



VOLUME	SECTION	SUBSECTION	PAGE
4	1	01.16	1 of 2
SUBJECT			
Guide Outfitter Report and Royalty Payment			

This Policy Replaces:

None

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 Policy:

The Ministry has established this policy to define the manner and from for guide outfitter reports and royalty payments.

POLICY

It is the policy of the Ministry that:

1. Guide outfitter reports are made in the Wildlife Information and Licensing Data (WILD) system for all hunts that occurred in the 2019/20 licence year or later;
2. A guide outfitter may assign one or more designates, under their profile in the WILD system, authorizing the designate to submit guide outfitter reports on their behalf;
3. An assistant guide may only report on behalf of a guide outfitter if they are identified as a designate on the guide outfitters profile in the WILD system;
4. Guide outfitter report submissions meet all of the requirements of the WILD system and are submitted in accordance with the *Wildlife Act* and its regulations;
5. A separate guide outfitter report be completed for each guided hunter that attended the hunt;
6. A guide outfitter submits royalties, no later than March 31 of the year following the calendar year in which the animals were taken in the amount provide in Schedule 1.06 of the Wildlife Act Commercial Activities Regulation;

PREPARED BY		AUTHORIZATION	
NAME	Janelle Martins	NAME	Jennifer Psyllakis
POSITION	Policy Analyst	SIGNATURE	
		POSITION	Director – Wildlife and Habitat Branch
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VOLUME	SECTION	SUBSECTION	PAGE
4	1	01.16	2 of 2
SUBJECT			
Guide Outfitter Report and Royalty Payment			

7. All royalty payments, for hunts that occurred in the 2019/20 licence year or later, be processed in the WILD system;
8. A person who fails to pay royalties within the required time, is not eligible to apply for or obtain a licence, permit or limited entry hunting authorization or apply for, transfer or obtain a guiding territory certificate under the *Wildlife Act* until the royalty is paid.

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;

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]

Wildlife Information and Licensing Data (WILD) system – The WILD system, also known as, BC Hunting Online, 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:

4-1-01.06 Guide Outfitter Licence Issuance, Amendment and

Procedure Manual Cross-References:

4-1-01.16 Guide Outfitter Report and Royalty Payment

4-1-01.06.1 Guide Outfitter Licence Issuance, Amendment and Renewal

Other Cross-References:

Wildlife Act (RSBC 1996 c.488)

Wildlife Act Commercial Activities Regulation [B.C. Reg. 1/2019]

Wildlife Act General Regulations [B.C. Reg. 1/2019]