



PROCEDURE MANUAL

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SUBJECT			
Guide Outfitter Licence Issuance, Amendment and Renewal			

This Procedure Replaces:

- 4-1-01.01 Guide Outfitter Licence First Issuance Procedure (1983)
- 4-1-01.02 Renewal of Annual Guide Outfitter Licence Procedure (1983)

Staff and Organizations Affected:

Wildlife Management Staff
Wildlife Administrative Staff
Conservation Officers
Regional Managers
Director of Wildlife
FrontCounter BC
Hunters
Guide Outfitters

Reason for this Procedure:

The Ministry has established this procedure to set criteria that must be met in order to proceed with a guide outfitter licence application, amendment or renewal.

PURPOSE


This procedure outlines recommended actions required for a first issuance, renewal and amendment of guide outfitter licences and supports the implementation of the Guide Outfitter Licence Issuance, Amendment and Renewal Policy (4-1-01.06).

There are four sections to this procedure:

1. Roles
2. First Issuance Eligibility Criteria
3. Renewal Application
4. Amendment Application

Definitions:

Fish and Wildlife ID (FWID) – is a personalized identification number obtained when an individual registers in the Wildlife Information and Licensing Data (WILD) system. The FWID is linked to an electronic profile that consists of users' personal information, credentials, licences, permits, applications and limited entry hunting authorizations.

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guide outfitter – means a person licensed as a guide outfitter under this Act; as defined in the *Wildlife Act* (RSBC 1996 c.488).

quota – as defined in the *Wildlife Act* (RSBC 1996 c.488) means

- (a) the total number of a game species, or
- (b) the total number of a type of game species

specified by the regional manager that the clients or a class of client of a guide outfitter may kill in the guide outfitter's guiding area, or part of it, during a licence year, or part of it, but does not include an angler day quota.

Procedure:

1 Roles

- 1.1 Wildlife management staff oversee provincial hunting programs and services.
- 1.2 Wildlife administration staff administer provincial hunting programs and services.
- 1.3 Conservation Officers are public safety providers of the Government of British Columbia (B.C.), focused on natural resource law enforcement and human wildlife conflict prevention and response.
- 1.4 Regional Managers are responsible for recommending quota and issuing Guiding Territory Certificates.
- 1.5 The Director of Wildlife is responsible for issuing quota and guide outfitter licences.
- 1.6 FrontCounter BC is a service provider of provincial hunting services.
- 1.7 Hunters are users of B.C. hunting programs and services.

2 First Issuance Eligibility Criteria

- 2.1 Applies to a person who has never held a guide outfitter licence in the province of B.C.
- 2.2 To be eligible for a guide outfitter licence under section 51(1) of the *Wildlife Act* an applicant must:
 - (a) be 19 years of age or older;
 - (b) be a Canadian citizen or a permanent resident (landed immigrant) of Canada; and
 - (c) have public liability insurance in an amount not less than \$2 million that is applicable to the guide outfitter's business, and in effect at the time of the application for a guide outfitter licence.



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- 2.3 Applicants must provide proof of guide outfitter knowledge in the form of guide outfitter exam results or in another form that satisfies the regional manager.
- 2.4 Applications must be submitted through the Wildlife Information and Licensing Data (WILD) system either online or in-person at a FrontCounter BC office.
- 2.5 The applicant must have a Fish and Wildlife ID (FWID) with verified user status.
- 2.6 An applicant is not eligible for a guide outfitter licence if they have outstanding royalties, outstanding reports, outstanding fines under the *Wildlife Act* or *Firearm Act*, or an active guide outfitter suspension in the WILD system.
- 2.7 If the applicant is not the holder of or the agent named on the guiding territory certificate, the applicant must provide to a government agent or upload to the WILD system the written consent to guide in the territory of interest signed by the guiding territory certificate holder or agent named on the guiding territory certificate.

3 Licence Renewal

- 3.1 To be eligible to submit an application in WILD to renew a guide outfitter licence, the guide outfitter must have:
 - (a) an active FWID with verified user status;
 - (b) no active Guide Outfitter suspension(s);
 - (c) no outstanding fines under the *Wildlife Act* or *Firearm Act*;
 - (d) no outstanding Reports; and
 - (e) no outstanding Royalty.
- 3.2 If the applicant is not the holder of the guiding territory certificate, the applicant must provide to a government agent or upload to the WILD system the written consent to guide in the territory of interest signed by the guiding territory certificate holder or agent named on the guiding territory certificate.
- 3.3 All applicants that have not held a guide outfitter licence for a period of 5 years or more prior to renewal of their licence must satisfy a regional manager that they have maintained a working knowledge of the *Wildlife Act* and regulations.

4 Licence Amendment

- 4.1 A request to amend a guide outfitter licence can be made in-person at a FrontCounter BC office, via email or telephone.
- 4.2 The regional manager can initiate a guide outfitter licence amendment or a licensed guide outfitter can request to amend his/her licence.



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- 4.3 The licensed guide outfitter must provide to the regional manager written consent to have the licence amended,
- 4.4 In WILD, an application to amend a guide outfitter licence can be started if the holder of the guide outfitter licence has:
- (a) an active guide outfitter licence for the current licence year;
 - (b) an active FWID with verified user status;
 - (c) no active Guide Outfitter suspension(s);
 - (d) no outstanding fines under the *Wildlife Act* or *Firearm Act*;
 - (e) no outstanding Reports; and
 - (f) no outstanding Royalty.

Policy Manual Cross-References:

- 4-1-01.01 Guiding Activities
- 4-1-01.02 Exclusive Guide Area
- 4-1-01.03 Refusal to Issue a Guide Outfitter Licence for an Inappropriate Area
- 4-1-01.06 Guide Outfitter Licences Policy
- 4-1-01.14 Retesting Inactive Angling Guides, Guide Outfitter and Transporter Licence holders

Procedure Manual Cross-References:

- 4-7-01.03.1 Allocation of Hunting Privileges
- 4-7-01.05.1 Quota Allocation – Guided hunting

Other Cross-References:

- Wildlife Act* [RSBC 1996] Chapter 488
- Wildlife Act Commercial Activities Regulation* [B.C. Reg. 52/2018]

DATE EFFECTIVE

18. Jan. 2019