



**MUSQUEAM INDIAN BAND**  
**Land Governance Office**  
**Guidelines for Parcel 'A' & 'B' Registrations**  
 Effective **Nov 6, 2017**

Musqueam Indian Band successfully ratified the Musqueam Land Code dated for reference June 28, 2012 in accordance with the *Framework Agreement on First Nation Land Management*. Under the Land Code, Musqueam Indian Band takes over all land authorities and functions that were formerly carried out by Indigenous and Northern Affairs Canada (INAC).

All agreements with Third Party Interest Holders on Musqueam Lands will continue to apply according to their terms and conditions until they expire. At which point, discussions, negotiations or arrangements for new agreements will be made directly with Musqueam Indian Band.

**Musqueam Land Registry Fee Schedule**

**REGISTRATION FEES:**

Lease	\$ 275.00	Death Certificate	\$ 100.00
Sublease	\$ 275.00	Name Change	\$ 100.00
Assignment of Lease	\$ 275.00	Marriage Certificate	\$ 100.00
Assignment of Sublease	\$ 275.00	Builder's Lien	\$ 100.00
Permit	\$ 275.00	Court Order	\$ 275.00
Mortgage	\$ 275.00	Relinquishment	\$ 275.00
Assignment of Mortgage	\$ 275.00	Modification of Lease	\$ 275.00
Discharge of Mortgage	\$ 100.00	Modification of Mortgage	\$ 275.00
Assignment of Rents	\$ 275.00	Certificate of Pending Litigation	\$ 275.00

**PHOTOCOPYING DOCUMENTATION:**

Lease	\$ 25.00	Name Change	\$ 25.00
Assignment of Lease	\$ 25.00	Marriage Certificate	\$ 25.00
Sublease	\$ 25.00	Court Order	\$ 25.00
Assignment of Sub-Lease	\$ 25.00	Relinquishment	\$ 25.00
Permit	\$ 25.00	Modification of Lease	\$ 25.00
Mortgage	\$ 25.00	Modification of Mortgage	\$ 25.00
Assignment of Mortgage	\$ 25.00	Certificate of Lis Pendens	\$ 25.00
Discharge of Mortgage	\$ 25.00	Agreement	\$ 25.00
Assignment of Rents	\$ 25.00	Taxation Bylaw	\$ 25.00
Death Certificate	\$ 25.00	Laws, Bylaws	\$ 25.00
Parcel Abstract Report	\$ 25.00	Survey Plans	\$ 25.00

Please be advised that the above fees do not include taxes and are subject to GST charges.

Fees for Sublease and Assignment of Sublease apply to CP interests, not Parcel 'A' or 'B' Leases

Please be advised that the above fees do not include taxes and are subject to GST charges.

If you have any questions or concerns, please do not hesitate to contact our offices.

Charleen Grant, Lands Assistant

Kim A. Guerin, Coordinator

Phone: 604-263-3261 or 1-866-282-3261

Email: [LGO@musqueam.bc.ca](mailto:LGO@musqueam.bc.ca)

## Registration Guidelines

To ensure that the documents you are submitting for registration in the First Nations Land Registry satisfies the registration criteria, please review the following Guidelines:

### ASSIGNMENTS

MIB LGO FORM-05A/B Consent To Mortgage

- 1.** Verify the First Nations Land Registry particulars, you can request a copy of the Parcel Abstract Report from the Musqueam Lands Governance Office:
  - a) Applicants name and contact information
  - b) Parcel Identifier(s) and Legal Description(s) of Lands
  - c) Lease Assignment No.
  - d) Terms of the transaction
  - e) Correct legal names(s) of the parties
  - f) Identify any outstanding encumbrances
  - g) Obtain an Assessment of Matrimonial Real Property and Statutory Declaration (MRP SD) form from the Musqueam Land Governance Office.
  
- 2.** Prepare originally executed documents in sets of three (3):
  - a) Use the appropriate Consent to Assignment form provided in this package
  - b) Outstanding encumbrances must be Discharged:
    - a. Discharge(s) must be registered prior to sale, or
    - b. Assignment is subject to the encumbrance(s) or
    - c. Original Letter of Undertaking from the Solicitor/Notary Public confirming the encumbrance(s) will be discharged from the sale proceeds
  - c) Signatures on the execution page of each document must be original and must be identical to the party(ies) stated as Assignor(s) and Assignee(s)
  - d) Complete the Assessment of Matrimonial Real Property and Statutory Declaration (MRP SD) form.
  
- 3.** Provide one (1) Original or one (1) Copy Certified True by Vancouver Land Title Office of all applicable supporting documentation, for example:
  - a) Discharge(s) of Mortgage
  - b) Power(s) of Attorney
  - c) Marriage Certificate(s)
  - d) Name Change(s)
  - e) Death Certificate(s)
  
- 4.** Forward three (3) originally executed documents and applicable supporting documentation to:

**Musqueam Indian Band Lands Governance Office  
6735 Salish Drive, Vancouver, BC V6N 4C4**

*The "Consent By Musqueam Council" and "Band Council Resolution" will be prepared and attached to each document by the Musqueam Lands Governance Office.*

**MORTGAGES**

MIB LGO FORM-05A/B Consent To Mortgage

- 1.** Verify the First Nations Land Registry particulars, you can request a copy of the Parcel Abstract Report from the Musqueam Lands Governance Office:
  - a) Applicants name and contact information
  - b) Parcel Identifier(s) and Legal Description(s) of Lands
  - c) Lease Assignment No., to be Mortgaged
  - d) Correct legal names(s) of the parties
  - e) Identify any outstanding encumbrances
  - f) Obtain an Assessment of Matrimonial Real Property and Statutory Declaration (MRP SD) form from the Musqueam Land Governance Office.
  
- 2.** Prepare originally executed documents in sets of three (3)
  - a) Use the appropriate Consent to Mortgage form provided in this package
  - b) Provide a completed Vancouver Land Title's "Form B"
  - c) Provide a copy of the Standard Terms of Mortgage

- 3.** Forward three (3) originally executed documents and applicable supporting documentation to:

**Musqueam Indian Band Lands Governance Office  
6735 Salish Drive, Vancouver, BC V6N 4C4**

*The "Consent By Musqueam Council" and "Band Council Resolution" will be prepared and attached to each document by the Musqueam Lands Governance Office.*

**DISCHARGES:**

MIB LGO FORM-02 General

- 1.** Verify the First Nations Land Registry particulars, you can request a copy of the Parcel Abstract Report from the Musqueam Lands Governance Office:
  - a) Applicants name and contact information
  - b) Parcel Identifier(s) and Legal Description(s) of Lands
  - c) Mortgage No.
  - d) Correct legal names(s) of the parties
  
- 2.** Provide one (1) Original or one (1) Copy Certified True by the Vancouver Land Titles Office.
  
- 3.** Identify the Federal registration number(s) of the Mortgage(s) being discharged.
  
- 4.** Forward one (1) Original or one (1) Certified True by Vancouver Land Titles office to:

**Musqueam Indian Band Lands Governance Office  
6735 Salish Drive, Vancouver, BC V6N 4C4**

## MUSQUEAM APPROVALS:

1. All documents are firstly reviewed by the Musqueam Lands Governance Office.
2. Assignments and Mortgages are approved by way of a Band Council Resolution (BCR) that requires the signatures of a quorum of the Chief and Councillors of the Musqueam Indian Band.
3. Chief and Council meetings are held on every second Monday evening.  
Council DOES NOT MEET on Statutory Holidays or during the Month of August of each year.
4. Allow three (3) weeks for processing documents.
5. Once approval has been granted, the Solicitor/Notary Public will be contacted to arrange for pick-up of three (3) of the documents for registration in the Vancouver Land Titles Office.
6. Upon completion of registration in the Vancouver Land Titles Office, two (2) of the registered documents must be returned to the Musqueam Lands Governance Office to complete the registration in the First Nations Land Registry, Ottawa.
7. Upon registration in the First Nations Land Registry, Ottawa, one (1) registered document will be returned to the Solicitor/Notary Public.