



APPENDIX A

Land Registry Stamps

1. Stamp - Approval to Form:

| | |
|--|------------|
| APPROVED AS TO THE FORM BY LAC LA RONGE INDIAN BAND PURSUANT TO THE LAC LA RONGE INDIAN BAND LAND CODE | |
|  | Signature: |
| | Date: |

2. Stamp - to be affixed and signed for Ministerial Consent:

| | |
|---|------------|
| SIGNED BY LAC LA RONGE INDIAN BAND PURSUANT TO THE LAC LA RONGE INDIAN BAND LAND CODE | |
|  | Signature: |
| | Date: |

APPENDIX B



LAC LA RONGE INDIAN BAND Council Consent Form Land Registry Policy Form. No. LLRIB-LRP-01

1. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:

| PIN(s) | Legal Description(s) | Plan No.(s) | Reserve Name & No.(s) |
|--------|----------------------|-------------|-----------------------|
|--------|----------------------|-------------|-----------------------|

2. NATURE OF INTEREST

Description (Type of Interest & Registration No.)

Above sections prepared by the Lands & Resources Department for execution by Council and confirmed by signature below.

3. CONSENT BY LAC LA RONGE INDIAN BAND COUNCIL

In accordance with section(s) 28.2, 34.1, and 35.2 of the Lac La Ronge Indian Band Land Code, where written consent of Council is required for an instrument granting an Interest or Licence in Lac La Ronge Indian Band Land, this Form must be completed and passed in the form of a Resolution of Council.

This consent does not constitute validation, approval to form, nor registration of the Instrument or document which still must be submitted for registration under the Lac La Ronge Indian Band Land Code and Lac La Ronge Indian Band laws and policies.

EXECUTION DATE

YYYY MM DD

Signature of Lands & Resources Department Representative

[Print Name]



APPENDIX C

LAC LA RONGE INDIAN BAND Land Code Advisory Committee Consent Form Land Registry Policy Form No. LLRIB-LRP-02

APPROVED AS TO THE FORM BY LAC
LA RONGE INDIAN BAND PURSUANT
TO THE LAC LA RONGE INDIAN BAND
LAND CODE

Signature: Danny Cook-Jones

Date: Sept 14, 2022

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.)

Above sections prepared by the Lands & Resources Department for execution by the Land Code Advisory Committee and confirmed by signature below.

4. CONSENT BY LAC LA RONGE INDIAN BAND LAND CODE ADVISORY COMMITTEE

In accordance with section(s) _____ of the Lac La Ronge Indian Band Land Code/ section(s) _____ of the Lac La Ronge Indian Band _____ (circle and add law or policy name as required):

The undersigned hereby consents to the above noted transaction on behalf of the Lac La Ronge Indian Band Land Code Advisory Committee. By signing, the Land Code Advisory Committee representative warrants that the Land Code Advisory Committee has done any necessary review of the transaction, consents to the transaction, and has documented the granting of authority to the undersigned to sign on behalf of the Land Code Advisory Committee through a motion passed by a quorum of the Land Code Advisory Committee.

This consent does not constitute validation, approval to form, nor registration of the Instrument or document which still must be submitted for registration under the Lac La Ronge Indian Band Land Code and Lac La Ronge Indian Band laws and policies.

Reserve Lands Manager
Lands & Resources Department
representative

EXECUTION DATE

Land Code Advisory Committee representative

YYYY

MM

DD

[Print Name]

[Print Name]



APPENDIX D
LAC LA RONGE INDIAN BAND
Citrix Access Form –
First Nation
Land Registry System (FNLRS)
Land Registry Policy Form No. LLRIB-LRP-03

APPLICANT

To be completed by Lac La Ronge Indian Band staff or contractors that require special access to CITRIX:

- ☐ **Applicant** already has a Citrix account and some level of access to ILRS, FNLRS, or SGFNLRS.

If checked, provide the former email that will be overwritten: _____

Company
or LLRIB

Address

Name

Title

Email

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 Lac La Ronge Indian Band to complete the "Approvals" 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 Lac La Ronge Indian Band to complete the "Approvals" section below*
- ☐ **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 should create a self-generated username to access reports and searches through the ILRS Public Site: http://services.aadnc-aandc.gc.ca/ILRS_Public

APPROVALS

Special access to CITRIX FNLRS for Read Access (Protected-B) or Write-Access/Initiate level access requires approval from the Executive Director of Lac La Ronge Indian Band:

Address

Name

Phone

Email

Signature

Date

SUBMIT TO

Canada - IT Service Desk

Toll Free 1-866-795-6465

E-mail aadnc.sti-its.aandc@canada.ca

Optional cc: Bob.McLean@sac-isc.gc.ca; Angie.Derrickson@labrc.com

APPENDIX E



LAC LA RONGE INDIAN BAND Family Homes on Reserves and Matrimonial Interests or Rights Act (FHRMIRA) MRP 01 - Assessment Form Land Registry Policy Form. No. LLRIB-LRP-04

PRIVACY ACT STATEMENT

The collection and use of personal information is in accordance with the *Privacy Act* and is required for the application of Sections 12 to 52 of the *Family Homes on Reserves and Matrimonial Interests or Rights Act*. This Form is to be completed by applicants wanting to effect the following transactions in real property on Lac La Ronge Indian Band Lands: Leases, subleases, assignments, mortgages, permits, licenses and transfers.

PURPOSE

The purpose of this form is to assess whether applicants need to fill out specific forms for transfers or transactions relating to family homes and spouses' interests in them.

| | | | | | | | |
|----------------------|--|----------------------|--------------------|-----------|--------------------|----|----|
| 1. | Are you a corporation, First Nation, or enterprise wanting to effect a land transaction? Yes (Proceed to #8 and sign) No (Proceed to #2) | | | | | | |
| 2. | Are you married or in a common-law relationship? Yes (Proceed to #3) No (Proceed to #4) | | | | | | |
| 3. | Are you or your spouse or common-law partner a Lac La Ronge Indian Band member or a status Indian? Yes (Proceed to #6 and have your partner complete Lac La Ronge Indian Band MRP 03/LLRIB-LRP-06 Consent of Spouse/Common-Law Partner Form) No (Proceed to #4) | | | | | | |
| 4. | Are you a duly appointed Executor of a Will or Administrator of an Estate wanting to effect a land transaction on behalf of a deceased Lac La Ronge Indian Band member or a status Indian? Yes (Proceed to #6) No (Proceed to #5) | | | | | | |
| 5. | Are you a duly appointed Executor of a Will or Administrator of an Estate wanting to effect a land transaction on behalf of a deceased individual where there are no Lac La Ronge Indian Band members or status Indians involved? Yes (Proceed to #8 and sign) No (Proceed to #6) | | | | | | |
| 6. | Does a spouse or common-law partner of the deceased have an interest in matrimonial real property that will be encumbered by the proposed transaction? Yes (Proceed to #7, complete Lac La Ronge Indian Band MRP 02/LLRIB-LRP-05 Declaration Form and Lac La Ronge Indian Band MRP 04/LLRIB-LRP-07 Consent of Executor of Will or Administrator of Estates Form) No (Proceed to #7 and complete Lac La Ronge Indian Band MRP 02/LLRIB-LRP-05 Declaration Form) | | | | | | |
| 7. | Do you possess an interest recorded in the First Nation Lands Registry System for the parcel of land subject to the proposed transaction? Yes (Indicate Legal Land Description below, complete Lac La Ronge Indian Band MRP 02/LLRIB-LRP-05 Declaration Form, then proceed to #8 and sign) <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">PIN</td> <td style="width: 35%;">Legal Description</td> <td style="width: 20%;">Plan No.</td> <td style="width: 20%;">Reserve Name & No.</td> </tr> </table> No (Proceed to #8 and sign) | PIN | Legal Description | Plan No. | Reserve Name & No. | | |
| PIN | Legal Description | Plan No. | Reserve Name & No. | | | | |
| 8. | Signed in the presence of: <table style="width: 100%; border: none;"> <tr> <td style="width: 35%; text-align: center;">Witness Signature(s)</td> <td style="width: 15%; text-align: center;">DATE</td> <td style="width: 50%; text-align: center;">Applicant</td> </tr> <tr> <td style="text-align: center;">YYYY</td> <td style="text-align: center;">MM</td> <td style="text-align: center;">DD</td> </tr> </table> <div style="display: flex; justify-content: space-between;"> <div style="width: 35%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> [Print Name] </div> <div style="width: 15%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> </div> <div style="width: 15%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> </div> <div style="width: 15%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> </div> <div style="width: 20%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> [Print Name] </div> </div> | Witness Signature(s) | DATE | Applicant | YYYY | MM | DD |
| Witness Signature(s) | DATE | Applicant | | | | | |
| YYYY | MM | DD | | | | | |



LAC LA RONGE INDIAN BAND
Family Homes on Reserves and
Matrimonial Interests or Rights Act (FHRMIRA)
MRP 02 - Declaration Form
Land Registry Policy Form. No. LLRIB-LRP-05

PRIVACY ACT STATEMENT

The collection and use of personal information is in accordance with the *Privacy Act* and is required for the application of Sections 12 to 52 of the *Family Homes on Reserves and Matrimonial Interests or Rights Act*. This Form is to be completed by applicants wanting to effect the following transactions in real property on Lac La Ronge Indian Band Lands: Leases, subleases, assignments, mortgages, permits, licenses and transfers.

DECLARATION

By my signature below, I hereby make this solemn declaration, and acknowledge that:

I am an Executor of Will, Administrator of an Estate, or a spouse or common-law partner as defined by the *Family Homes on Reserves and Matrimonial Interest or Rights Act* section 2, the *Indian Act* section 2, or as may be defined in community-specific legislation the Lac La Ronge Indian Band may have adopted pursuant to sections 7-11 of the *Family Homes on Reserves and Matrimonial Interest or Rights Act* or the *Framework Agreement on First Nation Land Management*.

I had the opportunity to apprise myself of the *Family Homes on Reserve and Matrimonial Interests or Rights Act* (S.C. 2013, c.20), or similar community-specific legislation the Lac La Ronge Indian Band may have adopted pursuant to sections 7-11 of the *Family Homes on Reserves and Matrimonial Interest or Rights Act* or the *Framework Agreement on First Nation Land Management*, and to seek independent legal advice.

I am aware that a spouse or common-law partner, pursuant to the *Family Homes on Reserve and Matrimonial Interests or Rights Act* (S.C. 2013, c.20), is required to consent to any transaction that transfers or encumbers their interest in matrimonial real property pertaining to the family home. Further, pursuant to this legislation, I am aware that a matrimonial interest or right means interests or rights other than interests or rights in or to the family home, held by at least one of the spouses or common-law partners that were acquired: a) during the conjugal relationship; b) before the conjugal relationship but in specific contemplation of the relationship; or c) before the conjugal relationship but not in specific contemplation of the relationship and that appreciated during the relationship. I am aware that it excludes interests or rights that were received from a person as a gift or legacy or on devise or descent, and interests or rights that can be traced to those interests or rights.

I am aware that the *Family Homes on Reserve and Matrimonial Interests or Rights Act*, or similar legislation the Lac La Ronge Indian Band may have adopted pursuant to sections 7-11 of the *Family Homes on Reserves and Matrimonial Interest or Rights Act* or the *Framework Agreement on First Nation Land Management*, may require consent of the spouse or common-law partner to effect an interest in matrimonial real property.

EXECUTION

Signed in the presence of:

Witness Signature(s)

YYYY

DATE

MM

DD

Applicant

[Print Name]

[Print Name]



LAC LA RONGE INDIAN BAND
Family Homes on Reserves and
Matrimonial Interests or Rights Act (FHRMIRA)
MRP 03 - Consent of Spouse/Common-Law Partner Form
Land Registry Policy Form. No. LLRIB-LRP-06

PRIVACY ACT STATEMENT

The collection and use of personal information is in accordance with the *Privacy Act* and is required for the application of Sections 12 to 52 of the *Family Homes on Reserves and Matrimonial Interests or Rights Act*. This Form is to be completed by applicants wanting to effect the following transactions in real property on Lac La Ronge Indian Band Lands: Leases, subleases, assignments, mortgages, permits, licenses and transfers.

CONSENT

I, _____ spouse of: _____

residing at civic
address: _____

| | | | | |
|--------------------|-----|-------------------|----------|--------------------|
| Legal description: | PIN | Legal Description | Plan No. | Reserve Name & No. |
|--------------------|-----|-------------------|----------|--------------------|

acknowledge that section 15(1) of the the *Family Homes on Reserves and Matrimonial Interest or Rights Act* establishes that, subject to the *Indian Act*, a spouse or common-law partner who holds an interest or right in or to the family home must not dispose of or encumber that interest or right during the conjugal relationship without the free and informed consent in writing of the other spouse or common-law partner, whether or not that person is a Lac La Ronge Indian Band member.

I understand that my spouse is proposing to:

- ☐ sell our family home ☐ assign the lease to our family home ☐ mortgage our family home
- ☐ encumber our family home in the following
manner _____

in accordance with the attached document.

I further acknowledge that I have been advised to seek independent legal advice, and that I am providing my free and informed consent to this transaction pursuant to the the *Family Homes on Reserves and Matrimonial Interest or Rights Act*. I also acknowledge that I may have rights pursuant to similar legislation adopted by the Lac La Ronge Indian Band pursuant to sections 7-11 of the *Family Homes on Reserves and Matrimonial Interest or Rights Act* or the *Framework Agreement on First Nation Land Management*.

EXECUTION

Signed in the presence of:

Witness Signature(s)

YYYY

DATE

MM

DD

Applicant

[Print Name]

[Print Name]



LAC LA RONGE INDIAN BAND
Family Homes on Reserves and Matrimonial Interests or
Rights Act (FHRMIRA)
MRP 04 - Consent of Executor of Will or
Administrator of Estates Form
Land Registry Policy Form. No. LLRIB-LRP-07

PRIVACY ACT STATEMENT

The collection and use of personal information is in accordance with the *Privacy Act* and is required for the application of Sections 12 to 52 of the *Family Homes on Reserves and Matrimonial Interests or Rights Act*.

This Form is to be completed by applicants wanting to effect the following transactions in real property on Lac La Ronge Indian Band Lands:

Leases, subleases, assignments, mortgages, permits, licenses and transfers.

CONSENT

I, _____, duly appointed Executor of Will or Administrator of Estate
for _____, a member of the Lac La Ronge Indian Band,
in lawful possession of the following parcel of Lac La Ronge Indian Band Land:

| | | | |
|--------------------|-------------------|----------|--------------------|
| PIN | Legal Description | Plan No. | Reserve Name & No. |
| Legal Description: | | | |

consent to the attached disposition.

I declare that I have been advised to seek independent legal advice and that I will carry out my duties to ensure that, pursuant to the *Indian Act* or *Family Homes on Reserves and Matrimonial Interests or Rights Act*, a matrimonial real property interest in, or to, the family home is treated accordingly.

I also acknowledge that a spouse or common-law partner of the deceased may have rights pursuant to similar legislation the Lac La Ronge Indian Band may have adopted pursuant to sections 7-11 of the *Family Homes on Reserves and Matrimonial Interest or Rights Act* or the *Framework Agreement on First Nation Land Management*.

EXECUTION

Signed in the presence of:

Witness Signature(s)

DATE

Executor of Will/Administrator of
Estate

YYYY MM DD

[Print Name]

[Print Name]



LAC LA RONGE INDIAN BAND
Family Homes on Reserves and Matrimonial Interests or Rights
Act (FHRMIRA)
MRP 05 - Court Ordered Transfer of Land or Structures
Land Registry Policy Form. No. LLRIB-LRP-08

PRIVACY ACT STATEMENT

The collection and use of personal information is in accordance with the *Privacy Act* and is required for the application of Sections 12 to 52 of the *Family Homes on Reserves and Matrimonial Interests or Rights Act*. This Form is to be completed by applicants wanting to effect the following transactions in real property on Lac La Ronge Indian Band Lands: Leases, subleases, assignments, mortgages, permits, licenses and transfers.

ORDER

By an Order of the following Court:

Dated:

Court File No.:

pursuant to s.31 of the FHRMIRA, the interest or right to land situated on Lac La Ronge Indian Band Land, as described below,

was transferred from (Transferor):

to (Transferee):

Legal description of the interests transferred by the Court:

PIN

Legal Description

Plan No.

Reserve Name & No.

and is subject to the terms and conditions set out in the Order.

APPENDIX F

LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT CHECKLIST



LAND REGISTRY GENERAL PROCEDURES

GENERAL CHECKLIST

1. Administrative Procedures

- ☐ Official record(s) of incoming mail, courier and/or hand delivered document(s), including phone calls and emails pertaining to the transaction, ensuring the receipt of any original documents are processed in accordance with the *Land Registry Policy*.
- ☐ 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 & Resources Department's internal records management system/the file relating to the parcel of land.

2. Parcel Research

- ☐ FNLRS Parcel Abstract Report (PAR) – Review and confirm interests/encumbrances on parcel
- ☐ Review the Lands & Resources Department's internal records management system/the file relating to the parcel of land to ensure there are no outstanding issues; cross reference with the Housing & Public Works Department and other departments as may be required

3. Internal Review

- ☐ **Lands & Resources Department Checklist (specific to transaction)** - Due diligence tasks were reviewed from the cover letter, document, parcel abstract report (PAR), etc.
 - Legal Description – Lot, Plan, Reserve, PIN
 - Parties – example: Lessor, Lessee, Addresses, confirm membership number if applicable by checking with LLRIB membership clerk (keep this information in internal Lands & Resources Department files, not on documents to be submitted to the Register)
 - Execution Date - date signed on the Land Registry Form
 - Applicant – Legal firm, Contact, Phone/email
 - Transaction Details - Proposed use, Term, Expiry Date
 - Compliance with Law(s)
 - Letter from Interest holder (if applicable)
 - Completed MRP-01/LLRIB-LRP-04 Assessment Form and any other MRP forms required after the completion of the MRP-01 Assessment Form
 - Any consent form required (either Council Consent or Lands Advisory Committee Consent, see below)
 - Outstanding Mortgage – if yes, letter of undertaking that it will be discharged from title
 - Reviewed by LLRIB Housing Manager (if applicable)
 - Original Certified – Officer's signature by Land Registry Form, or Affidavit of Witness

APPENDIX F

- Lands & Resources Department File for parcel of land – reviewed for any outstanding items
- Survey – complies with survey requirements
- Utilities – review for outstanding issue and/or fees are paid to date (if applicable)
- Complete – sign & date checklist is complete to best of knowledge
- Other: _____

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

☐ **Land Instrument Form** – reviewed to comply with registry requirements:

- Applicant name & contact information
- PIN, legal description, reserve name, see PAR
- Type of Interest & Registration No., see PAR
- “Instrument” marked
- Name of the Transferor and address, see PAR
- Name of the Transferee and address
- Declaration included
- 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 execution(s), checked same as above

☐ **Additional Consents** – required consents are attached to the transaction

- one (1) signed original copy per document – either Council Consent Form, with Resolution attached, or the Land Code Advisory Committee Consent Form

4. Approved Package

- ☐ All documents received approvals/written consent/Council Resolution (where required)
- ☐ Scan Form/Instrument/Consents into one (.PDF) document
- ☐ Save file to Lands & Resources Department internal files, rename file for easy retrieval

5. 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 Lands & Resources Department’s file system

6. Return Registration

- ☐ Instrument is correctly reflected on the Parcel Abstract Report



LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT

DISCHARGE OF MORTGAGE CHECKLIST

Land Registry Policy Form. No. LLRIB-LRP-15

| | | | |
|--------------------|-----|----------------|---------|
| Legal Description: | LOT | PLAN OF SURVEY | RESERVE |
| Transferor: | | | |
| Transferee: | | | Y M D |

| | | | | |
|-------------------------------|--|------------|--------------------|-------------------|
| Lessee / Name of Development: | Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial | Lease No.: | Sublease No.: | Sub-Sublease No.: |
| Law Firm: | Firm Contact: | | Contact Phone No.: | |

| | |
|----------------------------|---------------------------|
| Discharge of Mortgage No.: | Internal Parcel File No.: |
|----------------------------|---------------------------|

- ☐ Appropriate Land Instrument (*Land Instrument Law*, Land Instrument labelled LLRIB-02) received from applicant, cross-referenced, and approved to form
- ☐ MRP-01/LLRIP-LRP-04 Assessment Form completed by applicant and filed in internal Lands & Resources Department file for parcel of land (do not include in materials filed with Register)
- ☐ Other MRP form(s) completed and filed in internal Lands & Resources Department file for parcel of land (list or confirm N/A): _____ (do not include in materials filed with Register)
- ☐ Internal Lands & Resources Department file for parcel of land reviewed for outstanding issues
- ☐ Ensure compliance with Land Code
- ☐ Reviewed for outstanding issues by Housing Manager (if applicable)

THIS DOCUMENT HAS BEEN REVIEWED BY THE LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT 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 LAC LA RONGE INDIAN BAND.

Completed By: _____

Date: _____

Remarks:



LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT

MORTGAGE OF LEASE CHECKLIST

Land Registry Policy Form. No. LLRIB-LRP-14

| | | | | |
|--------------------|-----|----------------|---------|-------|
| Legal Description: | LOT | PLAN OF SURVEY | RESERVE | PIN: |
| Mortgagor: | | | | |
| Mortgagee: | | | | Y M D |
| Mailing Address: | | | | |

| | | | |
|-------------------------------|--|--------------------|-------------------|
| Lessee / Name of Development: | Proposed Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial | Lease No.: | Modification No.: |
| Law Firm: | Firm Contact: | Contact Phone No.: | |

| | | | | | |
|--|-----------------------|-----------------------|----------------------------------|-----|-----|
| Does Mortgage incl. assignment of rents? | Yes, add into remarks | N/A | Is Ministerial Consent required? | Yes | N/A |
| Is the original Lessor's consent required? | Yes | N/A | | | |
| Mortgage No.: | Assumed | Discharged | Principle Amount: | | |
| Originals Certified by? | Officer's Signature | Affidavits of Witness | Internal Parcel File No.: | | |
| Registration fees paid? | Yes | N/A | Utility fees paid? | Yes | N/A |

- ☐ Appropriate Land Instrument (*Land Instrument Law*, Land Instrument labelled LLRIB-03) received from applicant, cross-referenced, and approved to form
- ☐ MRP-01/LLRIP-LRP-04 Assessment Form completed by applicant and filed in internal Lands & Resources Department file for parcel of land (do not include in materials filed with Register)
- ☐ Other MRP form(s) completed and filed in internal Lands & Resources Department file for parcel of land (list or confirm N/A): _____ (do not include in materials filed with Register)
- ☐ Consent Form (Council Consent with accompanying Resolution or Land Code Advisory Committee Consent) completed
- ☐ Internal Lands & Resources Department file for parcel of land reviewed for outstanding issues
- ☐ Ensure compliance with Land Code
- ☐ Reviewed for outstanding issues by Housing Manager (if applicable)

THIS DOCUMENT HAS BEEN REVIEWED BY THE LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT 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 LAC LA RONGE INDIAN BAND.

Completed By: _____

Date: _____

Remarks:



LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT

LEASE CHECKLIST

Land Registry Policy Form. No. LLRIB-LRP-13

| | | | | |
|--------------------|-----|----------------|---------|-------|
| 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 LLRIB Land Laws? If no, advise that amendment procedures are required at dev. stage | Yes | No | Letter from Interest-holder? | Yes | N/A |
| Mortgage No.: | Assumed | Discharged | Sale/Lease Price: | | |
| Originals Certified by? | Officer's Signature | Affidavits of Witness | Internal Parcel File No.: | | |
| Comply with survey requirements? | Yes | N/A | Utility fees paid? | Yes | N/A |

- ☐ Appropriate Land Instrument (*Land Instrument Law*, Land Instrument labelled LLRIB-02) received from applicant, cross-referenced, and approved to form
- ☐ MRP-01/LLRIP-LRP-04 Assessment Form completed by applicant and filed in internal Lands & Resources Department file for parcel of land (do not include in materials filed with Register)
- ☐ Other MRP form(s) completed and filed in internal Lands & Resources Department file for parcel of land (list or confirm N/A): _____ (do not include in materials filed with Register)
- ☐ Consent Form (Council Consent with accompanying Resolution or Land Code Advisory Committee Consent) completed
- ☐ Internal Lands & Resources Department file for parcel of land reviewed for outstanding issues
- ☐ Ensure compliance with Land Code
- ☐ Reviewed for outstanding issues by Housing Manager (if applicable)

THIS DOCUMENT HAS BEEN REVIEWED BY THE LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT 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 LAC LA RONGE INDIAN BAND.

Completed By: _____

Date: _____

Remarks:



LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT

EASEMENT, PERMIT OR LICENCE CHECKLIST

Land Registry Policy Form. No. LLRIB-LRP-12

| | | | | |
|-------------------------------------|-----|----------------|---------|-------|
| Legal Description: | LOT | PLAN OF SURVEY | RESERVE | PIN: |
| Lawful Possessor: Transferor(s): | | | | |
| Transferee(s): | | | | Y M D |
| Mailing Address: | | | | |

| | | |
|-----------|---------------------|--------------------|
| Law Firm: | Firm Email Contact: | Contact Phone No.: |
|-----------|---------------------|--------------------|

| | | | | | |
|-----------------------------|---------------------|-----------------------|---------------------------|-----|-----|
| Letter from Interest-holder | Yes | N/A | Sale/Lease Price: | | |
| Originals Certified by? | Officer's Signature | Affidavits of Witness | Internal Parcel File No.: | | |
| Registration fees paid? | Yes | N/A | Utility fees paid? | Yes | N/A |

- ☐ Appropriate Land Instrument (*Land Instrument Law*, Land Instrument labelled LLRIB-02) received from applicant, cross-referenced, and approved to form
- ☐ MRP-01/LLRIP-LRP-04 Assessment Form completed by applicant and filed in internal Lands & Resources Department file for parcel of land (do not include in materials filed with Register)
- ☐ Other MRP form(s) completed and filed in internal Lands & Resources Department file for parcel of land (list or confirm N/A): _____ (do not include in materials filed with Register)
- ☐ Consent Form (Council Consent with accompanying Resolution or Land Code Advisory Committee Consent) completed
- ☐ Internal Lands & Resources Department file for parcel of land reviewed for outstanding issues
- ☐ Ensure compliance with Land Code
- ☐ Reviewed for outstanding issues by Housing Manager (if applicable)

THIS DOCUMENT HAS BEEN REVIEWED BY THE LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT 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 LAC LA RONGE INDIAN BAND.

Completed By: _____

Date: _____

Remarks:



LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT CHECKLIST

**TRANSFER ON DEATH
VIA DEATH CERTIFICATE, ESTATE TRANSFER, OR
ADMIN TRANSFER**

Land Registry Policy Form. No. LLRIB-LRP-11

| | | | | |
|--|-----|----------------|---------|-------------|
| Legal Description: | Lot | Plan of survey | Reserve | PIN: |
| Date of Death Certificate / Execution: | | | | Y M D |
| Deceased: | | | | Treaty No.: |
| Transferee(s): | | | | Treaty No.: |
| | | | | Treaty No.: |

| | | |
|------------|----------|--------------------|
| Applicant: | Contact: | Contact Phone No.: |
|------------|----------|--------------------|

| | | | | | |
|---|---------------------|-----------------------|--|-----|-----|
| Existing easements & access to site identified? | Yes | No | Has an Occupancy Permit been issued? | Yes | N/A |
| Is a resurvey required? ** | Yes | No | Allocation / Land Lease number issued: | | |
| Mortgage No.: | Assumed | Discharged | Internal Parcel File No.: | | |
| Originals Certified by? | Officer's Signature | Affidavits of Witness | Utility fees paid? | Yes | N/A |

- ☐ Appropriate Land Instrument (*Land Instrument Law*, Land Instrument labelled LLRIB-__) received from applicant, cross-referenced, and approved to form
- ☐ (If submitted) certified copy of death certificate approved to form
- ☐ Evidence of estate administrator or executor filed in internal Lands & Resources Department file for parcel of land (do not include in materials filed with Register)
- ☐ MRP-01/LLRIP-LRP-04 Assessment Form completed by applicant and filed in internal Lands & Resources Department file for parcel of land (do not include in materials filed with Register)
- ☐ Other MRP form(s) completed and filed in internal Lands & Resources Department file for parcel of land (list or confirm N/A): _____ (do not include in materials filed with Register)
- ☐ Consent Form (Council Consent with accompanying Resolution or Land Code Advisory Committee Consent) completed
- ☐ Internal Lands & Resources Department file for parcel of land reviewed for outstanding issues
- ☐ Ensure compliance with Land Code
- ☐ Reviewed for outstanding issues by Housing Manager (if applicable)

**** NOTE:** If a resurvey is required, an administrator may act on behalf of the deceased to request a resurvey under the *LLRIB Land Survey Policy* to create a subdivision so that it is properly transferred how it is requested, and in this case, the administrator would need to sign on behalf of the deceased as executor (for survey requirements under the Policy).

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Completed By: _____

Date: _____

Remarks:



LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT

TRANSFER OF INTEREST CHECKLIST

Land Registry Policy Form. No. LLRIB-LRP-10

| | | | | |
|--------------------|-----|----------------|-------------|-------|
| Legal Description: | Lot | Plan of survey | Reserve | PIN: |
| Date of Transfer: | | | | Y M D |
| Transferor(s): | | | Treaty No.: | |
| | | | | |
| | | | | |
| Transferee(s): | | | Treaty No.: | |
| | | | | |
| | | | | |

| | | | | | |
|---------------------------------|-----|----------|----------------------------------|--------------------|-----|
| Applicant: | | Contact: | | Contact Phone No.: | |
| Was an appraisal conducted? | Yes | No | Appraisal amount: | Sale price: | |
| Sought independent legal advice | Yes | Waived | Surveyor's Certificate attached? | Yes | N/A |

| | | | | | |
|---|---------------------|-----------------------|--|-----|-----|
| Existing easements & access to site identified? | Yes | No | Has an Occupancy Permit been issued? | Yes | N/A |
| Is a resurvey required? | Yes | No | Allocation / Land Lease number issued: | | |
| Mortgage No.: | Assumed | Discharged | Internal Parcel File No.: | | |
| Originals Certified by? | Officer's Signature | Affidavits of Witness | Utility fees paid? | Yes | N/A |

- ☐ Appropriate Land Instrument (*Land Instrument Law*, Land Instrument labelled LLRIB-__) received from applicant, cross-referenced, and approved to form
- ☐ MRP-01/LLRIP-LRP-04 Assessment Form completed by applicant and filed in internal Lands & Resources Department file for parcel of land (do not include in materials filed with Register)
- ☐ Other MRP form(s) completed and filed in internal Lands & Resources Department file for parcel of land (list or confirm N/A): _____ (do not include in materials filed with Register)
- ☐ Consent Form (Council Consent with accompanying Resolution or Land Code Advisory Committee Consent) completed
- ☐ Internal Lands & Resources Department file for parcel of land reviewed for outstanding issues
- ☐ Ensure compliance with Land Code
- ☐ Reviewed for outstanding issues by Housing Manager (if applicable)

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Completed By: _____

Date: _____

Remarks:



LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT

TRANSFER OF INTEREST TO COMMUNITY LANDS

Land Registry Policy Form. No. LLRIB-LRP-09

| | | | | |
|--------------------|-----|----------------|---------|------|
| Legal Description: | LOT | PLAN OF SURVEY | RESERVE | PIN: |
|--------------------|-----|----------------|---------|------|

| | |
|----------------|-------------|
| Transferor(s): | Treaty No.: |
| | Treaty No.: |
| | Treaty No.: |

| | |
|--|--------------------------------------|
| Transferee(s): LAC LA RONGE INDIAN BAND | Date of Transfer: Y M D |
|--|--------------------------------------|

| | | |
|------------|----------|--------------------|
| Applicant: | Contact: | Contact Phone No.: |
|------------|----------|--------------------|

| | | | | | |
|---------------------------------|-----|--------|----------------------------------|-------------|-----|
| Was an appraisal conducted? | Yes | No | Appraisal amount: | Sale price: | |
| Sought independent legal advice | Yes | Waived | Surveyor's Certificate attached? | Yes | N/A |

| | | | | | |
|---|---------------------|-----------------------|--------------------------------------|-----|-----|
| Existing easements & access to site identified? | Yes | No | Are there any existing encumbrances? | Yes | No |
| Is a resurvey required? | Yes | No | Internal Parcel File No.: | | |
| Originals Certified by? | Officer's Signature | Affidavits of Witness | Utility fees paid? | Yes | N/A |

- ☐ Appropriate Land Instrument (*Land Instrument Law*, Land Instrument labelled LLRIB-__) received from applicant, cross-referenced, and approved to form
- ☐ MRP-01/LLRIP-LRP-04 Assessment Form completed by applicant and filed in internal Lands & Resources Department file for parcel of land (do not include in materials filed with Register)
- ☐ Other MRP form(s) completed and filed in internal Lands & Resources Department file for parcel of land (list or confirm N/A): _____ (do not include in materials filed with Register)
- ☐ Consent Form (Council Consent with accompanying Resolution or Land Code Advisory Committee Consent) completed
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Completed By: _____

Date: _____


APPENDIX F

- ☐ Each original has been stamped with registration number and date
- ☐ File one original copy in in the Lands & Resources Department's file system
- ☐ Return all remaining originals to the applicant, including the updated Parcel Abstract Report and registration fee receipt
- ☐ Update and maintain official record of outgoing mail, courier and/or hand delivered documents, paying attention to requirements in *Land Registry Policy* as they relate to the return of original documents

7. Update Internal Systems

- ☐ Complete and distribute Interdepartmental Form (if applicable)
- ☐ Update Lands & Resources Department's internal records management system or file for parcel of land (if applicable)

APPENDIX G

| | | |
|---|---|---|
|  | LAC LA RONGE INDIAN BAND Land Status Report Request Form (EXTERNAL OR INTER-DEPARTMENTAL) | Lands & Resources Department BOX 480, LA RONGE, SK SOJ 1L0 |
| PLEASE PROVIDE ALL KNOWN INFORMATION: IF YOU DO NOT KNOW THE INFORMATION, LEAVE THE SECTION BLANK | | |
| APPLICANT INFORMATION | | |
| NAME | | |
| TITLE | | |
| ENTITY | <input type="checkbox"/> LAC LA RONGE INDIAN BAND COUNCIL <input type="checkbox"/> LAC LA RONGE INDIAN BAND DEPARTMENT: _____ <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> COMPANY: _____ <input type="checkbox"/> OTHER: _____ | |
| ADDRESS | | |
| PHONE | | |
| EMAIL | | |
| PART ONE: PRESENT LAND STATUS | | |
| THE LANDS BEING DEALT WITH ARE KNOWN AS LOT: | PLAN NO.: _____ <input type="checkbox"/> CLSR <input type="checkbox"/> RS _____ | RESERVE NAME & NO.: |
| PHYSICAL ADDRESS: | | |
| PART TWO: PROPOSED LAND TRANSACTION | | |
| WILL A TRANSACTION BASED ON THIS PLAN BE REGISTERED IN THE FIRST NATIONS LANDS REGISTRY? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IF NO, WHAT WILL THE PLAN BE USED FOR? | IS IT REQUIRED? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IF YES, WHAT TYPE OF TRANSACTION IS PROPOSED? | <input type="checkbox"/> LEASE <input type="checkbox"/> SUBLEASE <input type="checkbox"/> PERMIT | TERM (YEARS): _____ <input type="checkbox"/> EASEMENT (ROW) <input type="checkbox"/> TRANSFER |

APPENDIX H

| | | |
|---|--|--|
|  | LAC LA RONGE INDIAN BAND Land Status Report Land Registry Policy Form. No. LLRIB-LRP-18 | Lands & Resources Department BOX 480, LA RONGE, SK S0J 1L0 |
| PART ONE: PRESENT LAND STATUS | | |
| THE LANDS BEING DEALT WITH ARE KNOWN AS LOT: | PLAN NO.: <input type="checkbox"/> CLSR <input type="checkbox"/> RS___ | RESERVE NAME & NO.: |
| PHYSICAL ADDRESS (IF KNOWN): | | |
| PRESENT LAND STATUS IS: <input type="checkbox"/> LAC LA RONGE INDIAN BAND LANDS <input type="checkbox"/> OTHER: _____ | | |
| SHOWN IN THE FIRST NATIONS LAND REGISTRY AS: | | |
| THE REGISTRY SHOWS THE LANDS HELD BY: | | |
| ARE THERE ANY REGISTERED ENCUMBRANCES (EASEMENTS, ROW, ETC) THAT AFFECT THIS PARCEL? IF YES, LIST ENCUMBRANCES: <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| ARE THERE ANY UNSURVEYED REGISTERED INTERESTS IN THE VICINITY OF THIS PARCEL? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| COMMENTS: | | |
| PART TWO: PROPOSED LAND TRANSACTION | | |
| WILL A TRANSACTION BASED ON THIS PLAN BE REGISTERED IN THE FIRST NATIONS LANDS REGISTRY? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| IF NO, WHAT WILL THE PLAN BE USED FOR? | IS IT REQUIRED? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IF YES, WHAT TYPE OF TRANSACTION IS PROPOSED? | <input type="checkbox"/> LEASE <input type="checkbox"/> SUBLEASE <input type="checkbox"/> PERMIT | TERM (YEARS) <input type="checkbox"/> EASEMENT (ROW) <input type="checkbox"/> ALLOTMENT/OR TRANSFER |
| ARE THERE ANY PENDING TRANSACTIONS THAT MIGHT AFFECT THIS PARCEL? IF YES, LIST ENCUMBRANCES: <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| COMMENTS: | | |
| PART THREE: LAC LA RONGE INDIAN BAND CONTACT | | |
| RESERVE LANDS MANAGER: | PHONE: EMAIL: | |
| ASSISTANT TO THE RESERVE LANDS MANAGER: | PHONE: EMAIL: | |
| VERIFICATION: I HAVE REVIEWED THE PROPOSED SURVEY/LAND TRANSACTION AND HAVE SEARCHED THE LAC LA RONGE INDIAN BAND LANDS & RESOURCES DEPARTMENT'S INTERNAL RECORDS, AND THE FIRST NATION LAND REGISTRY RECORDS RELATING TO THE PARCELS AFFECTED BY THIS TRANSACTION. ACCORDING TO THESE RECORDS THE PROPOSED SURVEY/TRANSACTION WILL NOT CAUSE A CONFLICT WITH EXISTING REGISTERED INTERESTS. | | |
| RESERVE LANDS MANAGER SIGNATURE : _____ DATE : _____ | | |

APPENDIX I

[TO BE PLACED ON LLRIB LETTERHEAD]



LAC LA RONGE INDIAN BAND

Lands & Resources Department
BOX 480, LA RONGE, SK S0J 1L0

[DATE]

[Name] OR [Department or LLRIB Council]
[Address]

Dear _____,

RE: LAND STATUS REPORT [LEGAL DESCRIPTION and/or PROJECT #]

Further to your request, please find the attached Land Status Report for the above mentioned parcel on Lac La Ronge Indian Band Land.

The Lands & Resources Department, and any other relevant departments, have reviewed the parcel files internal to LLRIB and conducted a search of the First Nation Land Registry records, including the Reserve General Reports for any standard utility permits in place for the entire reserve.

Therefore, this is to confirm that there are [no encumbrances / or list encumbrances] on this parcel of Lac La Ronge Indian Band Land.

Thank you,

[NAME]
Reserve Lands Manager
Lac La Ronge Indian Band

Phone:
Email:

Encl. (1)

