



GUIDE OUTFITTING WORKSHOP :

Supporting the Guide Outfitting Industry



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Ministry: Forests, Lands and Natural Resource Operations

Branch: Fish and Wildlife Branch



Guide Certainty – Past Changes

2008

- Allowed a person other than a licensed guide outfitter to hold a guiding territory certificate.
- A Guiding Territory Certificate could be held by more than one person.
- Guides are no longer required to always be present when their assist guides are guiding



2012

- Increased the length of the guiding territory certificate from a maximum of 10 years to a maximum of 25 years.



Guide Certainty – Recent Changes

2014-15

- Introduced a five year guide outfitter licence in addition to the one year licence.
- Eliminated the assistant guide licence.
- Introduced amendments to allow corporations to hold guiding territory certificates.





Elimination of Assistant Guide Licence

As of April 1, 2015, to be an Assistant Hunting Guide, a person must:

- be eighteen (18) years of age or older;
- pass the assistant hunting guide qualification exam approved by the Director, Fish and Wildlife Branch;
- be employed by a licensed Guide Outfitter; and
- carry a written authorization issued by the employing Guide Outfitter.





Written Authorization



- An assistant guide is required to carry a written authorization at all times while guiding.
- The written authorization may be in any format – e.g. letter format, hand written (must be legible), computer print-out or digital file on a hand-held device (e.g. smart phone).
- In electronic format – the written authorization must be retrievable on the electronic device carried by the assistant guide if asked to produce the written authorization.

Corporations and Guiding Territory Certificates

As of June 12, 2015, a corporation may hold a guiding territory certificate.

Questions:

- Benefits of incorporation?
- Implications of incorporating?
- Applying as a corporation?
- Control of a corporation?



Benefits of Incorporating

1. Separate legal entity
2. Limited liability
3. Lower corporate tax rates
4. Greater access to capital
5. Continuous existence



Implications of Incorporating

1. Higher Start-up costs
2. Increased Formalities
3. More Complex Structure



Additional information on incorporating in BC can be found on the BC registry services website at:

<http://www.bcregistryservices.gov.bc.ca/bcreg/corpppg/companies/index.page?#incorp>

Applying for a GTC as a Corporation

For every applicant for a new guiding territory certificate that is a corporation, complete the following:

CORPORATE APPLICANT (use extra sheets as needed):

Name (as it appears in the British Columbia Corporate Register): _____

Incorporation or Registration Number: _____

Complete BC Mailing Address for the purpose of receiving notices under the *Wildlife Act*: _____

Contact Name (a natural person who has authority to act on behalf of the corporate applicant): _____

Contact's position relevant to the corporate applicant: _____

Contact's Phone (day): _____ Contact's E-mail: _____

Description of Guiding Territory: _____

Guiding Territory Certificate Interest applied for: _____ %

I represent that the information in this application is true and that I have authority to act for the applicant. The applicant designates the person identified in Part B of this application as its agent for the purposes of section 59 of the *Wildlife Act*.

Signature of person authorized to sign on behalf of the corporate applicant

Date

Name and position of person authorized to sign on behalf of the corporate applicant:

Name Position



Applying for a GTC as a Corporation

For each voting shareholder of the corporate applicant, complete the following (use extra sheets as needed).

If voting shareholder is a natural person, complete the following:

Last Name: _____ First Name: _____ Middle Initial: _____ Date of Birth: _____
(MM/DD/YYYY)

% of the voting shares of the corporation held: _____ Is the shareholder part of a group that has control of the corporation? ☐ YES ☐ NO

If voting shareholder is a corporation, complete the following:

If any voting shareholder is a corporation that has control, or is part of a group that has control, of the corporate applicant, the corporate applicant must describe the voting rights of that corporation in a way that identifies every natural person who has a direct or indirect interest in voting shares in the corporation.

Name (as it appears in the British Columbia Corporate Register): _____

Incorporation or registration #: _____

% of the voting shares of the corporation held: _____ Is the shareholder part of a group that has control of the corporation? ☐ YES ☐ NO



Corporations and Changes to Control

Control of a corporation?

- Established in section 5 of the *Guiding Territory Regulation*
- A person, or group of persons not at arms length:
 - that holds sufficient voting rights to elect 50% of a corporations directors; or
 - To otherwise effectively control the operations and direction of the corporation.





Corporations and Changes to Control

Change to control of a corporation?

- Established in section 6 of the *Guiding Territory Regulation*
- A change in control occurs when:
 - A corporation amalgamates with another corporation;
 - Control of the corporation changes or is acquired or is disposed;
or
 - Control of the corporation controlling of the corporation holding the GTC changes or is acquired or is disposed of.





Requirement to Notify the Regional Manager

Requirement:

- Notification must be provided to the Regional Manager within 30 days of the change to control

A template notification form will be available on the FCBC website

SECTION 1: CHANGE TO THE CONTROL OF CORPORATION

IMPORTANT: Prior to completing this section, please refer to Appendix A of this notice.

Date change to the control occurred: _____, 20 ____

Type of change to the control (choose applicable one):

- ☐ certificate holder has amalgamated with another corporation (complete Section 2, 3 and 5 below)
- ☐ through one or more transactions, control of the certificate holder has changed or has been acquired or disposed of (complete Section 2, 3 and 5 below), or
- ☐ through one or more transactions, control of the corporation having control of the certificate holder has changed or has been acquired or disposed of (complete all sections)

Describe in detail the change to the control (use extra sheets as needed): _____



Thank You!



A corporation applying to be transferred a guiding territory certificate will be required to provide the following information:

CORPORATE APPLICANT (use extra sheets as needed):

Name (as it appears in the British Columbia Corporate Register): _____

Incorporation or Registration Number: _____

Complete BC Mailing Address for the purpose of receiving notices under the *Wildlife Act*: _____

Contact Name (a natural person who has authority to act on behalf of the corporate applicant): _____

Contact's position relevant to the corporate applicant: _____

Contact's Phone (day): _____ Contact's E-mail: _____

Description of Guiding Territory: _____

Guiding Territory Certificate Interest applied for: _____ %

I represent that the information in this application is true and that I have authority to act for the applicant. The applicant designates the person identified in Part B of this application as its agent for the purposes of section 59 of the *Wildlife Act*.

Signature of person authorized to sign on behalf of the corporate applicant

Date

Name and position of person authorized to sign on behalf of the corporate applicant:

Name

Position

For each voting shareholder of the corporate applicant, complete the following (use extra sheets as needed).

If voting shareholder is a natural person, complete the following:

Last Name: _____ First Name: _____ Middle Initial: _____ Date of Birth: _____
(MM/DD/YYYY)

% of the voting shares of the corporation held: _____ Is the shareholder part of a group that has control of the corporation? ☐ YES ☐ NO

If voting shareholder is a corporation, complete the following:

If any voting shareholder is a corporation that has control, or is part of a group that has control, of the corporate applicant, the corporate applicant must describe the voting rights of that corporation in a way that identifies every natural person who has a direct or indirect interest in voting shares in the corporation.

Name (as it appears in the British Columbia Corporate Register): _____

Incorporation or registration #: _____

% of the voting shares of the corporation held: _____ Is the shareholder part of a group that has control of the corporation? ☐ YES ☐ NO

Additional information on the Requirement to Notify after a Change to the Control of a Corporation (to be Posted on the FCBC Website):

A corporation that holds an interest in a Guiding Territory Certificate must notify the Regional Manager of the Recreational Fisheries and Wildlife Programs of every change to the control of the corporation. The notice must be provided within 30 days after the change to the control of the corporation occurs.

To help ensure that all the requirements of section 7 of the Wildlife Act Guiding Territory Certificate Regulation (the 'regulation') are satisfied, the Ministry of Forests, Lands and Natural Resource Operations, Fish and Wildlife Branch has prepared a Notice of Change to the Control of Corporation form [here](#). A corporation that holds an interest in a Guiding Territory Certificate **may elect** to use this form or prepare its own notice. A notice **must** satisfy the requirements in section 7 of the regulation:

- Within 30 days after a change to the control of a corporation that holds an interest in a guiding territory certificate, the corporation must do both of the following:
 - send to a regional manager a written notice setting out the details of the change;
 - pay a reviewing fee of \$500.

The notice should contain the following information:

- Name of corporation as it appears in the British Columbia Corporate Register;
- Incorporation or registration number;
- Guiding territory certificate number;
- Complete BC mailing address for the purpose of receiving notice under the *Wildlife Act*;
- Contact name (person who has authority to act on behalf of the corporation), position relative to the corporation, and phone number;
- Date change to the control occurred;
- Detailed description of change to the control;
- Shareholder information:
 - If natural person, name, date of birth; and % of voting shares held.
 - If corporation, incorporation or registration number and % of voting shares held.
 - Whether the voting shareholder is part of a group that has control of the corporation.
 - If any voting shareholder is a corporation that has control, or is part of a group that has control, of the corporate guiding territory certificate holder, the corporate applicant must describe the voting rights of that corporation in a way that identifies every natural person who has a direct or indirect interest in voting shares in the corporation