



Commercial Recreation Application Package

October 2005

Contents

Program Overview	3
Requirements Checklist	6
Application Form	9
Application Form Guide	11
Application Fees	15
Management Plan Template	17

Adventure Tourism / Commercial Recreation

Commercial recreation, often called eco- or adventure tourism, provides residents and visitors with access to British Columbia's spectacular wilderness through a variety of guided outdoor activities.

Specifically, commercial recreation is defined as outdoor recreational activities provided on a fee-for-service basis, with a focus on experiences associated with the natural environment.

Crown lands have been used for commercial recreation for more than 100 years. Before 1998 there was no policy to regulate commercial recreation use on Crown land except for mechanized ski guiding and commercial hunting and fishing activities.

In 1998, after eight years of industry and stakeholder consultation, the Province of British Columbia (the Province) adopted a commercial recreation management program that required existing and new recreation operators to acquire tenures for the provincial Crown lands they needed or were already utilizing.

The policy now includes a wide variety of activities. Some examples are:

- nature viewing;
- river rafting;
- sea kayaking;
- horse pack trips;
- off-road cycling tours;
- heli-hiking; and
- cross-country skiing.

Tenure Rights

The Commercial Recreation Program is unique in that it provides two kinds of access to Crown land:

- general permission to operate on extensive areas of Crown land for a specific purpose; and
- authority to build improvements (e.g. a campsite) on specific sites to support the operation.

Commercial recreation tenures usually do not convey exclusive rights to extensive areas of Crown land.

The public may use the same land specified in the tenure agreement for non-commercial purposes.

The Province may also issue commercial tenures to other operators for the same land.








However, tenure holders who erect structures on the tenure with the Province's authorization may be granted exclusive right to use those improvements.

The Province's role includes ensuring tenure holders are meeting their legal and management requirements.

Application Documents

Applications for land tenures should be made to the [FrontCounterBC](#) office nearest you.

The following documents should be reviewed prior to submitting your application:

- [Commercial Recreation Policy](#)  (1.62mb)
- [Complete Application Package](#)  (1.15mb) which includes:
 - [Requirements Checklist](#)  (156kb)
 - [Application Form](#)  (228kb) ([Word](#)  [.doc](#) (206kb))
 - [Application Form Guide](#)  (205kb)
 - [Application Fees](#)
 - [Management Plan Template and Maps](#)
- [Sample Management Plan and Maps](#)
- [Sample Letter of Agency](#)  (109kb)
- [Sample Site Maps](#)

Fees, Rents and Other Costs

An application fee, as outlined in the [Land Tenure Purpose and Application Fees schedule](#) (effective June 1, 2003), is required when submitting an application.

Successful applicants also pay annual rental fees. Permits are normally issued for 2 years; licences are normally issued for 10 years.

Tenure-holders are required to obtain liability insurance. Applicants may also be required to:

- advertise the application in local newspapers and the BC Gazette and undertake other consultation as required;
- post a security deposit; and/or
- undertake studies to address concerns raised by First Nations, government agencies, the public and other stakeholders.



Application and Decision

The Commercial Recreation industry is complex. An application requires the submission of detailed information on:

- the proposed activity/activities;
- where and when the activity/activities will occur;
- other users on the same site;
- resource and environmental values; and
- how any negative impacts can be minimized.


Prospective applicants are encouraged to:


- review the Commercial Recreation Application Information available at Regional offices; and/or

- download a copy of the policy for [Commercial Recreation on Crown Land Policy](#)  (1.62mb) ; and
- download the application documents identified in the [Requirements Checklist](#)  (156kb).

The review, consultation, assessment and resolution of an application can include:

- public input based on widespread interest in the criteria when awarding commercial recreation tenures;
- consultation with a number of agencies, local interests and First Nations.

The most common reason for delay is submission of an incomplete application, which is then returned to the applicant. To ensure an application is processed as quickly as possible be sure to complete all the required documents as identified in the [Requirements Checklist](#)  (156kb) and submit the required [Application Fee](#).

If your application is accepted, you will be notified if [Advertising](#)  (147kb) is required. Please wait for confirmation before advertising.

Please use the sample management plan, the sample maps and the checklists to correctly complete and include all the required documents for the application.



REQUIREMENTS CHECKLIST

COMMERCIAL RECREATION - NEW APPLICATION

The following requirements are part of the application and must be provided. Incomplete applications will be returned to the applicant.

I HAVE SUBMITTED THE FOLLOWING:

- An Application Fee, as indicated in the [Land Tenure Purpose and Application Fees](#) (effective June 1, 2003), in the form of a cheque or money order made payable to **Minister of Finance** attached to the application package. GST Registration number is R107864738.
- A completed Application for Crown Land form that identifies the application area.
- A Certificate of Incorporation (if applicable).
- A complete Management Plan as described in the *Management Plan Template*.
- A copy of the State of Title Certificate of the requested property (if applicable).
- A general location map (appropriate scale e.g. 1:250,000 or 1:50,000) showing the general location of the proposed operating area, and the location of access roads, watercourses, district lots and other major landmarks as reference points.
- An extensive area map (appropriate scale e.g. 1:50,000 or 1:20,000) identifying where the activities are occurring on the land, as described in the *Management Plan Template*.
- A site plan for each intensive site (top view) (1:5,000 or 1:1,000), drawn to scale with a north arrow, identifying the location of all improvements (buildings, structures, roads, power lines, fences, etc.) in relation to the boundaries of the tenure area and other legal boundaries, as described in the *Management Plan Template*.
- A set of photos showing the nature of the Crown Land in the area, especially the sites proposed for any development.

- For application to the Sea to Sky area (Squamish to Pemberton), you must show that the area(s) applied for are in compliance with the Sea to Sky Commercial Recreation Plan (summer and winter zoning maps are enclosed).
- If you have engaged an agent to act on your behalf, a letter authorizing the person to do so.

NOTIFICATION CHECKLIST COMMERCIAL RECREATION - NEW APPLICATION

IF MY APPLICATION IS ACCEPTED I UNDERSTAND THAT I MAY BE REQUIRED TO SUBMIT THE FOLLOWING:

- An annual rental payment based on the CR Policy.
- Insurance.
- Security.
- Proof of Advertising in the form of newspaper cut sheets or newspaper clippings.
- Proof (letters) of contact with other commercial operators to resolve conflicts.
- An Archeological Overview Assessment or other studies to determine if First Nations Rights or Title issues exist in the area of application.
- A Letter of Upland Owner's Consent (to Riparian Rights Infringement) if applicable.

**THE MANAGEMENT PLAN THAT I HAVE SUBMITTED INCLUDES
INFORMATION THAT SPECIFICALLY ADDRESSES THE
CONCERNS OF THE AGENCIES AS OUTLINED IN**

THE AGENCY REQUIREMENTS CHECKLIST:

- The Ministry of Forests and Range.
- The Ministry of Energy, Mines and Petroleum Resources.
- The Ministry of Environment.
- British Columbia Parks.
- Ministry of Health Services.

NAME OF APPLICANT

DATE SIGNED

** Additional information may be required depending on the consultations that will occur as a result of your application. However, provided the above information is completed as the instructions and examples note, your application will begin to be processed, based on our turn around time of 140 days.

As noted above, any application that is incomplete will not be processed until the above required information is completed and accepted by the appropriate Regional Office.



Applying for a Crown Land Tenure

Updated September 2005

THIS PAGE MUST BE COMPLETED FOR ALL APPLICATIONS.

PLEASE READ THE **APPLICATION FORM GUIDE** WHEN COMPLETING THIS APPLICATION.

PART 1. NAME(S) AND MAILING ADDRESS

Client Name <input type="checkbox"/> OR Company Name <input type="checkbox"/> OR Society Name <input type="checkbox"/>		For applications made by more than one individual: <input type="checkbox"/> Joint Tenants; or, <input type="checkbox"/> Tenants in Common
		Your File Number (if applicable):
Contact Name of Agent (if applicable):		
Letter of Agency attached (see Form Guide for additional information): Yes <input type="checkbox"/> No <input type="checkbox"/>		
BC Incorp. No., BC Registered No. or Society No.:	GST Registration Number:	
Age: 19 or over Yes <input type="checkbox"/> No <input type="checkbox"/>	Canadian Citizen or Permanent Resident Yes <input type="checkbox"/> No <input type="checkbox"/>	
Mailing Address		Postal Code:
E-mail Address		
Home Phone ()	Business Phone ()	Fax Number ()

Applicant /Agent's Signature(s)	Date
<p>Please Enclose Appropriate fees (see Fee Schedule http://www.agf.gov.bc.ca/clad/leg_policies/fees.html)</p> <p>NOTE: Make cheque or money order payable to the Minister of Finance.</p>	

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

FOR OFFICE USE ONLY	
	Land File Number:
	Disposition ID:
	Client No.:
	Company Search (Date):
	Postal Check (Date):
	Fees Received:

Applying for a Crown Land Tenure

PART 2. LOCATION, AREA AND PURPOSE

General Location of Crown land	Area in Hectares: _____ or length (km/m): _____ width (km/m): _____
Land Use Purpose:	Type of Tenure <input type="checkbox"/> Investigative permit <input type="checkbox"/> Temporary permit <input type="checkbox"/> License <input type="checkbox"/> Lease <input type="checkbox"/> Statutory right-of-way <input type="checkbox"/> Purchase <input type="checkbox"/> Waterpower land tenure
Period of Occupation Required _____	
Do you hold another Crown land tenure? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state Type and Tenure Number: _____	

PART 3. LEGAL OR BOUNDARY DESCRIPTION

For **surveyed** land, give legal description. For **unsurveyed** land, see the Application Guidebook for instructions to describe unsurveyed Crown land and provide a description of boundaries.

NOTE: Please refer to the Requirements Checklist for the specific program (e.g., Aggregates) for additional information that must be submitted with this application.

The information you provide will be subject to the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the treatment of your personal information, please contact the Manager, Privacy, Information Access and Records Management.

In addition, the submission of this form does not in any manner convey any rights to use or occupy Crown land.



Application Form Guide for a Crown Land Tenure

Updated September 2005

This Guide is designed to assist you in completing the application form. The order of the information contained in the Guide corresponds with the order of requested information in the Application Form.

Occupation and use of Crown land under the **Land Act** require submission of an application and issuance of a tenure. Crown land includes areas covered by water (e.g., a foreshore tenure is required for dock supports, anchors for moorage of floating structures, etc.).

Crown land applications involving beneficial use of surface water, require both an application for land tenure under the **Land Act** and a water licence under the **Water Act** (e.g., waterpower projects, commercial developments and/or camps utilizing surface water, etc.).

An Application Fee is required when submitting an application for Crown land. If paying by cheque or money order, make payable to **Minister of Finance**. Please refer to the **Land Tenure Purpose and Application Fees** (effective June 1, 2003) at http://www.agf.gov.bc.ca/clad/leg_policies/fees.html

Please be aware that compliance with all stated application requirements does not guarantee that a land tenure will be issued.

IF YOUR APPLICATION IS INCOMPLETE IT WILL BE RETURNED.

PART 1. NAME(S) AND MAILING ADDRESS

Joint Tenants (Land tenure): If more than one applicant for a land tenure, check if joint tenancy. In a joint tenancy situation, when one of the tenants expires, his/her interest in the land passes to the surviving joint tenant(s).

Tenants in Common (Land tenure): If more than one applicant for a land tenure, check if tenants in common. In a tenancy in common situation, when one of the tenants expires, his/her interest in the land passes to his/her estate.

Company Name or Society Name: If registering an application in a name other than an individual (e.g., **ABC Society** or **ABC Company Limited**) indicate if a Company Name or a Society Name.

Letter of Agency attached: If an Agent (individual or group designated as a representative of the applicant) is applying for a Crown land tenure on behalf of the applicant, a Letter of Agency must be attached.

BC Incorp. No., BC Registered No. or Society No.: Company must be incorporated in BC or registered as an Extraprovincial Company. Information on becoming an Extraprovincial Company can be obtained from the BC Ministry of Finance.

Registered societies should submit the society number as well as the following:

- A certified copy of the Constitution and Bylaws indicating your organization has formed a non-profit organization and is entitled to hold land.
- The Constitution and Bylaws must state that on winding-up and dissolution of the society, after all debts have been paid or provision for payment has been made, the assets remaining shall be paid, transferred, or delivered to the Minister of Finance.
- A copy of the latest annual report of your organization including the financial statement and the report of the directors to the members.
- Written confirmation that the organization passed a resolution endorsing the application and stating that all land applied for is required for the intended use.
- Documentation indicating the organization is exempt from payment of property tax, pursuant to the **Taxation (Rural Area) Act** and the **Municipal Act** by virtue of the fact that the activities are of demonstrable benefit to all members of the community.
- The appropriate documentation showing that the organization is exempt from payment of income tax, pursuant to the federal **Income Tax Act**, by virtue of the fact that no income is payable to or available for the personal benefit of any proprietor, member or shareholder. Revenue Canada Rulings Directorate (613) 957-8953 is the department that would make the ruling as to whether or not the organization is deemed to be a non-profit organization pursuant to the **Income Tax Act**. This department will also determine whether or not the organization is tax exempt.

PART 2. LOCATION, AREA AND PURPOSE

General Location of Crown land: Geographic description of the location of Crown land for which application is being requested (i.e. distance from nearest community or significant geographic location such as a lake or mountain; location on a named road; etc.)

Area in Hectares or km: Area, in hectares or km, of the Crown land for which application is being requested. If a small area or linear development (i.e. road or powerline) is being applied for, please utilize the length and width description.

Land use purpose: Please provide a textual account of the intended use of the land (e.g., Commercial Recreation, Communication Site, Log Handling, etc). Information on each program is available at: http://www.agf.gov.bc.ca/clad/tenure_programs/

Type of Tenure:

- **Investigative Permit** provides the tenure holder non-exclusive access to Crown land for conducting investigate work. No buildings or other improvements may be placed on the land.
- **Temporary Permit** provides the tenure holder non-exclusive use of Crown land for temporary land use purposes (including one time events, road construction and other works), where the land use is better addressed through a permit than by a license.

- **License** provides the tenure holder non-exclusive access to Crown land and allows for the construction of improvements consistent with the proposed land use. A license does not require a legal land survey and cannot be registered with the provincial Land Title Office.
- **Lease** provides the tenure holder the exclusive right to use the parcel of Crown land for a specific purpose, including modification of the land and/or construction of improvements. A legal survey is required, at the expense of the applicant. Following survey, the lease may be registered in the provincial Land Title Office.
- **Statutory Right -of- Way** is normally used to authorize linear uses of Crown land, such as cables for telecommunications or utilities. A statutory right- of- way requires a legal survey of the land at the expense of the applicant. Following survey, the statutory right-of-way may be registered in the provincial Land Title Office.
- **Purchase** of Crown land generally applies to persons holding an existing License or Lease, or where application is being made for an extension of holdings. Discussion with the local regional office is recommended prior to applying for purchase.
- **Waterpower land tenures** are specific to water power projects making application as an Alternative Power project. As waterpower projects generally require several land tenures that are tailored to the individual project, a separate checkbox has been provided for these applications. This checkbox does not apply to investigative permits for waterpower projects.

Period of Occupation required: Please indicate the length of time you require use of Crown land for the purpose requested.

Your application may be revised as required to reflect the land use and/or Crown land program policy (see: http://www.agf.gov.bc.ca/clad/leg_policies/).

PART 3. LEGAL OR BOUNDARY DESCRIPTION

If surveyed, give legal description: If the land under application is previously surveyed, record the legal description as provided by the local Land Title Office (e.g., Lot 1 of Section 31, Township 12 W6M Kamloops Division of Yale District Plan 18411). A legal description is found in the Certificate of Title (CoT). A copy of the CoT must be attached to the application. A copy of your Registered Survey Plan, if available, will confirm the dimensions of the place of use.

If unsurveyed: If the land is unsurveyed, enter description of unsurveyed Crown land and description of boundaries.

Instructions to Describe Unsurveyed Crown Land

- The point of commencement, for unsurveyed parcels, should be described in terms of an existing survey post (e.g., 18 metres west of the S.E. corner of the parcel) or a readily identifiable geographic feature (e.g., a prominent point of land or intersection of two roads) to enable accurate location of the parcel.

- Boundary lines of the area must be, as much as possible, astronomically true north, south, east and west so that a rectangular lot is formed.
- Where the topographic features of the area do not allow for rectangular boundary lines running true north, south, east and west, then boundaries will be permitted in other directions as long as they do not interfere with the orderly survey of other surrounding land.
- The side lines of small parcels fronting on lakes, rivers, tidal waters and on certain surveyed highways shall, where possible, be parallel to each other and perpendicular to the general trend of the features on which the small parcel fronts.
- The sidelines for unsurveyed foreshore shall, as a general rule, be laid out at right angles to the general trend of the shore. This may be varied to suit special conditions, but encroachment on the foreshore fronting adjoining lands shall be avoided. The outside or waterward boundary shall be a straight line or series of straight lines joining the outer ends of the side boundaries. On narrow bodies of water the outside boundary shall not normally extend beyond the near edge of the navigable channel.

1 hectare = 2.471 acres

1 metre = 3.281 feet

100 metres x 100 metres = 10000 square metres or 1 hectare



LAND TENURE PURPOSE AND APPLICATION FEES
(effective June 1, 2003)

APPLICATION FEES ARE DUE WHEN THE APPLICATION IS SUBMITTED
(Note: Items indicated with * are billed at a later date)
(GST included where applicable)

(Updated July 2006)

APPLICATION FEES

AGRICULTURE

Application fee (\$250.00 + GST) \$265.00

AIRPORT

*Application fee.....\$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

ALPINE SKIING

Type 1 minor operation (\$1,000.00 + GST)..... \$1,060.00
*Type 2 major operation \$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

AQUACULTURE (Shellfish and Finfish)

Application fee (\$4,925.00 + GST) \$5,220.50

COMMERCIAL RECREATION

Non-mechanized uses (\$250.00 + GST) \$265.00
Mechanized uses (\$3,300.00 + GST) \$3,498.00

COMMUNICATION SITE

Application fee (\$1,000.00 + GST) \$1,060.00

FEDERAL RESERVES/TRANSFERS

Application fee (\$3,300.00 + GST) \$3,498.00

FERRY TERMINALS

Other than general commercial or general industrial use
*Application fee.....\$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

FILM PRODUCTION

Application fee (\$500.00 + GST) \$530.00

GENERAL COMMERCIAL

Excluding film production, marinas, golf courses
Application fee (\$250.00 + GST) \$265.00

GENERAL INDUSTRIAL

Excludes log handling, quarrying, energy and mining
Application fee (\$500.00 + GST) \$530.00

GOLF COURSE

Application fee (\$3,300.00 + GST) \$3,498.00

GRAZING

Application fee (\$250.00 + GST) \$265.00

HEAD LEASES

*Application fee.....\$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

INSTITUTIONAL AND COMMUNITY

Application fee (\$250.00 + GST) \$265.00

INVESTIGATIVE PERMITS

Application fee (\$500.00 + GST) \$530.00

LOG HANDLING

Application fee (\$1,000.00 + GST) \$1,060.00

MARINA

Application fee (\$500.00 + GST) \$530.00

MINING

Excludes alternative power projects
Application fee (\$500.00 + GST) \$530.00

OIL AND GAS

Excludes alternative power projects
Application fee (\$500.00 + GST) \$530.00

PRIVATE MOORAGE

Application fee (\$250.00 + GST) \$265.00

PUBLIC AND PRIVATE UTILITIES

Linear utilities less than 25 km long
Application fee (\$1,000.00 + GST) \$1,060.00

Linear utilities 25 km or longer
*Application fee.....\$50.00/hr + GST of staff time
..... minimum fee \$25.00 + GST

QUARRYING (Aggregates)

Application fee (\$1,000.00 + GST) \$1,060.00

RESIDENTIAL

Application fee (\$250.00 + GST) \$265.00

TRANSPORTATION/ROADWAYS

Public use, excluding ferry terminals and airports
Application fee (\$250.00 + GST) \$265.00

Industrial use or private use, excludes ferry terminals and airports (\$1,000.00 + GST)..... \$1,060.00

WATERPOWER

Application fee (\$3,300.00 + GST) \$3,498.00

WIND POWER

Application fees for:

- Investigative Permit (\$500.00 + GST)..... \$530.00
- Up to 5 monitoring towers (\$500 + GST) \$530.00
- Windfarm (\$3,300.00 + GST)..... \$3,498.00

REPLACEMENT OF TENURE

50% of application fee or \$212.00 (\$200.00 + GST) whichever is more



**LAND TENURE
MISCELLANEOUS FEES
(effective June 1, 2003)**

(GST included where applicable)

(Updated July 2006)

LAND TENURE

Application for a declaration of intention under section 58 of the <i>Land Act</i> for inclusion of a waterbody or road in a Crown grant subdivision (\$500.00 + GST)	\$530.00
Application for replacement of a disposition 50% of application fee + GST or \$212.00 (\$200.00 + GST) whichever is more	
Application for expansion of an aquaculture disposition 50% of application fee + GST	
Application to amend an aquaculture disposition other than a minor amendment (\$500.00 + GST)	\$530.00
Application to process minor amendment to a disposition requested by the holder of the disposition (including changes related to insurance, security and bonds, legal description, extension to term of the tenure, and other similar matters) (\$100.00 + GST)	\$106.00
Application to process and approve any document evidencing the assignment of interest passing under a disposition, including assignments by way of mortgage, and including consent to sub-tenure. Half-fee for each assignment in batch requests greater than 5 (\$250.00 + GST)	\$265.50
Preparation of a certified true copy of any legal document that has been issued pursuant to a disposition	\$50.00
Extracting, reviewing, researching or compilation of information from records \$50.00/hr minimum fee \$25.00	
Application to reinstate a cancelled disposition (\$300.00 + GST)	\$318.00
Photocopying information from records Less than 20 pages	Free
More than 20 pages	\$0.25 /single-sided page
..... minimum \$5.25 for 21 pages	
Copying or printing of maps.....	\$10.00/copy

A Template To Help You Prepare A Commercial Recreation Management Plan

(October 2005)

The Purpose of the Management Plan

The Management Plan is a business tool that describes your operation as it relates to the use of Crown Land. It is a useful tool that:

- Details your operation.
- Acts as a resource document to be used by to evaluate and adjudicate your application for use of Crown land.
- Becomes part of your tenure documentation, once approval is granted, to describe your commitment with government as to how you can use Crown land.
- Can also be used for other purposes such as providing background when seeking financial assistance.

The Management Plan contains the following sections and you are required to provide sufficient details within each section:

- Section 1: Description of Your Operation and Areas of Use - clearly describes through text and maps the area applied for and outlines levels of use for each activity
- Section 2: Overlap with Environmental & Cultural Values –identifies all potential environmental issues (e.g. wildlife and fisheries impacts, water quality and impacts on soils, timber and vegetation), concerns with First Nations values and details how those values are to be protected or maintained.
- Section 3: Overlap with Other Resource Interests - identifies any existing resource or land use interests in the area (e.g. forestry, mining, ranching, trapping, guide outfitter, commercial recreation use and public recreational use), explains how your operation would affect those interests, and details ways to mitigate potential impacts.

How to Use This Template

This template has been designed so that you can download the Word file and complete each section directly onto the electronic file. *Instructions are provided in blue text.*

Once you have obtained all the information and prepared your plan you can then send an electronic version and a paper copy of your management plan to your Regional Office.

The following are some helpful hints to help you use this template:

- The three main sections are divided into subsections. The *blue text* tells you how to complete each section.
- Once you have obtained the information you can then type it directly into the subsection. You can then delete the *blue text*.
- In several cases you will be required to complete tables to provide specific information about your activities, facilities and services that you are offering or proposing to offer on Crown land. The intent here is to again make it easier for you to provide all of the required information.
- You do not need to provide lengthy text; bulleted text that is concise and clearly explains the various aspects of your operation in detail is preferred. This will enable the reviewer to understand your current and/or proposed operation. It will also help in the referral process.
- Whenever you are referring to a mapped area or specific site cross reference this to your maps using the map reference codes.

As an existing operator you know your business best and therefore with the use of this template and access to various websites you should be able to complete the management plan on your own.

Mapped Information

Accurate mapping is important. It will be used to locate and define the exact areas of Crown land you are applying for. It will indicate where you are conducting your activities and provide the location of all structures, improvements or facilities. There are three levels of mapping required:

1. General Location Map – a general location map showing the general location of the proposed operating area. Scale of 1:250,000 or 1:50,000.
2. Extensive Area Maps indicate where your activities will occur. Scale of 1:20,000 or 1:50,000.
3. Site Plan For Intensive Sites – detailed maps showing the positioning of all existing and proposed structures, facilities and any other improvements to be placed on Crown land. Scale of 1:1,000 or 1:5,000.

NOTE: All maps must have a north arrow and a scale.

Extensive Area Maps

The first step in preparing your submission is to create a map or maps that document all extensive areas you currently use or are proposing to use to conduct your activities. The map or maps will locate and define the exact areas of Crown Land that you are applying for. The map(s) will consist of one or more polygons representing the areas where you take your clients. These polygons may not be connected depending on your operation. Each polygon is given a unique label. This label is used to cross reference the mapped information with the text and table information provided in the management plan.

Obtain maps of a suitable scale (1:20,000 or 50:,000) to use as your Extensive Area Maps. Acceptable mapping products include National Topographic System (NTS) or Terrain Resource Inventory Mapping (TRIM) maps. Please look under *Maps* in your Yellow Pages for local map sale outlets. The preferred format for these maps is in digital form. If you have difficulties obtaining maps, contact the Client Service Coordinator in your area for assistance.

You are then required to include the following information on the Extensive Area Maps:

- Indicate in colour, the roads/trails or other linear corridors where your recreation activities take place or are proposed. These are shown as lines on the map and the different colours represent the type of activities (Note: tenures under the Land Act do not apply to public highways).
- Indicate in colour the areas of use where more free-ranging activities take place (e.g. snowmobile play areas, dispersed mountaineering or skiing areas). These are shown as polygons on the map.
- Place points on the maps showing the location of any Intensive sites (you will be required to provide a detailed site plan for these sites see next section). These should be colour-coded and cross-referenced to the narrative portion of your management plan, to indicate the type of use(s). If available, GPS coordinates are to be provided.
- A portion of your areas of use may overlap with land that is referenced as private. If it is, you need to redefine your areas of use as the CR policy only applies to use on Crown land.
- The lines, polygons and points described above define your areas of use on Crown land. This would determine the tenure area should your application be approved.

Helpful Hints

- *Be realistic in defining your Extensive Areas; do not just draw a circle around general areas. If the area is large (and incorporates areas you do not need) you increase the potential for overlap with other uses and environmental values. This has the potential to slow the review process down and to increase potential for conflicts on land, which is not of use to you. For example if you are using a trail just map the required trail.*

General Location Map

The General Location Map is derived from the Extensive Area maps. This map at a scale of 1:250,000 or 1:50,000 illustrates the location of all Extensive Areas and Intensive Sites onto one map. This map should also include the access roads that you and your clients use as well as any major water courses, district

lots and other major landmarks which can be used as reference points. The map should include a scale and north arrow. If applicable this map should also locate any environmentally sensitive areas, or other known interests or values. This data is for information only and would not necessarily form part of the tenure area

Intensive Use Site Plans

A detailed site plan is required for each Intensive Use Site. These are detailed plans (at a scale of about 1:1,000 or 1:5,000), which clearly define the perimeter boundaries of each intensive use site using metes and bounds descriptions. These plans are to show the type, size and positioning of all existing and proposed structures, facilities and any other improvement to be placed on Crown land (e.g. buildings, septic field or outhouse location, water sources, access, parking, etc.). Each plan is to be clearly labeled as to its primary purpose and given a unique label. This label is used to cross reference the mapped information with the text and table information provided in the management plan.

If suitable scale maps for site plans are unavailable, you can prepare them by hand (be accurate and show a north arrow, scale and dimensions).

Executive Summary

This is a one-page summary that introduces your operation. It should provide an overview of the location of the operation, activities offered, your experience as an outdoor operator and any key areas of concern that are identified in Sections 2 and 3 of the plan. This Executive Summary may be widely used in the review process to represent your operation.

General Overview of Business (Existing or Proposed)

- Briefly describe the location and setting of the operation
- Summarize the types of services, activities and facilities that you are currently or proposing to offer to your clients.
- Indicate the length of time this operation has been in business

Key Areas of Concern

- Summarize from Sections 2 & 3 of the document any areas of concern that have been identified.

Section 1: Description of The Operation & Activities Offered

1.1 General Description of Operation

1.1.1 General Area

- Describe the general geographic area and refer back to the General Location map where appropriate.

1.1.2 Base Operation

- Describe the base operation, include an overview of the facilities and indicate if they are situated on private or Crown land, and cross-reference to map information.

1.1.3 Improvements

- List the existing and/or proposed improvements (i.e. trails, tent sites, cabins, docks, staging areas, etc.) and cross-reference to map information.

1.1.4 Access

- Explain how your clients will access your operation including mode of transportation and access routes.

1.1.5 Staff

- Complete the table below

Staff Category	# of Employees	Experience and/or Certificates

1.2 Commercial Recreation Activities Offered On Crown Land

1.2.1 Description of Experience Being Offered

- Describe the type of experience that is being offered. If this experience differs by area of use, time of year or product offering, describe each different experience. Provide a description of a typical day that you are offering to your clients.

1.2.2 Detailed Listing of Activities & Level of Use

- Complete the table on the next page. The following bullets explain how to fill out each column of the table.

Table 1.1 Definitions

- **Extensive Area Map Reference** – Each polygon is listed separately, indicate the Extensive Area Map reference.
- **Activity/Activities** - For each map reference list the type of activities being offered. If you combine activities as an overall experience within the same area i.e. hiking and wildlife viewing, then list these activities as one entry and complete the information requested. If on the other hand you offer two separate activities as two separate experiences within the same area of use i.e. hiking and snowmobiling, or hiking and horseback riding, then enter these as separate entries.
- **Specific References On Map** – List any codes or symbols that you may have used to illustrate where a specific activity occurs within an area (for example hiking trails may be coded in blue and horseback riding trails in red).
- **Frequency of Use or # of Days Using Area** – Indicate the number of times you will be using this specific area, for example, daily, 2 times a week, 5 days a month etc.
- **Period of Use** – Indicate which months of the year you will be using this area (i.e. May – Oct.).
- **Existing/Proposed** – If you are currently using this area, state the year you started using this area – If this area is being proposed for future use, indicate when you plan to start using this area.
- **Client Days** - For each activity listed on the table provide current level of use (if area is proposed for future use then provide year 1 projections for level of use) and provide the projections for Year 2 and up to full capacity. If the area is already at full capacity then fill the Current Year and Full Capacity column. Indicate what year you anticipate reaching full capacity.
 - *To calculate client day, multiply the number of trips by the number of clients by the length of the trip. For example:*
 - *For the specific area, your operation will take 5 overnight trips of 10 clients per group for a 5 day trip = $5 \times 10 \times 5 = 250$ client days*
 - *And will also take 20 day trips of 25 clients = $20 \times 25 = 500$ client days*
 - *For a total of $250 + 500 = 750$ client days.*

1.2.3 Improvements

- Outline what construction or maintenance work is required over the Extensive areas of Crown land (e.g. trail construction/maintenance and whether timber removal is required).
- Provide details on the dimensions, construction schedule, and if applicable, sources of potable water and method of sewage disposal.

1.4 Intensive Use Sites

- These are small areas of Crown land used for main lodge sites, seasonal cabin/tent/camping sites, staging areas, emergency supply caches, fuel storage, weather station, radio repeater sites, docks, equipment/boat storage, etc. They also include Crown land sites required for water-based activities (e.g. put in/take out sites).
- For each Intensive Use Site you are required to have a site layout plan see *'Mapped Information'* at the beginning of this document.
- Provide a description of each Intensive Use Site including dimensions, construction requirements and schedule, source of potable water and method for disposal.
- For existing operators indicate if these improvements have already been completed and for any new improvements provide a construction schedule
- Complete the table on the next page. The following bullets explain how to fill out each column of the table

Table 1.2 Definitions

- **Intensive Use Map Reference** – list each Intensive Use reference separately, e.g. site #1.
- **Intended Use** – describe in point form the intended use.
- **Frequency of Use** – Indicate the number of times you will be using this specific area of use, for example, daily, 2 times a week, 5 days a month etc.
- **Period of Use** – Indicate which months of the year you will be using this area of use (i.e. May – Oct.).
- **Desired Exclusivity** - Indicate level of exclusivity ranging from fully exclusive – single use, to some levels of control to use by other operators or public.
- **Existing or Proposed Improvements** – list any existing or proposed improvements to the area.
- **Environmentally Sensitive Areas** - If site is located near an Environmentally Sensitive Areas i.e. riparian zone, streams, water bodies, indicate the feature.
- **Distance to Environmentally Sensitive Area** – indicate the distance to the feature from the site.

Table 1.2 Details of Intensive Use Sites

Intensive Use Map Reference	Intended Use	Frequency of Use	Period of use	Desired Exclusivity	Existing or Proposed improvements	Environmentally Sensitive Area	Distance to Environ. Sensitive Area

Section 2: Overlap with Environmental & Cultural Values

Why:

As part of the application process you are required to identify any environmental or cultural values which fall within your Extensive Areas and/or Intensive Sites. For each of these values you are to identify what measure(s) you are going to take to avoid, minimize or mitigate potential impacts.

How to Identify Overlap

There are specific data sources which you are required to access to determine if any environmental or cultural values overlap with your operation. For each section you are directed to an information source to determine if your operation overlaps with the environmental value. Once you have researched this information you are then required to indicate in point form your findings. If there is no overlap you indicate so. If overlap does occur, you are required to describe this overlap and any measures you will take to avoid impacts with the specific value.

Mapped information should be at an appropriate scale to allow reviewers to determine precisely where the impacts or potential impacts are located. The scale will be more detailed for Intensive Sites such as campsites, load out sites, etc., than for Extensive Areas such as wildlife viewing, heli-skiing, etc. Where possible all of the resource information should be captured on one base map.

In some circumstances environmental information may be lacking for an area of interest. In these cases applicants may want to consider acquiring the services of a qualified professional to assist in filling the information gaps. Also, a qualified professional will be able to assist in the development of avoidance or mitigation strategies that minimize impacts on resources as well as your proposed operation.

When developing your management plan particular emphasis should be placed on identifying the presence of threatened and endangered species and habitats as well as those that may be particularly sensitive to disturbance. Queries may be made on-line to the Conservation Data Centre regarding the potential presence of threatened or endangered species within your proposed area of operation.

Information Sources for Environmental Values

At the end of this subsection is a table that lists all of the web information sources for the environmental values. The Ministry of Environment has provided these web sites. You are encouraged to review these sites to identify any overlap with your operation. Many of the internet sites listed below have other links identified on their home page. Applicants should make sure they access all sites that might provide supporting information for developing their management plan.

2.1 Fish Values

Sensitive environmental values include fish habitat (in-stream and riparian areas) and important fish stocks (e.g. support a fishery, are rare or endangered or are ecologically important).

Steps Required:

Review available web information and transcribe appropriate information onto your base map. Utilize the Conservation Data Centre website to request information on threatened and endangered species within your proposed area(s) of operation

Describe the avoidance and/or mitigative measures that will be used to eliminate or minimize environmental impacts on fish and fish habitat.

Ensure that any information supplied by a qualified professional is appropriately signed and sealed.

2.2 Wildlife Values

Sensitive environmental values include the presence of rare, endangered and provincially significant organisms, sensitive ecosystems and wildlife habitat.

Steps Required:

The first step is to review the new Interim Wildlife Guidelines For Commercial Backcountry Recreation in British Columbia: <http://www.env.gov.bc.ca/wld/comrec/crecintro.html>. Chapter 1 describes how the Interim Wildlife Guidelines are applied to Commercial Recreation tenures and provides a generalized approach for operators in addressing wildlife issues on Crown land.

The guidelines state that in preparing this Management Plan you are required to identify:

- Whether, where and when there are sensitive wildlife and habitat values in the proposed operating area.
- Potential adverse effects of the operation on these values (i.e. risks).
- Mitigation options.

The document also notes “ a proponent only needs to consider species and habitats of special management concern listed in the Guidelines that occur in their operating areas”. The document provides additional sources of information; however the Table 2.1 on the next page provides you with the most current information sources available. In addition the level of wildlife inventory and mitigation required for a particular operation is linked to the magnitude of impacts posed by the operation. The potential magnitude is a function of:

- The sensitivity of the wildlife species and habitats in the area.
- The type of activity (e.g. motorized vs. non-motorized).
- The frequency, intensity and duration of the activity.
- The geographic location of the operation.

Once you have reviewed the interim Guidelines you are then requested to review available web information and transcribe appropriate information onto your base map. You may also go to your regional WLAP office to review wildlife inventory and sensitive habitat maps and add any new areas of potential impact onto base map. In preparing this document indicate all internet and map sources utilized to determine items of concern.

Provide the information required as outlined in the Interim Guidelines.

Ensure that any information supplied by a qualified professional is appropriately signed and sealed.

2.3 Water Values

Water use and protection are important environmental issues. You should verify the existence of any water licenses or community watersheds within your area of use to ensure your activities do not negatively impact water quality and quantity.

Steps Required:

Identify locations and licensed owners of any domestic water supply within the proposed area(s) of operation.

Determine probability of impact on water quality/quantity of proposed operations.

If impacts on quality/quantity are likely, contact current licensee(s) to determine mitigative approaches.

NB: Intensive use sites such as lodges etc will require a water license under the Water Act if you plan to access surface water.

**Table 2.1 List of Internet Information Sources for
Identifying Environmental Values Which Overlap With Your Operation**

<i>Environmental Value</i>	<i>Web Site Information</i>
<i>Fish Values</i>	
Fish Wizard	http://www.bcfisheries.gov.bc.ca/fishinv/fishinfobc.html
Fisheries Inventory Data Queries	http://srmapps.gov.bc.ca:8888/apps/fidq/
Fish and Habitat Inventory Reports	http://srmwww.gov.bc.ca/fish/ric/index.html
Conservation Data Centre	http://srmwww.gov.bc.ca//cdc/index.htm
<i>Wildlife Values</i>	
Interim Wildlife Guidelines	http://wlapwww.gov.bc.ca/wld/comrec/crecintro.html Chapter 1: Interim Wildlife Guidelines for Obtaining Commercial Backcountry Recreation Tenures in British Columbia
Wildlife Mapping	http://srmwww.gov.bc.ca/wildlife/wsi/ This is the most up to date info on wildlife habitat ratings (capability/suitability mapping) and wildlife species inventory.
Species Inventory	http://srmapps.gov.bc.ca:8888/apps/siwe/ This is a link to the Species Inventory Web Explorer which will be accessible from the main link above. It is completely functional and will not be changed. This application allows you to search the Species Inventory Data System (SPI) for inventory data
Terrestrial Ecosystem Mapping	http://srmwww.gov.bc.ca/rib/wis/tem/
Conservation Data Centre	http://srmwww.gov.bc.ca//cdc/index.htm
Red & Blue Listed Species	http://srmwww.gov.bc.ca/atrisk/toolintro.html This is the link to BC Species Explorer - the CDC's Red and Blue listed species information. It is completely functional as well.
<i>Water Values</i>	
Water Licenses Query	http://www.elp.gov.bc.ca:8000/pls/wtrwhse/water_licences.input
Aquifers in BC	http://wlapwww.gov.bc.ca/wat/aquifers/index.html
Water Well Application	http://slkapps.dir.bcgov:8888/apps/wells/ Well sites information also provides well site locations

Note: These links might not be updated and may not reflect the changes in government announced June 16, 2005.

2.4 First Nations

The Province of British Columbia (the Province) is required to assess the potential impact of commercial recreation proposals on First Nations' interests. Crown land applications are normally referred to First Nations for comment.

Many proponents have developed successful business relationships with First Nations. These often benefit both parties in addition to addressing specific First Nation concerns. Opportunities range from, in the simplest form, advising the First Nation of the proposal at an early stage and providing them with complete information, all the way to First Nations employment, service contracts or formal partnerships.

On this basis, you are strongly urged to make early contact with First Nations that may have an interest in the area in order to provide information about your operation, answer questions and, where feasible, resolve First Nation concerns. Such efforts can contribute significantly to the timely completion of the application process.

Applicants must ensure that any discussions undertaken between the applicant and the First Nation are documented, particularly with respect to specific concerns raised, proposed solutions and any agreements that may be reached between the parties. This information must be provided to the Province, as it may form part of the overall assessment of aboriginal interests and, if necessary, any accommodation of those interests that may ultimately be considered. In this regard, confidentiality of business interests will be strictly observed in accordance with the provincial *Freedom of Information and Protection of Privacy Act*.

Prior to entering into discussions with First Nations regarding your application, please contact the Client Service Coordinator in the appropriate regional or field office to obtain a list of the First Nations for the area of your operation.

Please note that if you operate, or propose to operate within or near the claimed traditional territories of the Haida, Haisla, Heiltsuk, Gitga'at, Metlakatla or Wuikinuxv (formerly Oweekeno) First Nations, you are required to contact the Commercial Recreation Manager for additional specific information regarding the application process. The area of the B.C coast associated with these First Nations extends generally from the Alaska Panhandle to the southern tip of Calvert Island, and includes the Queen Charlotte Islands and the coastal inlets as far inland as the Coast Range.

Summary of First Nations' Contact

Using the above discussion as a guide, please complete the following section as accurately as possible.

- Have you contacted First Nations with a potential interest in the area of your application? If the answer is **yes**, complete the remainder of this section. If the answer is **no**, proceed to the next section of the Management Plan.
- Please list all of the First Nations with a potential interest in the application area.
- Did you confirm the list? If so, who provided the information, and when was it provided?
- Please summarise all of the discussions you have undertaken with the First Nation(s) to date, including:
 - dates and the names of key contacts
 - copies of any written correspondence exchanged with the First Nation(s).
 - a description of any concerns that the First Nation(s) raised regarding potential impacts that your operation might have on their interests.
 - a description of any options suggested by either you or the First Nation(s) that would serve to resolve their concerns
 - a description of the nature of any formal agreement reached, and a copy of the agreement if it is in written form.

If you have any questions regarding the preceding section, please contact the Commercial Recreation Manager in the appropriate regional or field office.

Section 3: Overlap With Existing Use

Why

As part of the application process you are required to identify if your operation overlaps with any current land tenure holders. It is important for you to be aware of these overlaps. If there are potential impacts or conflicts with respect to this overlap you will be required to contact the tenure holders and identify strategies that will be used to avoid or minimize potential impacts or conflicts.

How to Identify Overlaps

There are specific data sources which you are required to access to determine if any other tenure holders fall within your area of use. For each section you are directed to an information source to determine if your operation overlaps with existing tenure holders. Once you have researched this information you are then required to indicate your findings in point form. If there is no overlap you indicate so. If overlap does occur, you are required to describe this overlap, identify the specifics about the tenure and indicate any measures you will take to avoid impacts with the tenure holder.

3.1 Mineral Tenure

You should verify if there are mineral tenures within your area of use (mineral placer claims or leases and coal applications, licenses or leases).

Information Source:

Mineral Tenure Information: <http://srmwww.gov.bc.ca/mida/index.html>

- This site tells you who is the owner and the mineral tenure number.

Tenure Maps: <http://srmwww.gov.bc.ca/mida/pdf/index.shtml>

- These are tenure maps in pdf format that indicate the mineral tenure number and shape. These maps are currently not up-to-date. Contact your nearest Gold Commissioner Office (Government Agents Office) for the most up-to-date maps.

Steps Required:

Determine if your areas of use overlap with mineral tenures by going to the website and the Gold Commissioner.

If your operation does not overlap any mineral tenures indicate so and the date when you obtained the information.

If your operation does overlap with one or more mineral tenures, note the tenure information. As well indicate the date when you obtained the information. Add the following statement and sign the paper copy that you will be submitting.

I acknowledge that the mineral tenures listed above overlap with my area of use and understand that I may have to coordinate access and activities with the tenure holders. I further acknowledge that additional mineral tenures may be located in my area of use in the future and that I may have to coordinate access and activities with the tenure holders.

Signed: _____

3.2 Timber Tenure & Forest Use

You need to determine if there are any forest related tenures which overlap with your operation. This would include timber harvesting, range and recreation.

Information Source:

- List of Ministry of Forests Region and District offices: <http://www.for.gov.bc.ca/mof/regdis.htm>

Steps Required:

- You are required to go to your local forestry office to review your extensive use and Intensive site maps with a Stewardship Forester. They will provide you with the information regarding overlap with forestry tenure and use.
- Document in this section any forestry tenure or use overlaps and provide any specific requirements to address these overlaps. Provide the name, position and office location of the person you contacted at the Forestry office and of the Forest Tenure Holder.

3.3 Land Use Planning, Local or Regional Zoning Requirements

You need to determine if there are land use plans and/or zoning requirements that may restrict your type and/or level of use.

Information Source:

Strategic Land Use Plans Information and Monitoring: <http://srmwww.gov.bc.ca/dss/initiatives/slup/>

Local Government: <http://www.civicnet.bc.ca>, (NB: Connects to local government websites)

Steps Required:

Identify what land use objectives or zoning requirements apply to your area(s) of operation.

Modify your operation to comply with appropriate land use objectives or municipal/regional district zoning or contact local government regarding zoning application.

3.4 Commercial Recreation Tenure & Guide Outfitter Territories

If your operation overlaps with a commercial recreation tenure and/or a guide outfitters territory, you will be required to contact these operators to discuss this overlap and have them complete an operator input form. If there are concerns regarding the overlap you will be required to work out an agreement with these tenure holders.

Once you have submitted your application you will receive from your Regional Office a list of guide outfitters and CR tenure holders that fall within your area of use. Please note that for the duration of the Commercial Recreation Incentive Program, this list will be provided to you after October 31, 2003. You will be instructed at that time to follow the procedures for overlapping tenure and have the operators complete an Operator Input Form.

On your paper copy, please sign the statement below acknowledging your understanding of this process.

I acknowledge that my areas of use may overlap with a commercial recreation tenure and/or guide outfitting territory. I understand that I am required to contact these tenures holders have them complete an Operator Input Form.

Signed: _____

Appendix 1 - Hazards and Safety Plan

From a safety and liability perspective you are required to have a Hazards and Safety Plan that meets or exceeds Workers Compensation Board and approved industry standards. Please note that you meet this requirement by checking off the appropriate box below and signing.

I certify that I have prepared Hazards and Safety Plan which meets or exceeds Workers Compensation Board and approved industry standards and that my operation will meet the requirements of this plan.

_____ Signed

_____ Date