



SAUGEEN LAND MGT & LEASING OPERATIONAL REVIEW

Currently the Lands staff consist of (1) Manager, (1) Assistant and (1) Finance Officer.

Following is an outline of the responsibilities the Land Mgt Staff has to offer to all Band Members.

- Maintaining an inventory of Band Properties.
- Environmental matters.
- Execution, processing and Recording of Leasing Transactions.
- Arrangement for professional Services, such as Legal Surveys, Appraisals etc.
- Collection of Service Fees

Section 24 of the Indian Act

- Transfer of Land at the request of the individual member or the Saugeen Band Council.

Section 20 Indian Act

- Process of Allotments of Land by Band Council Resolution.
- Registration of Mortgages.

Sections 28, 53(1), 58(1), 58(3) Indian Act

- Issue Permits & Leases and registered in Ottawa.
- Regional Survey Plans (R.S.O.s). Preliminary Field Surveys are done by Lands Staff and Survey Plans drawn up by using Auto Cad Map 2000, and sent to Natural Resources Canada for approval. This is a must to obtain legal descriptions for building purposes and registering mortgages.

Legal Surveys

- Legal Surveys are the responsibility of Indian & Northern Affairs for funding etc., but if funding is available the Saugeen Band & the Lands office can request these surveys to be carried out by local surveyors.

Assignment of Leases

- Processing Assignment of Leases is also a big part of Land Management, all documents, Land Transfers etc. are sent electronically with a system call (ILRS) Indian Land Registry System in Ottawa.
- Management of 1,250 Lease holds, keeping all records, finances, collection of Rental fees, distribution to approx. 600 Locatee payments, and balance deposited to the Band Revenue Account.

911 Emergency Numbering System

- 911 emergency numbering system is coordinated and managed from the Lands Office.

Service Fees

- Land Mgt Staff will now be responsible for the collection of Service Fees.

Accounting

- All Accounting is administered by the staff with the use of most current Accounting Computerized systems.

Audits

- Professional Audits are carried out by independent Auditors hired by the Saugeen Band Council.

For further information about the Land Management operation, please call (519)797-3039 or e-mail land.mgt@bmts.com