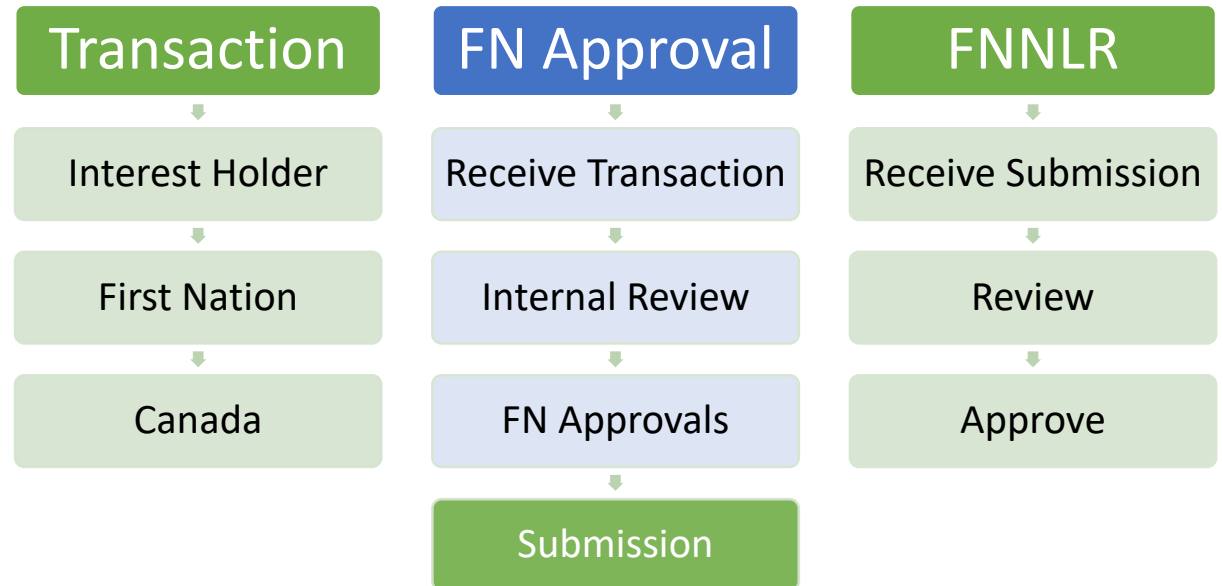
## First Nation Lands

- Community Lands
- Allocation of Lands
- Lease, Sublease, Mortgage
- Licence, Permit, Easement



## First Nation National Land Registry

- Land Registry Transaction
- Standards & Forms
- Regulations



# FNNLR Next Steps

- Federal Budget announced \$35.3M
- Apr 18, 2023, Special Chiefs Meeting to provide FNNLR Update – River Rock Resort, Richmond, BC
- Sep 2023 LAB-AGM to include RegCo and Land Registry



# FNNLR Needs

- Based on this week's training session do you have any additional feedback into the design and considerations of the new FNNLR?



# Questions & Discussion



## Resources Listed In Presentation

- First Nation Profiles Interactive Map  
<https://geo.aadnc-aandc.gc.ca/cippn-fnpim/index-eng.html>
- First Nations Gazette: <https://fng.ca/>
- Framework Agreement Signatory First Nations  
<https://labrc.com/signatory-first-nations/>
- Land Registry Public Site (ILRS-FNLRS-SGFNLRS)  
[https://services.aadnc-aandc.gc.ca/ilrs\\_public/Home/Home.aspx?lang=en](https://services.aadnc-aandc.gc.ca/ilrs_public/Home/Home.aspx?lang=en)
- Electronic Registry Index Plan (eRIP)  
<https://geo.aandc-aadnc.gc.ca/erip-prre/index-eng.html>
- Canada Lands Survey System (CLSS)  
<https://clss.nrcan-rncan.gc.ca/clss/plan/search-recherche/>
- LAB-RC [www.LABRC.com](http://www.LABRC.com)

# THANK YOU

For more information, please contact us!