

Procedures for Short-Term Land/Occupancy Use Agreement

1. Ministry designate and landowner negotiate suitable rate and complete AGREEMENT TO USE form. The form is self-explanatory, just fill in blanks with appropriate information.
 - Fire Centre and address
 - Landowner and address
 - Specify legal description
 - Specify rate and term agreed to
 - Witness should ministry employee
 - Authorized signature should be I/C or F&A Chief with spending authority
 - Include pre and post use photos in file
2. What is the legal description of the site, if unknown, street address and/or owners name and a phone number or address of the owner.

Resources for information: Tax folio, will have all the needed information and/or BC Online (contact the Fire Centre to pull the data from this source if required)

3. Cross reference data to ensure accuracy. (Does owner name agree with land title office records or tax folio).
4. Is land fee simple (private) or IR
5. Need to ensure that we will not be trespassing on other lands so it is important to know the boundaries of the parcel to be used.
6. What improvements, if any, are on site, are they impacted.
7. Will site be modified, improved, timber removed, etc.
8. Is entire site required, if part, what part is needed, size (attach a sketch plan). Be specific and have a good description and sketch.

Resources: Utilize local maps, property plans, pictures

9. Purpose of use.
10. Term. (difficult to determine at onset but perhaps it could have a limiting factor, say, for a period not to exceed 3 months, such agreement will include a hold over clause or right of renewal clause.)
11. Commencement date
12. Access, how will the site be accessed, does existing access need to be widened, will access be through the site leased or through adjoining lands.
13. What is the amount to be paid * and on what terms, (monthly, or for the entire term). Are there other expenses to be paid to the owner, such as hydro, or water.
If utilities are required then ensure the clause stated that the fees are all inclusive are placed with: *The Crown shall pay, on receipt of a valid invoice, all charges for water, sewage disposal, garbage removal, gas, cablevision, electricity, power or other utility rendered in respect of its use of the Land and premises.*
Please note that unless excessive the all inclusive stmt should be selected
14. Weekly term not to exceed 4 weeks, Monthly term not to exceed 3 months, Quarterly for a term up to 6 months.
15. Note, if high valued property or a large site is required, please contact Ministry of Forests, Real Estate Operations at 250-387-8650 for an appropriate fee. On some

lands, primarily commercial, the owner or site manager may already have an established fee schedule in place.

16. For occupancy of buildings prepare a rental agreement checklist to identify any deficiencies prior to occupancy by the Ministry
17. Upon Termination or end of agreement complete and include in the file:
 - Agreement termination form completed
 - Post-use photos
 - Rehab plan (agreed to and signed)

In the event that the property owner is unavailable (ie. Due to evacuation) and/or you are scouting locations and the appropriate authority will return to complete the agreement then complete the letter of notification.

RECOMMEND FEE GUIDE

• Property class	• Weekly	• Monthly	• Quarterly
• Residential	• 150	• 750	• 3000
• Industrial	• 200	• 1000	• 3500
• Commercial	• 200	• 1000	• 3500