



Lac La Ronge Indian Band

Land Registry Policy

September 14, 2022

TABLE OF CONTENTS

PART 1 PRELIMINARY MATTERS	3
1. Name.....	4
2. Definitions	4
3. General Interpretation	4
4. Application.....	5
PART 2 APPROVAL TO FORM AND REGISTRATION	5
5. Approval to Form.....	5
6. Registration	8
PART 3 FORMS & CHECKLISTS.....	11
7. Forms	11
8. Land Registry Checklists	13
PART 3 SPECIFIC PROCEDURES	15
9. Transfers	15
10. Transfers on Death	15
11. Easement, permit, licence, or lease.....	16
12. Mortgage of lease	17
13. Discharge of Mortgage.....	17
14. Land Status Reports	18
PART 5 OTHER MATTERS	20
15. Amendments	20
16. Date Policy comes into force	20



WHEREAS:

- A. Lac La Ronge Indian Band has taken over control and management of Lac La Ronge Indian Band Land and resources pursuant to the *Framework Agreement on First Nation Land Management* and has enacted the *Lac La Ronge Indian Band Land Code*, effective September 10, 2019.
- B. Chief and Council of the Lac La Ronge Indian Band is the elected government of Lac La Ronge Indian Band.
- C. Chief and Council wishes to implement supportive and consistent administrative procedures for the Lands & Resources Department's use in registering and maintaining records management for Interests in LLRIB Lands pursuant to the Land Code.
- D. The Lands & Resources Department and its staff are limited in their powers by the authority delegated to them in this policy by Chief and Council.

Now Therefore Chief and Council of the Lac La Ronge Indian Band hereby enact the following policy:

PART 1 PRELIMINARY MATTERS

1. Name

- 1.1 This enactment is called the *Lac La Ronge Indian Band Land Registry Policy*.

2. Definitions

- 2.1 Unless otherwise defined in this policy and procedures or required by the context, words and expressions used in this policy and procedures have the same meaning as they have been given in the Land Code.

- 2.2 In this policy and procedures:

"Federal Regulations" means the *First Nation Land Registry Regulations*, SOR/2008-231.

"First Nation Land Register" or **"Register"** means the register within the First Nations Land Registry System (FNLRS), set up by section 25(1) of the *First Nations Land Management Act*, which records instruments relating to reserve lands administered under the *First Nations Land Management Act*;

"Land Code Advisory Committee" means the Lands Advisory Committee established under Part 6 of the Land Code;

"Lands & Resources Department" means that office which provides, among other duties, administrative support to the Land Code Advisory Committee and the Traditional Lands and Resources Advisory Committee and is responsible for managing Lac La Ronge Indian Band Lands under the Land Code; for the purposes of this policy, any delegate of the Lands & Resources Department must be a staff member, such as the Reserve Lands Manager; and

3. General Interpretation

- 3.1 In this policy:

- (1) headings and subheadings are for convenience only, do not form part of this policy, and in no way define, limit, alter, or enlarge the scope or meaning of any provision of this policy and procedures;
- (2) unless the context requires otherwise, the use of the singular is to be construed as including the plural and vice versa;

- (3) unless the context requires otherwise, a reference to one gender includes reference to all other genders;
 - (4) “must” is to be construed as imperative;
 - (5) the words “include”, “includes”, and “including” are to be read as if they are followed by the phrase “without limitation”; and
 - (6) a reference to an enactment includes every amendment to it, every subordinate enactment—including laws, by-laws, and regulations—made under it, and any replacement enactment.
- 3.2 If there is an inconsistency or conflict between this policy and the Land Code, the Land Code prevails to the extent of the inconsistency or conflict.
- 3.3 This policy must be interpreted in a fair, large, and liberal manner and in accordance with the Land Code.

4. Application

- 4.1 This policy applies to the whole area of Lac La Ronge Indian Band Land.
- 4.2 Where any other enactment, including a law, by-law or regulation, of Canada or Lac La Ronge Indian Band applies to any matter covered by this policy and procedures, compliance with this policy does not relieve any person from also needing to comply with the provisions of other applicable enactments.

PART 2 APPROVAL TO FORM AND REGISTRATION

5. Approval to Form

No validity without approval to form and registration

- 5.1 In accordance with the Land Code:
- (1) at section 29.2, any person who receives an Interest or Licence in Lac La Ronge Indian Band Land from a Member must deposit an original copy of the relevant instrument with the Lac La Ronge Indian Band; and
 - (2) at section 28.4, a copy of listed instruments, including any grant, transfer, or assignment of an Interest or Licence in Lac La Ronge Indian Band Lands, must be deposited in the Register.

- 5.2 The review and approval to form by the Lands & Resources Department and the registration requirements set out in this Part 2 will ensure that these requirements to deposit instruments are consistently met.
- 5.3 No transaction or document relating to or purporting to deal with an Interest in Lac La Ronge Indian Band Lands is valid or of legal force and effect unless reviewed and approved to form by Lac La Ronge Indian Band and registered in the Register in accordance with the *Land Instruments Law*, this policy, and the Land Code.

Application for approval to form

- 5.4 Prior to an application for registration or recording of an instrument or document in the Register, an applicant must submit the application and all documents to the Lands & Resources Department for review and approval to form.
- 5.5 All transactions require a stamp and signature of the Reserve Lands Manager to show that the document has been approved to form, on the first page of the document (i.e. Admin Transfers, INAC forms (pre-Land Code), Death Certificates, Marriage Certificates, etc.). If the instrument is not a Lac La Ronge Indian Band Lands & Resources Department-issued document (and thus, already having the approved to form stamp administered), it is up to the Lands & Resources Department to review the submitted documentation and affix the stamp and affix the signature of the Lands & Resources Department representative. For certainty, all the documents set out at section 6.6 require an approved to form stamp administered pursuant to this policy before they are submitted to the Register.
- 5.6 A person submitting a document to the Lands & Resources Department for approval to form must submit:
- (1) any applicable fee for the application, as set out in the *LLRIB Land Instruments Law*;
 - (2) at least one original copy of the document(s) referred to in the application, or the original or certified copy of the original of the document, where required by the Federal Regulations; and
 - (3) any other related surveys, documentation, or supporting information required by LLRIB law or policy, or other law, including the Federal Regulations, or as requested by the Reserve Lands Manager or their delegate.
- 5.7 Section 5.6 does not apply to:
- (1) a land exchange under section 17 of the Land Code;

- (2) a Lac La Ronge Indian Band Council Resolution;
- (3) a document under seal of a corporation; or
- (4) a document which has been approved by a Lac La Ronge Indian Band Council Resolution.

Issuing approval to form

5.8 Unless otherwise specified in LLRIB laws or policy, Lac La Ronge Indian Band Council expressly appoints and authorizes:

- (1) the Reserve Lands Manager or their delegate to submit applications to the Register to register and record instruments and documents to meet the requirements set out in the Land Code; and
- (2) the Reserve Lands Manager to sign and affix the relevant stamp to indicate the approval of form of documents in accordance with this policy and procedures.

5.9 The official stamps of the Lands & Resources Department are hereby prescribed by Council as they appear in Appendix A. The use of the "Approve to Form" stamp (Appendix A at section 1) indicates that the document or instrument has been approved to form and meets the conditions for registration set out in this policy or the applicable LLRIB law or policy as it relates to that document, and may proceed to be registered in the Register.

5.10 The Reserve Lands Manager must not issue the stamp and signature, indicating approval to form, if:

- (1) the application is incomplete or fails to meet the requirements of LLRIB law or policy, or other law, including the Federal Regulations;
- (2) the document in the application requires the input or approval of LLRIB Members, or the consent of Council or the Land Code Advisory Committee, but the document has not received the required input, approval, or consent; or
- (3) the document is required to be in a form approved and prescribed by the Lac La Ronge Indian Band or set out in a LLRIB law or policy, but it is not in that form.

5.11 Subject to compliance with this policy and any other applicable LLRIB laws and policies as they relate to a specific document, on receipt of an application and accompanying fees and documents for review and possible approval by LLRIB, the Reserve Lands Manager must examine the application and accompanying documents and information and either:

- (1) reject the application and inform the applicant in writing of the reasons for the rejection and the steps or information or revisions required to remedy the defects; or
- (2) apply the relevant stamp of the Lands & Resources Department, as set out in Appendix A, by:
 - (a) affixing the "Approve to Form" stamp (Appendix A at section 1) to the application and/or document in the upper right-hand corner for registration or recording; or
 - (b) affixing the "Ministerial Consent" stamp (Appendix A at section 2) to the document in the upper right-hand corner on documents issued prior to the coming into force of the Lac La Ronge Indian Band Land Code which require confirmation that Lac La Ronge Indian Band is acting on behalf of the Minister; and
- (3) upload the application for registration or recording to the Register, together with the document(s) referred to in the application, and ensure copies of the same are stored in the Lands & Resources Department's internal files.

5.12 For certainty, the Reserve Land Manager's delegate may perform the tasks required at sections 5.11(1) and (3).

6. Registration

Application to register or record

6.1 In accordance with the Land Code at section 28.4, a copy of the following instruments shall be deposited in the Register:

- (1) any grant of an Interest or Licence in Lac La Ronge Indian Band Land;
- (2) any transfer or assignment of an Interest or Licence in Lac La Ronge Indian Band Land;
- (3) every land use plan, subdivision plan or resource use plan;
- (4) a charge or mortgage;
- (5) any Land Law; and
- (6) the Land Code and any amendment to the Land Code.

6.2 The Lands & Resources Department may accept any person's application for the registration or recording in the Register of a document that affects Lac La Ronge Indian Band Lands:

- (1) in person;
- (2) by mail; or
- (3) electronically, if permitted by the Federal Regulations;

and must document the date the application is received, if provided in person or by mail, and, if requested by the applicant or if required by the Land Code or LLRIB laws, may apply for the registration or recording in the Register of that document pursuant to the instructions set out in section 10(1) of the Federal Regulations.

6.3 To accord with the requirements of the Federal Regulations at section 10(2), an application for registering or recording a document must contain, at minimum, the following information in relation to the document:

- (1) the names of all parties to the document;
- (2) the name and address of the person who completed the application;
- (3) the type of document;
- (4) if applicable, the date of execution of the document or, if there is more than one date indicated, the most recent date;
- (5) the province where the land is located;
- (6) the name of the Lac La Ronge Indian Band, and the name of the reserve and the lot number, if any, associated with the land;
- (7) the land description;
- (8) a list of any supporting documents accompanying the document submitted for registration or recording; and
- (9) if two or more documents that are to be registered or recorded are submitted together by mail, directions regarding the order to be respected in registering or recording each document relative to each other.

6.4 Original documents must be submitted when applying for registration or recording in the Register, subject to the exceptions below in section 6.6. If an original document is provided by an applicant to the Lands & Resources Department, the following

information about the original document must be documented internally by the Lands & Resources Department:

- (1) the date that the original document was provided by the applicant;
- (2) the name(s) of any person(s) authorized by the applicant to pick up the original document, if they are unable to pick it up; and
- (3) the date the original document was picked up after registration, with the name and signature of the person who picked up the original document from the Lands & Resources Department.

6.5 When releasing an original document, Lands & Resources Department staff must ensure through an identification check that the person is either the applicant or one of the people authorized by the applicant to pick up the original document as set out in section 6.4(2).

6.6 The following documents may be submitted for registration or recording instead of an original document, as prescribed by the Federal Regulations at section 15:

- (1) a copy of a judgment or court order, certified by the court;
- (2) a copy of a document registered in a provincial registry or land titles system, certified by the appropriate provincial registrar;
- (3) a copy of a death certificate, marriage certificate, name change certificate, power or attorney, will, approval or probate of will or appointment of administrator, certified by the person who has custody of the original;
- (4) a copy of a certificate of amalgamation or change of name of a corporation, certified by the agency responsible for recording the amalgamation or change of name;
- (5) a copy of an order in council, certified by the Clerk of the Privy Council;
- (6) a copy of a ministerial order; and
- (7) a copy of a document issued by a First Nation (including Lac La Ronge Indian Band), certified by the person who has custody of the original.

Records management

6.7 Until LLRIB establishes a records management policy to govern its records management system, all Land Laws, Land Instruments, transactions, or documents that are registered in the Register or support those documents that are registered (such as checklists and other internal LLRIB documents) must be kept, if permitted, or copied, if the original must

be returned to an individual, and such originals or copies must be physically retained by the Lands & Resources Department for a minimum of seven (7) years, before being scanned and stored as electronic copies. Originals of sensitive and historical documents must be kept indefinitely, but must also be scanned and stored as electronic copies for backup.

- 6.8 The required retention of copies under section 6.7 does not constitute a duplicate land register as envisioned under section 29.1 of the Land Code. The required retention of physical records does not limit the Lands & Resources Department from establishing and maintaining a concurrent digital electronic file storage system which includes those documents.

PART 3

FORMS & CHECKLISTS

7. Forms

Consent forms

- 7.1 As set out in the Land Code at section 34.1, except for transfers that occur by valid will or operation of law, there shall be no transfer or assignment of an Interest in Lac La Ronge Indian Band Land without the written consent of the Council.
- 7.2 Section 28.2 of the Land Code requires that an instrument granting an Interest or Licence in Lac La Ronge Indian Band Land that requires the consent of the Council, or community approval, shall include a Resolution issued by Council indicating that the applicable consent or approval has been obtained.
- 7.3 Where the written consent of LLRIB Council or the Land Code Advisory Committee is required in a transaction relating to LLRIB Lands pursuant to the Land Code or LLRIB law, the appropriate form, as hereby prescribed in subsections (1) and (2), must be completed and submitted to the Registry:
- (1) Council Consent Form, as set out at Appendix B, to be accompanied by a Resolution issued by Council.
 - (2) Land Code Advisory Committee Consent Form, as set out at Appendix C.

CITRIX ILRS-FNLRS Access

- 7.4 The Citrix Access Form is a form required to request new accounts for LLRIB staff authorized to conduct land management tasks on behalf of the Lac La Ronge Indian Band by accessing CITRIX ILRS-FNLRS, and is set out at Appendix D.

7.5 The access levels include:

- (1) **Read Access (Redacted)**, which allows a user to search for a view Instrument records, run reports, and view and download documents where personal and sensitive information has been redacted.
- (2) **Read Access (Protected B)**, which allows a user access to all the functions as set out above for Read Access (Redacted), but also allows the user to view and download un-redacted Protected B documents, and requires the applicant to have First Nation approval.
- (3) **Write Access/Initiate**, which allows a user access to all the functions as set out above for Read Access (Protected B), but also allows the user to create new instrument records and progress them to the initiated stage by entering data and uploading documents.

7.6 At least one staff member of the Lands & Resources Department must have Write Access/Initiate level access.

7.7 In some cases, Lac La Ronge Indian Band may want to authorize staff of other LLRIB departments or outside professionals to access CITRIX-ILRS-FNLRS. Access under this section may be authorized by submitting the Citrix Access Form and marking "Read Access (Redacted) or Read Access (Protected B)" access, as necessary.

7.8 Only the LLRIB Executive Director has the authority to authorize a LLRIB staff member or an external person as set out in section 7.5 to access CITRIX ILRS-FNLRS by requesting access through the Citrix Access Form.

7.9 The Lands & Resources Department must:

- (1) maintain a record of all people authorized to access CITRIX ILRS-FNLRS, including the level of access authorized; and
- (2) must ensure that the ISC Information Technology Services Accounts is contacted at aadnc.sti-its.aandc@canada.ca whenever there is a change in staff to request the deactivation of the account of the person no longer requiring or authorized to have access.

Matrimonial Real Property Forms

7.10 Until such time that Lac La Ronge Indian Band further develops Matrimonial Real Property laws under the federal *Family Homes on Reserves and Matrimonial Interests or Rights Act*, SC 2013, c 20, or pursuant to its Land Code and under the *First Nations Land Management Act*, SC 1999, c 24, the following forms, as provided in the forms set out in

Appendix E, are approved and prescribed by Council, and must be used for transactions on LLRIB Lands:

- (1) Form - Matrimonial Real Property Assessment (MRP 01/LLRIB-LRP-04).
- (2) Form - Matrimonial Real Property Declaration (MRP 02/LLRIB-LRP-05).
- (3) Form - Matrimonial Real Property Consent of Spouse or Common-Law Partner (MRP 03/LLRIB-LRP-06).
- (4) Form – Matrimonial Real Property Consent of Executor of Will or Administrator of Estates (MRP 04/LLRIB-LRP-07).
- (5) Form - Matrimonial Real Property Court Ordered Transfer of Land or Structures (MRP 05/LLRIB-LRP-08).

- 7.11 The Lands & Resources Department must ensure that the forms set out in section 7.10 above are accessible by LLRIB Members and are utilized in any applicable transaction on LLRIB Lands.
- 7.12 The Lands & Resources Department must indicate that the required form has been completed and stored in the appropriate checklist for the transaction.
- 7.13 For clarity, all the prescribed forms in section 7.10 must not be included in any submitted documents to the Registry; rather, the forms must be kept in the internal file maintained by the Lands & Resources Department relating to the parcel of land.
- 7.14 The Lands & Resource Department must ensure that completed forms in section 7.10 are filed and stored in accordance with the records management requirements set out at section 6.7, and further, any completed or in-progress forms in section 7.10 which contain unredacted personal or confidential information must be treated, stored, and shared only in accordance with legal and policy standards applicable to such information.

8. Land Registry Checklists

Background

- 8.1 When reviewing an instrument for registration in the Register, the Lands & Resources Department must cross reference the transaction with other policy and law that may be in effect on LLRIB Lands.
- 8.2 The LLRIB land registry checklists are internal forms which will assist the Lands & Resources Department staff in ensuring items required for due diligence are reviewed

when processing documentation before registration in the First Nation Land Registry System. A LLRIB land registry checklist must be kept in the internal file maintained by the Lands & Resources Department relating to the parcel of land.

- 8.3 For clarity, a LLRIB land registry checklist must not be included in any submitted documents to the Registry.

Checklists

- 8.4 The following checklists, as provided in the forms set out in Appendix F, are approved and prescribed by Council for internal use by the Lands & Resources Department. The land registry checklist for processing and reviewing:

- (1) a transfer of interest into community lands is at LLRIB-LRP-09;
- (2) a transfer of interest is at LLRIB-LRP-10;
- (3) a transfer on death is at LLRIB-LRP-11.
- (4) an easement, permit, or licence is at LLRIB-LRP-12;
- (5) a lease is at LLRIB-LRP-13;
- (6) a mortgage of a lease is at LLRIB-LRP-14;
- (7) a discharge of mortgage is at LLRIB-LRP-15;

Records Management

- 8.5 The Lands & Resource Department must ensure that completed LLRIB land registry checklists, as set out above in section 8.4, are filed and stored in accordance with the records management requirements set out at section 6.7; and further, completed or in-progress LLRIB land registry checklists which contain unredacted personal or confidential information must be treated, stored, and shared only in accordance with legal and policy standards applicable to such information.

PART 3

SPECIFIC PROCEDURES

9. Transfers

9.1 The following procedures apply for Lands & Resources Department staff to register a transfer of Interest or a transfer of Interest into community lands in the Registry:

- (1) Print and review the Parcel Abstract Report relevant to the Lands affected.
- (2) Make sure the Lands & Resources Department has at least one (1) original copy of the appropriate Land Instrument (as prescribed in the *Land Instrument Law*) signed by the applicant.
- (3) Complete the appropriate checklist: either the transfer of interest into community lands checklist (at LLRIB-LRP-09) or the transfer of interest checklist (at LLRIB-LRP-10).
- (4) Ensure the Reserve Lands Manager has approved all the documents, and affixed the approve to form stamp with their signature to indicate the documents have been approved to form.
- (5) Scan the documents to .pdf and save the file to the server.
- (6) Open CITRIX XenApp and log in, go to "Open ILRS/FNLRS", then to the "Instruments" tab, and then click on "Add Instrument", and complete the online application. Enter the lease number and the discharge of mortgage number into the remarks field.
- (7) Save and print the application, upload the file, and once uploaded, click on the "Edit" button and change the status of the Instrument to "RECEIVED" to send.
- (8) Once registered, make sure the Instrument is correct on the Parcel Abstract Report and print it. Stamp each original and copy with the registration number and registration date, file the original copy, and send back a photocopy or extra copies with the new Parcel Abstract Report and receipt. Update Lands & Resources Department internal document management systems/files.

10. Transfers on Death

10.1 Pursuant to the Land Code at section 30.1, all Interests in, or Licences to use, Lac La Ronge Indian Band Land may only be assigned or transferred by a written document made in accordance with the Land Code.

10.2 A transfer on death may be registered in three ways:

- (1) by death certificate;
- (2) by the appropriate Land Instrument as prescribed in the *LLRIB Land Instruments Law* for a transfer of Interest through an Estate Transfer; and
- (3) by Admin Transfer Form issued by Canada.

10.3 If a parcel of land, Residential Land Lease, Recreational Land Lease, or other applicable Interest in LLRIB Lands is held by Members as joint tenants, an original or certified true copy of the death certificate of the deceased is acceptable for registration in the Register. It may be stamped with the Approved to Form stamp, but this is not required for registration.

10.4 If an Admin Transfer Form is issued by Canada under the wills and estates provisions of the *Indian Act*, and is acceptable for registration, it may be stamped with the Approved to Form stamp, but this is not required for registration.

10.5 The following procedures apply for Lands & Resources Department staff to apply to register a transfer on death in the Register:

- (1) Print and review the Parcel Abstract Report relevant to the Lands affected.
- (2) Make sure the Lands & Resources Department has at least one (1) signed original copy of the appropriate Land Instrument (as prescribed in the *Land Instrument Law*) and, if used, the original death certificate or a certified true copy of the death certificate.
- (3) Complete the transfer on death checklist (LLRIB-LRP-11) and if submitting a death certificate, for the instrument date, use the date on the death certificate.
- (4) Follow the same procedures as set out at sections 9.1(4) - 9.1(8).

11. Easement, permit, licence, or lease

11.1 The following procedures apply for Lands & Resources Department staff to register an easement, permit, licence or lease in the Registry:

- (1) Print and review the Parcel Abstract Report relevant to the Lands affected.
- (2) Make sure the Lands & Resources Department has at least one (1) original copy of the appropriate Land Instrument (as prescribed in the *Land Instrument Law* at LLRIB-02) signed by the applicant.

- (3) Complete the appropriate checklist: either the easement, permit, or licence checklist (at LLRIB-LRP-12) or the lease checklist (at LLRIB-LRP-13).
- (4) Follow the same procedures as set out at sections 9.1(4) - 9.1(8).

12. Mortgage of lease

12.1 The following procedures apply for Lands & Resources Department staff to register a mortgage of a lease in the Registry:

- (1) Print and review the Parcel Abstract Report relevant to the Lands affected.
- (2) Make sure the Lands & Resources Department has at least one (1) original copy of the appropriate Land Instrument (as prescribed in the *Land Instrument Law* at LLRIB-03) signed by the applicant. When completing the checklist, note that if the Instrument is predated, it cannot be registered.
- (3) Note that the Mortgagee/lender is always the bank. Ensure the Mortgagee/lender has signed the mortgage document.
- (4) Complete the mortgage of lease checklist (at LLRIB-LRP-14).
- (5) Follow the same procedures as set out at sections 9.1(4) - 9.1(8).

13. Discharge of Mortgage

13.1 The following procedures apply for Lands & Resources Department staff to register a discharge of a mortgage in the Registry:

- (1) Print and review the Parcel Abstract Report relevant to the Lands affected.
- (2) Make sure the Lands & Resources Department has at least one (1) original copy of the appropriate Land Instrument (as prescribed in the *Land Instrument Law* at LLRIB-02) signed by the applicant.
- (3) Complete the discharge of mortgage checklist (LLRIB-LRP-15) and for the instrument date, use the date on the application. When completing the checklist, note that if the Instrument is predated, it cannot be registered, and note that the Mortgagee is always the bank.
- (4) Follow the same procedures as set out at sections 9.1(4) - 9.1(8).

14. Land Status Reports

Background

- 14.1 A Land Status Report is generated to identify any encumbrances over a certain parcel of LLRIB Lands; its purpose is to research, verify, and compile information on LLRIB Lands for distribution to the federal government, surveyors, LLRIB Members, clients, and other third parties interested in determining land tenure, accessibility, and feasibility of a land transaction. A Land Status Report may also be processed for internal purposes by and for LLRIB, pursuant to the application of LLRIB laws requiring that a Land Status Report be conducted, or upon request from Council or other LLRIB departments.
- 14.2 For certainty, if any LLRIB department or entity, including LLRIB Council, proposes use of or development of LLRIB Lands, a Land Status Report must be requested by the department or by Council and produced by the Lands & Resources Department.

Land Status Report Forms

- 14.3 The following documents are approved for use and must be used by the Lands & Resources Department to process requests for a Land Status Report:
- (1) Request for Land Status Report Form, as prescribed in the form set out at Appendix G;
 - (2) Land Status Report Form, as prescribed in the form set out at Appendix H; and
 - (3) Land Status Report Letter, as prescribed in the form set out at Appendix I.

Land Status Report Procedures

- 14.4 A Land Status Report Form, as prescribed at section 14.3(2), must be reviewed using the process set out in sections 14.5 and 14.6, below.
- 14.5 To fill out the section titled "**Part One: Present Land Status**" on the Land Status Report, identify the legal description, ownership, and any registered encumbrances by doing the following:
- (1) Identifying if the parcel of land is registered in the First Nations Land Registry;
 - (2) Including a copy of the Parcel Abstract Report, and if the description does not refer to a recorded plan, a copy of the description and sketch referred to;
 - (3) Reviewing the Reserve General Report in the First Nation Land Registry System to identify any applicable instruments, noting that un-surveyed permits/easements for distribution of utilities reflected on the Reserve General Report do not required

listing by registration number on the Land Status Report (as they are not considered encumbrances against individual parcels of reserve land), but such permits or easements may be identified by a general statement in the comments;

- (4) If the lands are community held lands that are not in the Registry yet, or do not have a PIN, indicating so and using the description that best identifies the lands, and attaching a sketch if possible;
- (5) Identifying if there are any registered encumbrances by reviewing the Parcel Abstract Report and giving the instrument number and name of the persons holding the registered interest (i.e, rights-of-way, easements, mortgages, etc.); and
- (6) Reviewing internal Lands & Resources Department records, and any other relevant LLRIB departmental records, to identify if there are any unregistered interests that may affect the parcel of land, and indicating any findings in the comments section of Part One.

14.6 To fill out the section titled "**Part Two: Proposed Land Transaction**" on the Land Status Report, identify the proposed land transaction details or purpose of the request by doing the following:

- (1) Identifying the details of the proposed transaction(s) and what the purpose of the request is for; and
- (2) Reviewing internal Lands & Resources Department, and any other relevant LLRIB departmental records, to identify if there are any pending transactions such as a not yet registered lease, survey, or an estate settlement that may affect the parcel, and indicating any findings in the comments.

14.7 The Land Status Report must be communicated by completing the Land Status Report Letter as prescribed, attaching a copy of the completed Land Status Report, and including a copy of the Parcel Abstract Report, if requested, and sending to the requesting department, entity, or individual.

14.8 A full copy of the completed Land Status Report and Land Status Report Letter as communicated pursuant to section 14.7 must be copied and filed internally.

PART 5 OTHER MATTERS

15. Amendments

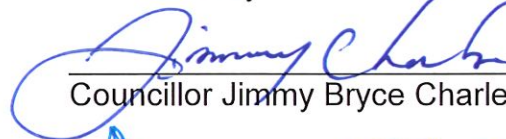
15.1 This policy may be amended by a quorum of Council.

16. Date Policy comes into force


16.1 This policy shall come into force on the date that Chief and Council approve it at a duly convened meeting of Chief and Council.


BE IT KNOWN that this policy entitled Lac La Ronge Indian Band Land Registry Policy is hereby enacted by a quorum of Council at a duly convened Council of the Lac La Ronge Indian Band held on the 14th day of September, 2022 and comes into force and effect on the 14th day of September, 2022.



Chief Tammy Miriam Cook-Searson


Councillor Jimmy Bryce Charles



Councillor Gerald Robin McKenzie


Councillor Ann Rachel Ratt


Councillor Harry Sam Roberts


Councillor Norman Paul Ross


Councillor John Richard Halkett


Councillor Michael James Bird


Councillor Linda Ann Mary Charles

Councillor Keith Robert Mirasty


Councillor Devin Daniel Bernatchez


Councillor John Patrick Roberts


Councillor Dennis Bruce Sanderson

Quorum of Council is 7.