

PROCEDURE MANUAL

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SUBJECT			
Guide Outfitter Report and Royalty Payment			

This Procedure Replaces:

4-1-01.16 – Guide Outfitter Report and Royalty Payment (November 25, 2020)

Staff and Organizations Affected:

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

Reason for this Procedure:

The Ministry has established this procedure to implement the Guide Outfitter Report and Royalty Payment policy. This procedure sets the criteria that must be met to submit a guide outfitter report and royalty payment. There are 4 sections to this procedure:

1. Roles
2. Eligibility Criteria
3. Guide Outfitter Report
4. Royalty Payment

PROCEDURE

1 Roles

- 1.1 The Director of Wildlife specifies the form of the guide report to be completed after a guided hunt.
- 1.2 Regional Managers receive guide outfitter reports.
- 1.3 Wildlife management staff oversee provincial hunting programs and services.
- 1.4 Wildlife administrative staff administer provincial hunting programs and services.
- 1.5 FrontCounter BC is a service provider of provincial hunting services.

PREPARED BY		AUTHORIZATION	
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POSITION Senior Policy Analyst	POSITION Director – Fish and Wildlife Branch		
			DATE EFFECTIVE August 29, 2023

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- 1.6 Conservation Officers are public safety providers of the Government of British Columbia, focused on natural resource law enforcement and human-wildlife conflict prevention and response.
- 1.7 Guide outfitters are responsible for submitting completed guide reports, in the form specified by the director and paying royalties.

2 Eligibility Criteria

- 2.1 To be eligible to submit a guide outfitter report and royalty payment online to the Wildlife Information and Licensing Data (WILD) system, the person must be:
- (a) a licensed guide outfitter with a valid and verified Fish and Wildlife ID (FWID); or
 - (b) a designate with a valid and verified FWID and listed as a designate on the profile of the guide outfitter for which they are submitting the report.

3 Guide Outfitter Report

- 3.1 The guide report referred to in section 55(1) of the *Wildlife Act* must be submitted electronically to the WILD system, by one of the following methods:
- (a) online by the guide outfitter or designate, immediately on termination of the hunt;
 - (b) a paper or PDF copy (Appendix A) - of the guide outfitter report may be completed immediately on termination of the hunt, and the information included in the report be entered online by the guide outfitter or designate within 30 days after the hunt is concluded;
 - (c) a paper copy of the guide outfitter report may be delivered in person to a FrontCounter BC office within 30 days after the hunt is concluded. The report will be date stamped upon receipt by FrontCounter BC and the information entered into the WILD system by wildlife administrative staff within the Fish and Wildlife Branch;
 - (d) a paper copy of the guide outfitter report may be delivered by mail to Fish and Wildlife Branch (the Branch) Headquarters, and must be received within 30 days after the hunt is concluded. The report will be date stamped upon receipt by the Branch and the information entered into the WILD system by wildlife administrative staff within the Branch.
- 3.2 The guide outfitter report must include the following information:
- (a) The name of the person submitting the report,
 - (b) Name of guide outfitter
 - (c) Guide outfitter licence number,
 - (d) Licence year the report is being submitted for,

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- (e) Name and FWID of guided hunter,
- (f) Whether the hunter attended the hunt,
- (g) Who guided the hunt
- (h) Hunt dates,
- (i) If the hunter did attend the hunt, additional fields are required:
- i) Species,
 - ii) Guiding Territory Certificate (GTC) for each line of activity, if a GTC is on the guides profile,
 - iii) Management unit,
 - iv) Number of days hunted,
 - v) If successful harvest of a big game occurred,
 - Date of harvest,
 - Species licence number unless exempted from holding a licence under the *Wildlife Act*,
 - Indicate if a quota animal,
 - Indicate if harvest was during a limited entry hunting (LEH) season and, where applicable, the LEH hunt area,
 - Animal class,
 - vi) If a selected species was a type of game bird or small game:
 - Guiding Territory Certificate for each line of activity,
 - Management unit,
 - Number of days hunted,
 - If successful harvest occurred, quantity harvested,
 - vii) If the harvest occurred in a park, the park name and park use permit number.
- 3.3 Upon submission of a guide outfitter report to the WILD system, a royalty invoice is generated for all harvested species subject to royalties.
- 3.4 Once a guide outfitter report has been submitted to the WILD system, it may only be edited by wildlife administrative staff who have been granted report editor access.

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4 Royalty Payment

- 4.1 A guide outfitter must pay to the Minister of Finance a royalty on an animal taken by a person guided by the guide outfitter, or guided on his or her behalf, in the amount provided in Schedule 1.06 of the Wildlife Act Commercial Activities Regulation.
- 4.2 Royalties are only applicable when there is harvest by a non-resident or non-resident alien of a mountain sheep, mountain goat, moose, elk, caribou, cougar, black bear, deer and wolf.
- 4.3 A guide outfitter must submit royalties, no later than March 31 of the year following the calendar year in which the animals were taken.
- 4.4 All royalty payments resulting from hunts in the 2019/20 licence year or later must be processed in the WILD system, through one of the following methods:
 - (a) A guide outfitter may pay one or multiple royalty invoices by submitting the payment online through the WILD system;
 - (b) A guide outfitter or designate may pay one or more royalty invoices at a Service BC location or FrontCounter BC location, where the payment will be processed through the WILD system, by a Service BC or FrontCounter BC agent;
 - (c) For those hunts where a guide outfitter does not have an invoice in the WILD system, as the result of submitting a paper guide report that has not yet been entered into the WILD system, the guide outfitter may pay royalties at a FrontCounter BC location, where the royalty payment will be processed in the WILD system by a FrontCounter BC agent as a royalty pre-payment.
- 4.5 Any guide outfitters with overdue royalties on April 1st of the year following the calendar year in which the animals were taken will have limited functionality in the WILD system until the royalties have been paid.
- 4.6 Interest will be charged on all royalties submitted after the due date.

Definitions:

Assistant Guide – means a person who guides on behalf of a guide outfitter; as defined in the *Wildlife Act* (RSBC 1996 c.488);

Designate – an agent of the guide outfitter, who has been designated by the guide outfitter, in the WILD system, to perform tasks on their behalf, including complete and submit a guide outfitter report, register clients or purchase over the counter licences;

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

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electronic profile that consists of users' personal information, credentials, licences, permits, applications and limited entry hunting authorizations;

Guide Report – means a report completed after a guided hunt; as outlined in s. 55 of the *Wildlife Act* (RSBC 1996 c. 488);

Guide Outfitter – means a person licenced as a guide outfitter; as defined in the *Wildlife Act* (RSBC 1996 c.488);

Licence year – means the period commencing April 1 in a calendar year and ending March 31 of the following calendar year; as defined in the Hunting Licensing Regulation [B.C. Reg. 8/99];

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

- (a) (a) a person who is not a resident but who is a Canadian citizen or a permanent resident of Canada, or
- (b) (b) a person who
 - (i) is not a resident, but whose only or primary residence is in Canada, and
 - (ii) has resided in Canada for the 12 month period immediately before making an application under this Act or doing another thing relevant to the operation of this Act;

non-resident alien – means a person who is neither a resident nor a non-resident; as defined in the *Wildlife Act* (RSBC 1996 c.488);

Verified user status – status granted to a user's Fish and Wildlife profile in WILD after the user has provided one of the acceptable documentation, as prescribed in the Fish and Wildlife ID Procedure, to prove identity;

Wildlife Information and Licensing Data (WILD) system – The WILD system holds data relating to hunting clients and hunting products and is used for processing hunter registration and hunting product applications, reports and sales.

Policy Manual Cross-References:

- 4-1-01.15 Guide Outfitter Report and Royalty Payment
- 4-1-01.06 Guide Outfitter Licence Issuance, Amendment and Renewal

Procedure Manual Cross-References:

- 4-1-01.06.1 Guide Outfitter Licence Issuance, Amendment and Renewal
- 4-7-01.15.1 Fish and Wildlife ID

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Other Cross-References:

Wildlife Act (RSBC 1996 c.488)

Wildlife Act Commercial Activities Regulation [B.C. Reg. 16/2023]


Wildlife Act General Regulations [B.C. Reg. 157/2022]

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Fish and Wildlife Branch
Guide Outfitter Report

SECTION 55 WILDLIFE ACT & SECTION 1.05.1 COMMERCIAL ACTIVITIES REGULATION

THE ACCURATE COMPLETION OF THIS FORM IS REQUIRED BY THE WILDLIFE ACT OF BRITISH COLUMBIA
FOR INSTRUCTIONS SEE APPENDIX

Clear Form
Save Form

TO BE COMPLETED BY LICENSED GUIDE OUTFITTER OR DESIGNATE

LAST NAME OF LICENSED GUIDE OUTFITTER		FIRST NAME		GUIDE OUTFITTER LICENCE #	
LAST NAME OF HUNTER		FIRST NAME		HUNTER FWID	DID THIS HUNTER ATTEND THE HUNT? <input type="radio"/> YES <input type="radio"/> NO
HUNT DATES:					
FROM:			TO:		
DID THE GUIDE OUTFITTER GUIDE THE HUNTER?			<input type="radio"/> YES <input type="radio"/> NO IF NO, PROVIDE ASSISTANT GUIDE DETAILS.		
LAST NAME OF ASSISTANT GUIDE		FIRST NAME		HUNTING GUIDE ID #	
1.					
2.					

HUNT DETAILS TO BE COMPLETED BY THE GUIDE WHO GUIDED THIS HUNT OR DESIGNATE

SPECIES	GTC #	MU	# OF DAYS HUNTED	WAS THIS SPECIES HARVESTED?	SPECIES LICENCE #	WAS THE HARVEST A QUOTA ANIMAL?	IF HARVEST WAS DURING LEH SEASON, PROVIDE LEH HUNT AREA		ANIMAL CLASS	DATE OF HARVEST	IF GUIDED HUNT TOOK PLACE IN A PARK, PROVIDE PARK NAME AND PARK USE PERMIT #		QUANTITY HARVESTED (SMALL GAME ONLY)
							MU	ZONE			PARK NAME	PARK USE PERMIT #	
▼		▼		▼		▼	▼	▼	▼				
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I, THE LICENSED GUIDE OUTFITTER OR THE DESIGNATE OF THE LICENSED GUIDE OUTFITTER, DECLARE THAT THE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

PRINT NAME OF LICENSED GUIDE OUTFITTER OR DESIGNATE SIGNATURE OF LICENSED GUIDE OUTFITTER OR DESIGNATE DATED (MMM DD, YYYY)

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APPENDIX

INSTRUCTIONS

The completion and accuracy of the information contained in this form is the legal responsibility of the licensed guide outfitter as prescribed in section 55 of the *Wildlife Act* & section 1.05.1 Commercial Activities Regulation.

GENERAL

Commercial Guide Outfitters are required to complete a guide report immediately after a hunt is concluded and submitted no later than 30 days after the hunt is concluded. Guide Outfitter Reports should be submitted online through [WILD](#). This paper form is not needed when the report is completed online. Digital copies of guide reports submitted through WILD will automatically be displayed on the hunter's Fish and Wildlife profile.

Completion and distribution of this (paper) Guide Outfitter Report form

1. Immediately on the termination of a hunt, accurately complete and sign this form.
2. The hunt details section of the form records the management information about the hunt and should be completed by the guide who guided the hunt or agent. Species hunted for, number of days hunted, and management unit must be indicated for all species hunted, whether successful or not.
3. If the hunt occurred within a Parks and Protected Areas, the name of the park and the Park Use Permit number authorizing the guided activity must be provided.
4. If the hunt was successful, the hunt details must be completed in full.
5. A copy of the completed form must be provided to the hunter.

Submission of Guide Outfitter Report form

All reports must be submitted **within 30 days** after a hunt is concluded regardless of submission method. Where it is not possible to submit the guide report online within the prescribed timeline due to no internet access and not having a legal agent acting as designate, this form can be submitted:

- In person to a [FrontCounter BC office](#).
- OR
- By mail to: Ministry of Forests
Guide Outfitter Reporting
PO Box 9374 STN PROV GOV
Victoria, B.C. V8W 9M8

LEGISLATION

Here are some, but not all, relevant excerpts from the *Wildlife Act* and Regulations:

Wildlife Act:

Guide reports

- 55 (1) A guide outfitter must
- (a) immediately after a hunt is concluded, complete and sign a guide report in the form specified by the director, and
 - (b) immediately after signing the completed guide report, give a copy of the report to each hunter guided on the hunt
- (2) A guide outfitter who contravenes subsection (1) commits an offence.
- (3) A guide outfitter may comply with subsection (1) by having an agent of the guide outfitter complete and sign the guide report, and give a copy of that report, on behalf of the guide outfitter.

False statements

- 82 (1) A person commits an offence if the person knowingly makes a false statement
- (a) in order to obtain a licence, permit or limited entry hunting authorization,
 - (b) on a licence or permit issued by him or her under this Act,
 - (c) in a book, record, certificate, report or return made, kept or furnished under this Act, or
 - (d) to an officer engaged in the discharge of his or her duties under this Act, if the person is required to provide information under this Act.
- (2) A licence, permit or limited entry hunting authorization is void if it is issued contrary to this Act.
- (3) A person commits an offence if the person, without lawful authority, changes or alters a licence, permit or limited entry hunting authorization issued under this Act.
- (4) A person commits an offence if the person obliterates, alters, imitates or duplicates a stamp, tag, seal, brand, mark or signature that is placed on wildlife or a part of wildlife under this Act.
- (5) A person commits an offence if the person makes a false statement in an application that the person makes on behalf of another person.
- (6) A person is not guilty of an offence under subsection (5) if at the time of the statement the person did not know that the statement was false and, exercising due diligence, could not have known that the statement was false.

Wildlife Act Commercial Activities Regulation:

Delivery of guide report

- 1.05.1 (1) A guide outfitter must deliver to the regional manager, within 30 days after the hunt is concluded, the original of the completed guide report referred to in section 55 (1) of the Act.
- (2) A guide outfitter who contravenes subsection (1) commits an offence.

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