

Licensing Advisory Committee
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**LICENSING / PERMITTING
REQUIREMENTS
FOR
OUTFITTERS**

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Please read this first:

This handbook is provided as a guideline only. Every effort has been made to ensure that all information provided is accurate. However, the Province of Manitoba assumes no liability for any errors or omissions. The outfitter is responsible for the operation of the outfitting business. This includes ensuring that all required licenses and permits are obtained and remain valid, ensuring that all structures, facilities and equipment used in the outfitting business meet all applicable codes and standards (whether municipal, provincial, federal or international), and complying with all applicable laws (whether municipal, provincial or federal). The outfitter may also be responsible for any injuries, property damage or losses incurred by any person resulting from outfitting services or the structures, facilities and equipment used in the outfitting business.

Big game and fishery allocations are determined and approved solely by the Regional Wildlife or Fisheries Manager. Consequently, if your operation will depend on securing a wildlife or fishery allocation, you are strongly advised to contact the Regional Wildlife or Fisheries Manager (see Appendix B) at the Manitoba Conservation office in the Region where the business will be conducted, to determine if an allocation is available.

For non-residents of Manitoba wishing to obtain an allocation of non-resident big game licenses - Wildlife Branch **Procedure Directive PR|10/13/001** states “Only a resident of Manitoba who is a Licensed Resource Tourism Operator and a Licensed Vendor may receive an allocation. If the capital assets of the business (lodge or outfitter) exceed \$350,000, the resident of Manitoba requirement does not apply.”

The Resource Tourism Operators Act, governing outfitter services (including ecotourism), and facilities requires you to obtain a ***Licence*** before acting as an outfitter or advertising that you are an outfitter and a ***Permit*** before operating an accommodation facility or related facility. You must apply for *Authorization* to expand, renovate and/or relocate an existing facility, add a partner to your business, expand area of operation, or extend an expiry date of an existing *Authorization*.

You must apply to transfer (buy or sell) an already licensed/permitted operation, using the ***Transfer of Operating Authority*** application form (see page 8).

Accommodation facilities must meet the applicable standards in the local municipal building code, or, if there isn't one, the provincial building code administered by the Fire Commissioner's Office, Manitoba Labour (see Appendix E).

Drinking water supply systems and food service facilities must be pre-approved and comply with the requirements of ***The Public Health Act***. Consult the Public Health Inspector/Environment Officer (see Appendix D) in your area for information.

All sewage facilities are regulated under ***The Environment Act***. Private sewage disposal systems must be registered, be pre-approved and comply with regulatory requirements prior to construction or alteration. Consult the Public Health Inspector/Environment Officer (see Appendix D) in your area for information.

Regulation 188/2001 under ***The Environment Act*** governing storage and handling of gasoline and allied products (such as kerosene) states that only petroleum storage tanks that have been registered with Manitoba Conservation can be operated in Manitoba. All petroleum storage tank installations and alterations in Manitoba must be registered with Manitoba Conservation prior to the start of a project. For further information contact: Manitoba Conservation, 123 Main St., Suite 160, Winnipeg, MB, R3C 1A5, telephone 204-945-7110, Fax 204-948-2420, or contact your local Environment Officer (see appendix D).

Any facility occupying Crown land requires a *Crown Land Permit* or *Lease*. Applications may be obtained from Lands Branch or from the Regional Land Manager (see Appendix C), or, in the case of a portable camp or a related facility, a *Crown Land Work Permit* from the local Manitoba Conservation District or Regional Office (see Appendix F). Keep in mind that your *Crown land Permit* or *Lease*, once obtained, **must be kept up to date**. If this *Permit* or *Lease* lapses because you have not paid the fees, or is cancelled for cause, you may lose your *Resource Tourism Operators Licence* and/or *Permit(s)* too.

If the location of a facility is in a Provincial Park or Park Reserve, the Regional Parks Manager (see Appendix C) should be contacted for any other approvals or permits that may be required under ***The Provincial Parks Act***, **prior** to submitting your application.

The area of operation for which you are applying might be in a Treaty Land Entitlement (TLE) Selection or Community Interest Zone. For further information on TLE Selections and Zones, contact Lands Branch at 204-239-3510.

Depending on the nature and location of the activities and facilities proposed, consultation with other local authorities, who are involved in that area's resource use and management, may be required. These include First Nations, Resource Management Boards, Commercial Fishers' and Trappers' Associations, etc. These consultations may be conducted by the Manitoba Conservation Regional

office. In other cases, you will be advised to contact the local authority and determine their views yourself, and supply their response to the LAC Coordinator.

All boats having a motor of more than 9.9 hp. (either temporary or permanently attached) must be licensed with Transport Canada (1-877-242-8770). This includes boats that are used for angling, as well as larger vessels (including houseboats). See pages 37 and 38 for further information.

You may not be eligible to obtain a *Resource Tourism Operators Licence* or *Permit* if you have been convicted of a Schedule “A” offence (see page 26) or 3 or more Schedule “B” offences (see page 27) in the past 5 years.

A. Who Requires a Licence or Permit to Operate?

Operators of businesses directly involved with consumption of wildlife or fishery resources are required to obtain a *Resource Tourism Operators Licence* to provide the outfitting service. Also, they are required to obtain a *Resource Tourism Operators Permit* for each accommodation facility or related facility associated with the business.

Ecotourism outfitting businesses which depend upon utilization of natural resources (such as rafting and canoeing, wildlife viewing, boat tours, hiking or horseback riding) are also required to obtain a *Resource Tourism Operators Licence* to provide the outfitting service, as is any other business which would involve direct or indirect use of a natural resource in serving tourists.

Operators of accommodation facilities such as motels, bed-and-breakfasts, and farm vacations are not normally required to obtain a *Resource Tourism Operators Licence* or *Permit* from the Department. **However**, if you are promoting and/or offering resource-based activities as a component of your business (such as angling packages, wildlife viewing tours, or horseback trail rides) you may be required to be licensed under this process.

Note: A person does not require a licence if the only outfitting services that he or she provides

- a) are in connection with ecotourism activities; and
- b) take place entirely on private land.

B. Outfitter and Facility Classifications

Facilities and services are classified as follows:

Outfitter means a person who, for gain, remuneration or reward or the hope or expectation of gain, remuneration or reward, provides two or more outfitting services to others in connection with hunting, fishing or ecotourism activities;

Outfitting service means the provision of

- (a) supplies or equipment for use in connection with hunting, fishing or ecotourism activities,
- (b) the services of a guide, or
- (c) accommodation facilities;

Ecotourism means

- (a) viewing or studying fish, wildlife or a natural area,
- (b) recreational or adventure activities such as canoeing, hiking and horseback riding that take place in a natural area, and
- (c) any other activity designated by regulation as ecotourism;

Related facility means

- (a) a place to store boats, motors, fuel, off-road vehicles, equipment or supplies, or
- (b) an ice fishing shelter, warm-up shelter or similar structure;

Accommodation facilities are classified as follows:

- (a) **Campground** – an accommodation facility where tents, trailers or motor homes are placed;
- (b) **Lodge** – an accommodation facility of a permanent or semi-permanent nature that accommodates nine or more persons;
- (c) **Outcamp** – an accommodation facility of a permanent or semi-permanent nature that accommodates fewer than nine persons;
- (d) **Portable Camp** – a temporary or portable accommodation facility, such as a tent, trailer, motor home or houseboat.

C. Fishing and Hunting Resource Allocations

No specific allocations are needed (and none are available), if you are intending to outfit for resident hunters, or for non-residents to hunt game birds and waterfowl. However, non-resident hunting licenses for big-game are sold only through licensed outfitters. That is, a hunter must book with an outfitter to obtain a non-resident big game hunting license. In order to be able to provide these licenses to clients, you must obtain an allocation of licenses from Manitoba Conservation. These quotas are handled exclusively by the Regional Wildlife Managers (see Appendix B).

If you intend to outfit for non-resident hunting, you are strongly advised to consult with the Regional Wildlife Manager before making application to the Licensing Advisory Committee. These allocations are in short supply, and, in some parts of the province, are available only for certain specified areas.

If you intend to outfit for angling please note that for many road-accessible lakes, additional facilities and operators can be approved. For some lakes, however, permitting of facilities has already occurred up to the sustainable limit, and no additional operators will be allowed. Also, for non-accessible lakes, it is possible for an operator to obtain an exclusive allocation—you would be the only operator allowed on that lake. Lakes of this kind, that have not been allocated, are also in short supply. For lake allocations, you are strongly advised to consult with the Regional Fisheries Manager (see Appendix B) before making application to the LAC.

Receiving an allocation does not mean that you own the resource. Allocated non-resident big game licenses are, and remain, the property of the Province of Manitoba. They are not assets of your business; therefore, you cannot buy or sell an allocation of non-resident big-game hunting licenses. You may buy or sell only the assets of an operation, such as buildings and equipment, client lists, and the like. The LAC will consider applications to transfer an existing operation to a new owner only if the “Operating Authority”, that is, the *Resource Tourism Operators License* and/or *Permit(s)* are being transferred. LAC will not consider a transfer application if it purports to sell a wildlife allocation.

Similarly, if you receive an allocation, **you have no right to prevent others from hunting in the same area or from fishing on an allocated lake.** Every person has free access onto all Crown land and water (except where such access has been limited for some other reason), and to hunt and fish, provided they have the proper license. Harassment of other users by licensed operators will not be tolerated.

D. Obtaining Authorization to Establish, Construct, Modify/Expand, or Move

This *Authorization* provides approval to:

- proceed with construction, establishment, or expansion of the operation,
- modify or move an existing operation,
- renew an existing “one-year only” approval, or
- extend an existing *Authorization*.

It is not the authority to operate an outfitter service or facility. This *Authorization* normally expires in one year.

The *Authorization* is not a replacement for the various licensing/permitting processes listed on page 5, nor is it an allocation of resources (such as waterbodies for fishing, or non-resident big game licences). Big game or fishery allocations are determined and approved solely by the appropriate Regional Wildlife or Fisheries Manager (see Appendix B).

If your lodge or outcamp will be on Crown land, you must obtain a Crown land *Permit or Lease*. Applications are available from the Regional Land Manager or from Lands Branch (see Appendix C). In the case of a portable camp or related facility, use of Crown land is secured by obtaining a *Crown Land Work Permit* from the Manitoba Conservation Regional or District office (see Appendix F). If the location of a facility is in a Provincial Park or Park Reserve, the Regional Parks Manager (see Appendix C) should be contacted for any other approvals or permits that may be required under ***The Provincial Parks Act***, prior to submitting your application.

E. Using the Transfer of Operating Authority to Buy/Sell an Operation

It is possible for you to obtain a *Resource Tourism Operators Licence* or *Permit* (or to add to the scale and nature of a licensed/permitted operation), by purchasing all or part of the operation of someone else who is already licensed.

The purchase/sale of an existing outfitting operation must be reviewed by the Licensing Advisory Committee **prior to any transfer of *Resource Tourism Operators Licence* or *Permit(s)***. The *Application for Transfer of Operating Authority*, available from the LAC Coordinator, must be completed by both parties and returned to the LAC Coordinator, with the application fee (\$15.00 for each *Licence* or *Permit* requested for transfer) and required legal documentation.

A *Transfer* occurs only when the “operating authority”, that is, the *Resource Tourism Operators Licence* or *Permit*, is being sold. This means that, either, the whole of the operation, or, at least, a separately permitted part of it (such as an outcamp), is being sold.

Allocated non-resident big game licenses are, and remain, the property of the Province of Manitoba. They are not assets of a business; therefore, you cannot buy or sell an allocation of non-resident big-game hunting licenses. You may buy or sell only the assets of an operation, such as buildings and equipment, client lists, and the like. The LAC will consider applications to transfer an existing operation to a new owner only if the “Operating Authority”, that is, the *Resource Tourism Operators Licence* and/or *Permit(s)* are being transferred. LAC will not consider a transfer application if it purports to sell a wildlife allocation. Re-allocation of big game allocations are determined and approved solely by the Regional Wildlife Manager (see Appendix B).

Important Information for Non-Residents of Manitoba – Regarding the re-allocation of any non-resident big game allocations, **Wildlife Branch Procedure Directive PR|10/13/001** states “Only a resident of Manitoba who is a Licensed Tourism Operator and a License Vendor may receive an allocation. If the capital assets of the business (lodge or outfitter) exceed \$350,000, the resident of Manitoba requirement does not apply.”

F. Application Process

When all required items are received, your application will be placed on the agenda for the first available LAC meeting. Meetings are scheduled every two months. Fully documented applications **must be received by the deadline date** in order to be placed on an agenda. **Applications will not be placed on an agenda until the application fee has been received and all required documentation has been submitted. Application fees are non-refundable.**

You will normally be informed in writing of the decision of the Administrator of Resource Tourism within 15 working days following the meeting date. If your application is approved, an *Authorization to Establish, Construct, Modify/Expand or Move* will be issued, stipulating any conditions or requirements that are to be fulfilled prior to licensing and/or permitting.

In order for any new service or facility to be added to an existing operation, or to renew an existing *Licence* or *Permit*, an operator's existing *Licence* and/or *Permit(s)* must be valid for the current year. That is to say, no new service or facility will be approved, nor will a service or facility approved on a "one-year" basis be considered for renewal, if an operator's existing *Licence* and/or *Permit(s)* are not current.

G. *Obtaining a Licence and/or Permit*

When you have been granted an *Authorization to Establish, Construct, Modify/Expand or Move*, and have satisfied any conditions of this *Authorization*, you must obtain a *Licence and/or Permit*. This requires signing a declaration, provided as part of the *Authorization* letter, acknowledging that conditions of approval, if any, have been met, and submitting it, along with applicable *Licence and/or Permit* fees, to the LAC Coordinator. The licensing/permitting process does not require any further LAC review.

Upon receipt of a properly completed declaration, outstanding documents (if any), and applicable fees, the LAC Coordinator will issue the appropriate *Licence and/or Permit(s)*.

H. You Must Have a Licence Vendorship

All outfitters **must** obtain a *License Vendorship* for issuing fishing and hunting licenses. Upon approval of your application to become licensed as an Outfitter, contact Vendor Licensing at 204-945-4685. **The only exception is outfitters who have been approved for ecotourism activities only.**

I. Registering a Business Name

You may be required to register your business name under ***The Business Names Registration Act***. For information contact:

Consumer and Corporate Affairs, Companies Office

1010 Woodsworth Building, 405 Broadway

Winnipeg MB R3C 3L6

Telephone (204) 945-2500

Toll-Free 1-888-246-8353 (in Manitoba)

Fax (204) 945-1459

e-mail: companies@gov.mb.ca

Internet address: www.gov.mb.ca/cca/comp_off/index.html

J. Licensing Advisory Committee

The Licensing Advisory Committee (LAC) is an interdepartmental committee appointed by the Minister of Conservation to advise on licensing of outfitting services and facilities. The Committee's responsibility is to review applications and recommend to the Administrator of Resource Tourism that applications be accepted or denied, or other appropriate action.

The LAC comprises representatives from:

1. Manitoba Conservation,
2. Manitoba Culture, Heritage and Tourism,
3. Manitoba Aboriginal and Northern Affairs,
4. Manitoba Water Stewardship, and
5. Any other person or persons that the Minister may consider necessary.

LAC meetings are scheduled every two months. In order to be heard, an application must be received by the application deadline date, and be accompanied by all required supporting documentation and the appropriate fee(s), or it will be held over to the next meeting. All applications and material pertaining thereto are held in strictest confidence by all government departments involved.

K. Application Requirements for Authorization to Establish, Construct, Modify/Expand or Move

To assist with preparation of your application, the following is a synopsis of the basic requirements of the Licensing Advisory Committee (LAC). Complete the application as fully as your proposal warrants, providing as much information as possible to give LAC members a clear understanding of your proposed operation, **including** an operational plan, services and amenities to be provided, financial detail, and a complete list of all owners, partners and, in the case of corporations, officers, shareholders and management, including addresses, telephone numbers, and dates of birth.

If the applicant is a corporation or a partnership, a copy of the Articles of Incorporation or Partnership Agreement **must** be submitted with the application.

By signing the declaration at the bottom of the application form, you are giving consent to the Manitoba Government to conduct a prerequisite background check, for the purpose of determining your eligibility for establishing, constructing, modifying/expanding or moving a resource based tourism facility or service. Consequently, dates of birth of all applicants **must** be provided.

You may not be eligible to obtain a *Resource Tourism Operators Licence* or *Permit* if you have been convicted of a Schedule “A” offence (see page 26) or 3 or more Schedule “B” offences (see page 27) in the past 5 years.

(i) Outfitter

An outfitter is a person who, for gain, remuneration or reward or the hope or expectation of gain, remuneration or reward, provides two or more outfitting services to others in connection with hunting, fishing or ecotourism activities. The following should be submitted to the LAC Coordinator, Manitoba Conservation, Box 38, 200 Saulteaux Crescent, Winnipeg, Manitoba R3J 3W3:

1. A completed *Application to Obtain a Licence*, with a cheque or money order in the amount of \$100.00 payable to the Minister of Finance as the (non-refundable) application fee.
2. A letter outlining your proposed method of operation, promotional strategy, services and amenities to be provided to guests, a detailed list of equipment to be used, and any other information you feel will assist the Committee in reaching a recommendation.
4. Details of your proposed location, **or** specification of the Game Hunting Area (GHA) and/or Game Bird Hunting Zone (GBHZ) in which you propose to operate.
5. Details of any previous experience in a lodge or outfitter operation, or other tourism-related business. If this business is/was in another jurisdiction, please provide a reference.

In several rural municipalities, in particular the R.M.'s of Park, Lansdowne and Rosedale, zoning by-laws require you to be in contact with the respective Planning Office for any permissions which may be required.

If your proposed operation will depend on securing a wildlife or fishery allocation, you are strongly advised to contact the Regional Wildlife or Fisheries Manager (see Appendix B) at the Manitoba Conservation office, in the Region where the business will be conducted, to determine if an allocation is available. In many cases, these Managers can advise you of restrictions that may affect the LAC recommendation. More importantly, Regional Managers have knowledge of fish, game and other resources, and topography in the proposed area that could greatly assist you in choosing a good location. It is strongly recommended that you do this **prior** to applying to the LAC.

In addition to the application fee noted above, approved Outfitters are required to obtain a *Resource Tourism Operators Licence* at a cost of \$100.00 per year. NOTE: If you are intending to have any kind of facility (lodge, outcamp, portable camp, campground, or related facility), you must apply for each of them, following the steps outlined on the following pages.

(ii) Lodge

A Lodge is an accommodation facility of a permanent or semi-permanent nature that accommodates nine or more persons. The following should be submitted to the LAC Coordinator, Manitoba Conservation, Box 38, 200 Saulteaux Crescent, Winnipeg, Manitoba R3J 3W3 for **each** lodge requested:

1. A completed *Application for Authorization to Establish, Construct, Modify/Expand or Move* together with a cheque or money order in the amount of \$200.00 payable to the Minister of Finance as the (non-refundable) application fee. (The fee to apply to increase capacity and/or units, modify or move an already approved lodge, is \$125.00).
2. If the proposed site is in a City, Town, Village, Rural Municipality, or Community Council area, the application **must** include a letter or other documentation from this local authority stating that the proposal does not conflict with any local zoning requirements and complies with all local bylaws.
3. Approval is also required from the local Public Health Inspector/Environment Officer (see Appendix D).
4. A **site plan** (hand drawn is acceptable) showing:
 - (a) size of the proposed/existing site,
 - (b) the property in relation to highways, roads, lakes or rivers,
 - (c) location of proposed and existing buildings,
 - (d) location of proposed or existing septic tanks, fields, lagoons, etc.,
 - (e) docks, boat ramps, and any other waterfront facilities, and
 - (f) anything else that is relevant to the site, such as a bog, beach, cliff, pool, etc.
5. If you plan to construct a new building, include a sketch of your proposed building showing:
 - (a) exterior dimensions,
 - (b) floor plan showing room dimensions,
 - (c) type of exterior and interior finishing.
6. If you plan to construct a new building, include a copy of your building plans approval from Manitoba Labour.
7. If the building you plan to utilize is existing, contact the local Building Inspector, or Manitoba Labour (see Appendix E), to arrange for an inspection of this facility to determine that the building meets current building code and fire safety regulations.

8. If the building is existing, provide a floor plan (hand-drawn is acceptable) showing room dimensions, and provide interior and exterior photographs.
9. A letter outlining your proposed method of operation, promotional strategy, services and amenities to be provided to guests, a detailed list of equipment to be used, and any other information you feel will assist the Committee in reaching a recommendation.
10. **Complete legal description** of where the lodge is/will be located, **and** that part of a 1:50,000 topographical map clearly identifying the location (**do not use coloured highlighter as it does not photocopy**). If the location is on Crown land or in a Provincial Park or Park Reserve, the Regional Land or Parks Manager (see Appendix C) should be contacted for any other approvals or permits that may be required, **prior** to submitting your application.
11. Details of any previous experience in a lodge or outfitter operation, or other tourism-related business. If this business is/was in another jurisdiction, please provide a reference.

If the proposed operation will depend on securing a wildlife or fisheries allocation, you are strongly advised to contact the Regional Wildlife Manager or Fisheries Manager (see Appendix B) at the Manitoba Conservation office, in the Region where the business will be conducted, to determine if an allocation is available. In many cases, these Managers can advise you of restrictions that may affect the LAC recommendation. More importantly, the Regional Managers have knowledge of fish, game and other resources, and topography in the proposed area that could greatly assist you in choosing a good location. It is strongly recommended that you do this **prior** to applying to the LAC.

If your Lodge is/will be located on Crown land, you must also obtain a *Crown Land Permit* or *Lease*. Applications may be obtained from Lands Branch or from the Regional Land Manager (see Appendix C).

In addition to the application fee noted above, upon approval, you are required to obtain a *Resource Tourism Operators Permit* at a cost of \$200 per year. Evidence that this facility meets all environmental, public health, fire, and building codes must be submitted to the LAC Coordinator prior to being issued a *Permit* for this facility.

(iii) Outcamp

An outcamp is an accommodation facility of a permanent or semi-permanent nature that accommodates fewer than nine persons. The following should be submitted to the LAC Coordinator, Manitoba Conservation, Box 38, 200 Saulteaux Crescent, Winnipeg, Manitoba R3J 3W3 for **each** outcamp requested:

1. A completed *Application for Authorization to Establish, Construct, Modify/Expand or Move* together with a cheque or money order in the amount of \$100.00 payable to the Minister of Finance as the (non-refundable) application fee. (The fee to apply to increase capacity and/or units, modify, or move an already approved outcamp is \$50.00).
2. If the proposed site is in a city, town, village, rural municipality, or community council area, the application **must** include a letter or other documentation from the local authority stating that the proposal does not conflict with any local zoning requirements and complies with all local bylaws applicable thereto.
3. Approval is also required from the local Public Health Inspector/Environment Officer (see Appendix D).
4. A **site plan** (hand drawn is acceptable) showing:
 - (a) size of the proposed site,
 - (b) the property in relation to highways, roads, lakes or rivers,
 - (c) location of proposed and existing facilities,
 - (d) location of proposed or existing septic tanks, fields, lagoons, etc.,
 - (e) docks, boat ramps, and any other waterfront facilities, and
 - (f) anything else that is relevant to the site, such as a bog, beach, cliff, pool, etc.
5. If you plan to construct a new facility, include a sketch of your proposal showing:
 - (a) exterior dimensions,
 - (b) floor plan showing room dimensions,
 - (c) type of exterior and interior finishing.
6. If you plan to construct a new building, include a copy of your building plans approval from Manitoba Labour.
7. If the facility you plan to utilize is existing, please contact the local Building Inspector or Manitoba Labour (see Appendix E) to arrange for an inspection of this facility to determine that it meets current building code and fire safety regulations.

8. If the facility is existing, provide a floor plan (hand-drawn is acceptable) showing room dimensions, and provide interior and exterior photographs.
9. A letter outlining your proposed method of operation, promotional strategy, services and amenities to be provided to guests, a detailed list of equipment to be used, and any other information you feel will assist the Committee in reaching a recommendation.
10. **Complete legal description** of where the outcamp is/will be located, **and** that part of a 1:50,000 topographical map clearly identifying the location (**do not use coloured highlighter as it does not photocopy**). If the location is on Crown land or in a Provincial Park or Park Reserve, you should contact the Regional Land or Parks Manager (see Appendix C) for any other approvals or permits that may be required, **prior** to submitting your application.

If your proposed operation will be dependent upon securing a wildlife or fisheries allocation, it is strongly recommended that you contact the Regional Wildlife or Fisheries Manager (see Appendix B) at the Manitoba Conservation office, in the Region where the business will be conducted, to determine if an allocation is available. In many cases, these Managers can advise you of restrictions that may affect the LAC review. More importantly, the Regional Managers have knowledge of fish, game and other resources, and topography in the proposed area that could greatly assist you in choosing a good location. It is strongly recommended that you do this **prior** to applying to the LAC.

If the outcamp is/will be located on Crown land, you must also obtain a *Crown Land Permit* or *Lease*. Applications may be obtained from Lands Branch or from the Regional Land Manager (see Appendix C).

In addition to the application fee noted above, upon approval, you are required to obtain a *Resource Tourism Operators Permit* at a cost of \$100.00 per year for each approved outcamp. Evidence that this facility meets all environmental, public health, fire, and building codes must be submitted to the LAC Coordinator prior to being issued a *Permit* for this facility.

(iv) Portable Camp

A portable camp is a temporary or portable accommodation facility, such as a tent, trailer, motor home or houseboat. The following should be submitted to the LAC Coordinator, Manitoba Conservation, Box 38, 200 Saulteaux Crescent, Winnipeg, Manitoba R3J 3W3 for **each** portable camp requested:

1. A completed *Application for Authorization to Establish, Construct, Modify/Expand or Move* together with a cheque or money order in the amount of \$100.00 payable to the Minister of Finance as the (non-refundable) application fee. (The fee to apply to increase capacity and/or units, modify, or move an already approved portable camp is \$50.00.)
2. If the proposed site is in a City, Town, Village, Rural Municipality, or Community Council area, the application **must** include a letter or other documentation from this local authority stating that the proposal does not conflict with any local zoning requirements and complies with all local bylaws.
3. If you will be preparing and providing meals, other than field lunches, approval is also required from the local Public Health Inspector/Environment Officer (see Appendix D).
4. A **site plan** (hand drawn is acceptable) showing:
 - (a) size of proposed site,
 - (b) the property in relation to highways, roads, lakes or rivers,
 - (c) size and location of related facility, and
 - (d) anything else that is relevant to the site, such as a bog, beach, cliff, etc.
5. Details regarding the type of facility to be used, information regarding the number of clients per unit and if a separate kitchen/dining unit will be available. Please specify the type and total number of structures that you intend to use, including cooking/dining and staff units and showers.
6. **Complete legal description** of where the portable camp will be located, **and** that part of a 1:50,000 topographical map clearly identifying the location (**do not use coloured highlighter as it does not photocopy**). If the location is on Crown land or in a Provincial Park, you should contact the Regional Land or Parks Manager (see Appendix C) for any other approvals or permits that may be required, **prior** to submitting your application.

If use of the proposed portable camp will be dependent upon securing a wildlife or fisheries allocation, you should contact the regional Wildlife or Fisheries Manager (see Appendix B) at the Manitoba Conservation office in the Region in where the portable camp will be located to determine if an allocation is available. In many cases, these Managers can advise you of restrictions that may affect the LAC

review. More importantly, the Regional Managers have knowledge of fish, game and other resources, and topography in the proposed area that could greatly assist you in choosing a good location. It is strongly recommended that you do this **prior** to applying to the LAC.

If the portable camp will be located on Crown land, you must also obtain a *Crown Land Work Permit* from the Regional or District office of Manitoba Conservation (see Appendix F) in the area in which the portable camp will be located.

In addition to the application fee noted above, upon approval, you will also be required to obtain a *Resource Tourism Operators Permit* at a cost of \$100.00 per year for each approved portable camp.

(v) Related Facility

A related facility means a place to store boats, motors, fuel, off-road vehicles, equipment or supplies, or an ice fishing shelter, warm-up shelter or similar structure. The following should be submitted to the LAC Coordinator, Manitoba Conservation, Box 38, 200 Saulteaux Crescent, Winnipeg, Manitoba R3J 3W3 for **each** related facility requested:

1. A completed *Application for Authorization to Establish, Construct, Modify/Expand or Move* together with a cheque or money order in the amount of \$25.00 payable to the Minister of Finance as the (non-refundable) application fee. (The fee to apply to modify or move an already approved related facility is \$25.00.)
2. **Complete legal description** of where the related facility will be located, **and** that part of a 1:50,000 topographical map clearly identifying the location (**do not use coloured highlighter as it does not photocopy**). If the location to be utilized is Crown land or in a Provincial Park or Park Reserve, then the Regional Land or Parks Manager (see Appendix C) should be contacted for any other approvals or permits that may be required, prior to submitting your application.
3. Information on the proposed use of the related facility, such as storage of boats or equipment, wildlife viewing, ice fishing, or vehicle repair, a detailed list of equipment to be used, and any other information you feel will assist the Committee in reaching a recommendation.
4. A **site plan** (hand drawn is acceptable) showing:
 - (e) size of proposed site,
 - (f) the property in relation to highways, roads, lakes or rivers,
 - (g) size and location of related facility, and
 - (h) anything else that is relevant to the site, such as a bog, beach, cliff, etc.

If use of the proposed related facility will be dependent upon securing a wildlife or fisheries allocation, you should contact the regional Wildlife or Fisheries Manager (see Appendix B) at the Manitoba Conservation office in the Region where the business will be conducted to determine if an allocation is available. In many cases, these Managers can advise you of restrictions that may affect the LAC review. It is strongly recommended that you do this **prior** to applying to the LAC.

In addition to the application fee noted above, upon approval, you will also be required to obtain a *Resource Tourism Operators Permit* at a cost of \$25.00 per year for each approved related facility.

(vi) Campground

A campground is an accommodation facility where tents, trailers or motorhomes are placed. The following should be submitted to the LAC Coordinator, Manitoba Conservation, Box 38, 200 Saulteaux Crescent, Winnipeg, Manitoba R3J 3W3:

1. A completed *Application for Authorization to Establish, Construct, Modify/Expand or Move* together with a cheque or money order in the amount of \$100.00 payable to the Minister of Finance as the (non-refundable) application fee.
2. If the proposed site is in a city, town, village, rural municipality, or community council area, the application **must** include a letter or other documentation from the local authority stating that the proposal does not conflict with any local zoning requirements and complies with all local bylaws applicable thereto.
3. A **site plan** (hand drawn is acceptable) showing:
 - (a) size of proposed site,
 - (b) the property in relation to highways, roads, lakes or rivers,
 - (c) location and number of serviced and unserviced camp sites,
 - (d) location of proposed or existing septic tanks, fields, lagoons, etc.,
 - (e) docks, boat ramps and any other waterfront facilities, and
 - (f) anything else that is relevant to the site, such as a bog, beach, cliff, pool, etc.
4. **Complete legal description** of where the campground is/will be located, **and** that part of a 1:50,000 topographical map clearly identifying the location (**do not use highlighter as it does not photocopy**). If the location is on Crown land or in a Provincial Park or Park Reserve, you should contact the Regional Land or Parks Manager (see Appendix C) for any other approvals or permits that may be required, **prior** to submitting your application.

If use of the proposed campground will be dependent upon securing a wildlife or fisheries allocation, you should contact the regional Wildlife or Fisheries Manager (see Appendix B) at the Manitoba Conservation office in the Region in where the campground will be located to determine if an allocation is available. In many cases, these Managers can advise you of restrictions that may affect the LAC review. It is strongly recommended that you do this **prior** to applying to the LAC.

In addition to the application fee noted above, upon approval, you will also be required to obtain a *Resource Tourism Operators Permit* at a cost of \$100.00 per year for each approved campground.

L. Conditions of Licence and Permit: What You Need to Know Before You Start

All of the following conditions apply to all *Resource Tourism Operators Licences* and *Permits*. While all are significant for your operation, **Condition #7, will determine whether or not you can be issued a *Licence* or *Permit* at all.** The meaning of this provision is explained in detail, below.

Conditions of Licence/Permit

1. The Licencee/Permittee shall provide outfitting services only in the specified area(s) of the Province for which he/she is approved/authorized to operate.
2. The *Licence/Permit* is valid only for the services listed on the *Licence/Permit*.
3. The *Licence/Permit* is valid for use only by the person(s) named on the *Licence/Permit*, and for the period specified.
4. The *Licence/Permit* is not transferable without prior approval of the Minister of Conservation.
5. The Licencee/Permittee shall not employ as a hunting guide any person not licensed as a guide under ***The Wildlife Act***.
6. Big game outfitters shall provide an officer or other authorized employee of Manitoba Conservation with any biological sample of wildlife that the officer or employee requests.
7. **The Administrator of Resource Tourism may cancel or refuse to renew the *Licence/Permit* of a person, partnership, or corporation that fails to comply with any condition of this *Licence/Permit*, including the conditions outlined in *Appendix A*.**
8. In the event that a *Licence/Permit* has been terminated or refused to be renewed in accordance with Condition #7, the Licencee/Permittee may apply in writing to the Chair of the LAC Appeals Committee for continuation or reinstatement of the *Licence/Permit*, as provided in *Appendix A*.

Appendix A

The full text of *Appendix A* is available on request. In brief, it provides that no one may be given a *Resource-Tourism Licence* or *Permit*, or continue to hold such a *Licence* or *Permit*, if they have been convicted of any of the offenses listed below under *Schedule "A"* or any three listed below under *Schedule "B"*. This applies to the sole owner of an operation, either of the partners in a partnership, and, in the case of a Licencee that is a corporation, to **any** of its directors, officers, or shareholders where the shareholder owns more than 25% of voting shares **or** is actively involved in the management of the outfitting operation. This applies only to convictions that occurred less than five years before the date of an application.

In the case of an individual who is already licensed being convicted of any of these offenses, their *Licence* and *Permit(s)* will be cancelled thirty days following the conviction. Such individual will not be eligible to reapply until five years after the date of conviction. All allocated game and fisheries licences will be forfeited. A second *Schedule "A"* offense within five years results in the licensing suspension being extended to ten years.

Offences are identified in two lists, *Schedule "A"*, and *Schedule "B"* as listed below. Cancellation follows conviction of any one of the offences listed in *Schedule "A"*. In respect of offences in *Schedule "B"*, cancellation occurs following conviction of any three offences within a five-year period.

Appeals to *Licence* disapprovals or cancellations can be made to the LAC Appeals Committee, by contacting its Chair, Assistant Deputy Minister, Manitoba Conservation, at Box 80, 200 Saulteaux Crescent, Winnipeg MB, R3J 3W3, telephone 204-945-7008. The application for appeal must be in writing and include reasons why the *Licence* should not be denied or terminated, including, in the case of partnerships and corporations, any steps which may be taken to ensure that the person who has been convicted of offences no longer has an active interest in the operation or participates in its management. "Participation in management" is defined as *any position that has authority to make decisions integral to management and/or day-to-day operation of the business or relating to resource-based activities*.

Schedule “A” Offences

1. *Manitoba Fishery Regulations* under the **Fisheries Act** (Canada):
Catch and retain fish over limit (more than authorized in the *Schedule to the Regulation*), where set fine exceeds \$300.00.
2. **The Tourism and Recreation Act**:
Operate, enlarge or move to a new location, any transient accommodation facility, without a valid license.
3. **The Wildlife Act**:
Hunt dangerously,
Hunt while intoxicated,
Hunt at night by means of lights,
Hunt in restricted area,
Possess more big-game carcasses than permitted by *Act/Regulation*,
Possess more game birds than permitted, where set fine exceeds \$300.00,
Use poison,
Hunt on Sunday in areas closed to Sunday hunting,
Hunt during closed season,
Buy or sell wild animal or part without license or permit,
Transport illegally taken wildlife,
Fail to retrieve game bird or big game,
Hunt or discharge firearm from a vehicle,
Import or export without permit,
Destroy nest or eggs,
Destroy or damage habitat,
Make false statement in application for license.
4. *Trapping of Wild Animals Regulation*
Place bait for purpose of attracting polar bears.
5. *Use of Guides for Hunting Regulation*
Hunt while guiding,
Guide in area client not authorized to hunt in.
6. **The Environment Act**
Failure to comply with provision of a Director's Order or Judge's Order,
Conviction under Sections 33(1) or 33(2).
7. **The Dangerous Goods Handling and Transportation Act**
Failure to comply with provision of a Director's Order or Judge's Order,
Conviction under Sections 32.1(1), 32.1(2) or 32.3.
8. **Criminal Code**
Cause damage by fire or explosion to property with disregard for human life,
Cause damage by fire or explosion to property (set or cause forest fire).

9. ***The Endangered Species Act***

Any conviction.

10. ***Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act***

Any conviction related to the Convention on International Trade in Endangered Species of Wild Fauna and Flora.

Schedule “B” Offences

Any offence under the following Acts and Regulations, other than those listed specifically in *Schedule “A”*:

The Tourism and Recreation Act,
The Wildlife Act,
The Fisheries Act (Manitoba),
The Environment Act,
The Provincial Park Lands Act,
The Wild Fires Act,
The Crown Lands Act,
Fisheries Act (Canada),
Migratory Birds Convention Act (Canada).

In addition to the above conditions, a *Resource Tourism Operators Licence* and associated *Permit(s)* may be denied or cancelled where the applicant or Licensee has been convicted of an offence where serious resource impacts are involved.

Further, ***The Resource Tourism Operators Act*** also specifies that the Administrator *may suspend, cancel or refuse to renew a licence or permit if he or she is satisfied that a licence or permit holder has failed to comply with this Act or an order issued under section 13.*

Section 13 states, “An officer who is satisfied that

- (a) *the holder of a licence is not providing outfitting services in compliance with the requirements or standards set out in the regulation; or*
- (b) *the holder of a permit is not operating or maintaining an accommodation facility or related facility in compliance with the requirements or standards set out in the regulations;*

may, by written order served upon the licence or permit holder, require such measures to be taken as are specified in the order within stated time limits to remedy the non-compliance.”

MANITOBA CONSERVATION
Regional Wildlife and Fisheries Managers

CENTRAL REGION: Box 6000, Gimli, MB, R0C 1B0

Brian Joynt
Wildlife Manager
Tel. 642-6077

Warren Coughlin
Fisheries Manager
Tel. 642-6099

EASTERN REGION: Box 4000, Lac du Bonnet, MB, R0E 1A0

Kelly Leavesley
Wildlife Manager
Tel. 345-1427

Doug Leroux
Fisheries Manager
Tel. 345-1450

NORTHEAST REGION: Box 28, 59 Elizabeth Road, Thompson, MB, R8N 1X4

Darryl Hedman
Wildlife Manager
Tel. 677-6643

Don Macdonald
Fisheries Manager
Tel. 677-6650

NORTHWEST REGION: Box 2550, 3rd & Ross Avenue, The Pas, MB, R9A 1M4

Kent Whaley
Wildlife Specialist
Tel. 627-8264

Grant McVittie
Fisheries Manager
Tel. 627-8296

WESTERN REGION: 1129 Queens Avenue, Brandon, MB, R7A 1L9

Dan Chranowski
Wildlife Biologist
Tel. 726-6450

Ian Hagenson
Fisheries Manager
Tel. 622-2205

(for bear in GHAs 12,13,13A,14,14A,
18-18C,19,19A,19B,22,23,23A,24 and
deer in GHAs 12,13,13A,14,14A,18-18C,
19,19A,19B)

Tom Moran, Resource Manager
Box 820, Boissevain, MB, R0K 0E0
Tel. 534-2027

(for deer in GHAs 22,23,23A,24,27,28,
29,29A,30,31,31A)

WESTERN REGION (SUB REGIONAL OFFICE): Box 640, **Swan River**, MB, R0L 1Z0

Gerald Shelemy
Wildlife Biologist
Tel. 734-3429

Ian Hagenson
Fisheries Manager
Tel. 622-2205 (Dauphin)

**MANITOBA CONSERVATION
Regional Land and Parks Managers**

CENTRAL REGION: Box 6000, Gimli, MB, R0C 1B0

Lyle Campbell	Tony Merkl
Land Manager	Parks Manager
Tel. 642-6074	Tel. 642-6076

EASTERN REGION: Box 4000, Lac du Bonnet, MB, R0E 1A0

Don Hallet	Larry Teetaert
A/Land Manager	Parks Manager
Tel. 345-1452	Tel. 345-1455

NORTHEAST REGION: Box 28, 59 Elizabeth Road, Thompson, MB, R8N 1X4

Brian Barton	Rod MacCharles
Land Manager	Parks Manager
Tel. 677-6828	Tel. 627-8217 (The Pas)

NORTHWEST REGION: Box 2550, 3rd & Ross Avenue, The Pas, MB, R9A 1M4

Mike Armstrong	Rod MacCharles
Land Manager	Parks Manager
Tel. 627-8252	Tel. 627-8217

WESTERN REGION: Box 10, 27-2nd Avenue S.W., Dauphin, MB, R7N 3E5

Lorne Misanchuk	Rod McFadyen
Land Manager	Parks Manager
Tel. 622-2103	Tel. 622-2104

LANDS BRANCH

25 Tupper Street North, Portage La Prairie, MB, R1N 3K1
Tel. 204-239-3510

Appendix D

**MANITOBA CONSERVATION
Environment Officers**

Region	Telephone
Western (Dauphin)	622-2123
Western (Brandon)	726-6060
Northwest	627-8499
Northeast	677-6703
Central	785-5021
Eastern	345-1486

**MANITOBA HEALTH & HEALTHY LIVING
Public Health Inspectors**

Region	Telephone
South-Eastern Interlake:	
Winkler	325-1757
Steinbach	326-2733
Portage la Prairie	239-3187
Lac du Bonnet	345-1447
Selkirk	785-5205 or 785-5208
Northern & Western:	
Brandon	726-6062
Swan River	622-2126
Dauphin	622-2126
Killarney	523-5285
The Pas	627-8248
Thompson	677-6472

**MANITOBA WATER STEWARDSHIP
Drinking Water Officers**

Region	Telephone
Winnipeg	945-5762
Interlake	945-6279
North Eastern	346-6062
South Eastern	346-6346
North Central	239-3186
South Central	325-1752
North Western	622-2153
South Western	726-6563
Northern	677-6704

**MANITOBA LABOUR
Building Codes and Standards Offices**

Box 50 – 639 Park Avenue
Beausejour, MB, R0E 0C0 268-6068

1601 Vanhorne Avenue East
Brandon, MB, R7A 7K2 726-6740

Manitoba Labour
Room 508
401 York Avenue
Winnipeg, MB, R3C 0P8 945-3322

**Manitoba Conservation
Operations Division
Regional and District Offices**

CENTRAL

Regional Office	Box 6000, Gimli, MB R0C 1B0	642-6070
District Offices		
Ashern	Box 410, Ashern, MB R0C 0E0	768-2368
Birds Hill	Box 183, RR#2, Dugald, MB R0E 0K0	654-6730
Grand Beach	Box 220, Grand Beach, MB R0E 0T0	754-5040
Gypsumville	Box 9, Gypsumville, MB R0C 1J0	659-5208
Hodgson	Box 119, Hodgson, MB R0C 1N0	372-6296
Lundar	Box 10, Lundar, MB R0C 1Y0	762-5229
Manitou	Box 10, Manitou, MB R0G 1G0	242-2950
Portage la Prairie	25 Tupper St. N., Portage la Prairie, MB R1N 3K1	239-3204
Riverton	Box 70, Riverton, MB R0C 2R0	378-2261
Selkirk	1 Keystone Drive, Selkirk, MB R1A 2H5	785-5080
Winnipeg Beach	Box 388, Winnipeg Beach, MB R0C 3G0	389-2752
Winnipeg	200 Saulteaux Cres., Winnipeg, MB R3J 3W3	945-7257

EASTERN

Regional Office	Box 4000, Lac du Bonnet, MB R0E 1A0	345-1431
District Offices		
Beausejour	Box 50, 20 First St. S., Beausejour, MB R0E 0C0	268-6184
Bissett	Box 108, Bissett, MB R0E 0J0	277-5212
Falcon Lake	Box 40, Falcon Lake, MB R0E 0N0	349-2201
Hadashville	Box 17, Hadashville, MB R0E 0X0	426-5313
Lac du Bonnet	Box 850, Lac du Bonnet, MB R0E 1A0	345-1400
Lake Winnipeg E.	Box 850, Lac du Bonnet, MB R0E 1A0	345-1407
Pine Falls	Box 389, Pine Falls, MB R0E 1M0	367-6130
Rennie	Box 130, Rennie, MB R0E 1R0	369-3153
Seven Sisters	Box 9, Seven Sisters, MB R0E 1Y0	348-4004
Sprague	Box 70, Sprague, MB R0A 1Z0	437-2348
Steinbach	Box 2019, Steinbach, MB R0A 2A0	346-6110
West Hawk Lake	Box 119, West Hawk Lake, MB R0E 2H0	349-2245

**Manitoba Conservation
Operations Division
Regional and District Offices**

NORTHEASTERN

Regional Office Box 28, 59 Elizabeth Rd,Thomspon, MB R8N 1X4 677-6648

District Offices

Churchill	Box 760, Churchill, MB R0B 0E0	675-8897
Gillam	Box 429, Gillam, MB R0B 0L0	652-2273
Gods Lake Narrows	Gods Lake Narrows, MB R0B 0M0	335-2366
Island Lake	Box 69, Stevenson Island, MB R0B 2H0	456-2362
Leaf Rapids	Box 430, Leaf Rapids, MB R0B 1W0	473-8133
Lynn Lake	Box 239, Lynn Lake, MB R0B 0W0	356-2413
Norway House	Box 100, Norway House, MB R0B 1B0	359-6877
Thompson	Box 28, 59 Elizabeth Rd, Thompson, MB R8N 1X4	677-6640
Wabowden	Box 40, Wabowden, MB R0B 1S0	689-2688

NORTHWESTERN

Regional Office Box 2550,3rd St. & Ross Ave,The Pas,MB R9A 1M4 627-8215

District Offices

Cranberry Portage	Box 130, Cranberry Portage, MB R0B 0H0	472-3331
Flin Flon	203 - 143 Main Street, Flin Flon, MB R8A 1K2	687-1640
Grand Rapids	Box 322, Grand Rapids, MB R0C 1E0	639-2241
Snow Lake	Box 339, Snow Lake, MB R0B 1M0	358-2521
The Pas	Box 2550, The Pas, MB R9A 1M4	627-8287

**Manitoba Conservation
Operations Division
Regional and District Offices**

WESTERN

Regional Office	1129 Queens Avenue, Brandon, MB R7A 1L9	726-6441
District Offices		
Dauphin (Sub-Regional Office)	Box 10, 27-2 nd Ave SW, Dauphin, MB R7N 3E5	622-2106
Boissevain / Turtle Mountain	Box 820, Boissevain, MB R0K 0E0	534-2028
Carberry	Box 900, Carberry, MB R0K 0H0	834-8800
Grandview	Box 156, Grandview, MB R0L 0Y0	546-5000
Killarney	Box 1420, Killarney, MB R0K 1G0	523-5200
Mafeking	Box 27, Mafeking, MB R0L 1B0	545-2263
Neepawa	Box 1089, Neepawa, MB R0J 1H0	476-2076
Roblin	Box 849, Roblin, MB R0L 1P0	937-2181
Shoal Lake	Box 416, Shoal Lake, MB R0J 1Z0	759-4080
Swan River (Sub Regional Office)	Box 640, Swan River, MB R0L 1Z0	734-3429
Virden	Box 1360, Virden, MB R0M 2C0	748-4240
Winnipegosis	Box 366, Winnipegosis, MB R0L 2G0	656-7030

Appendix G

Application and Licence/Permit Fees

Application Fees

<i>Add Partner</i>	\$ 25.00
<i>Establish Campground</i>	100.00
<i>Establish Outfitting Service</i>	100.00
<i>Establish Lodge</i>	200.00
<i>Establish Outcamp</i>	100.00
<i>Establish Portable Camp</i>	100.00
<i>Establish Related Facility</i>	25.00
<i>Expand Area of Operation</i>	25.00
<i>Modify/Expand or Move Lodge</i>	125.00
<i>Modify/Expand or Move Outcamp</i>	50.00
<i>Modify/Expand or Move Portable Camp</i>	50.00
<i>Modify/Expand or Move Related Facility</i>	25.00
<i>Transfer of Operating Authority (of each Resource Tourism Operators License or Permit)</i>	15.00

Annual License and Permit Fees

<i>Outfitter Licence</i>	\$ 100.00
<i>Lodge Permit</i>	200.00
<i>Outcamp Permit</i>	100.00
<i>Portable Camp Permit</i>	100.00
<i>Related Facility Permit</i>	25.00
<i>Campground Permit</i>	100.00

Other Licenses and Permits that You May Require

The information on the following pages details the licences and permits that you may require, depending on the nature and scale of your operation. **Please note that you may not need many of them.** It is your responsibility to determine which of these are required for your operation to be conducted legally. For further information, please contact the reference numbers given in each case.

Licenses and Permits that Your Clients May Need

1. *For hunting:*

Big-game (caribou, bear, deer, elk, moose, wolf): a current and appropriate (correct species, place-of-residence, type of weapon, season, area) Manitoba Hunting License. Residents between 12 and 17 years of age do not require a hunting license provided that they carry proof-of-age, an acceptable hunter and firearm safety training course certificate, and are accompanied by a licensed resident adult.

Upland game birds (grouse, partridge, ptarmigan, wild turkey): a current and appropriate (correct season, place-of-residence) Manitoba Game Bird Hunting License. Resident Seniors (65 and older) may hunt game birds (except turkey), without a license, but must carry proof of age and residency.

Waterfowl (coots, ducks, geese, sandhill cranes, snipe): a current and appropriate (correct season, place-of-residence) Manitoba Game Bird Hunting License, a Canada Migratory Game Bird Hunting Permit, and a Wildlife Habitat Conservation Stamp. Resident seniors (65 and older) may hunt waterfowl without the Manitoba License, but must carry proof of age and residency.

Small game and other birds: No License is required for most smaller mammals (such as gophers) and other unprotected birds (such as crows and magpies). However, some species (fox, coyote, red squirrel) are classified as fur-bearing animals, which may be taken only by a resident of Manitoba, holding a current Trapping License, during a trapping season.

2. ***For fishing:*** a current and appropriate (resident or non-resident) Manitoba Fishing License. Residents under the age of 16, and non-residents under 16 accompanied by a License holder, may fish without a License.

3. ***For U.S. residents to import a firearm:*** Canada Customs Border Service Agency has produced an information package to assist a non-resident to import firearms using a temporary license. This can be obtained from the agencies listed at the end of this note.

The *Non-Resident Firearms Declaration Form* is the non-resident's temporary license while in Canada, the fee is CDN \$25 and is valid for 60 days (for non-restricted firearms). To avoid delays, we advise that all non-residents obtain a copy and fill it out prior to arriving at the border.

The forms are available at any Customs office, or you can call the Canadian Firearms Centre and a form will be mailed to you or to the non-resident. The form can be downloaded (three copies are needed for each application) from their Web site at: www.cfc-ccaf.gc.ca

This fee can be paid by cash, MasterCard, Visa, or personal cheque. Please note that a personal cheque must be drawn on a Canadian banking establishment, and made payable to *Receiver General of Canada*.

This license can be extended by calling the Canadian Firearms Centre, for which there is no additional fee.

More information:

- **Canadian Firearms Centre**
1-800-731-4000 toll free within Canada or the U.S.
(1-506-624-5380 outside Canada and the U.S.)
www.cfc-ccaf.gc.ca
 - **Customs Border Service Agency**
1-800-461-9999 (toll free in Canada)
(204) 983-3500 or (506) 636-5064 (outside Canada)
 - **Customs Officer**, James Richardson International Airport, Winnipeg, Manitoba
(204) 983-6715
Fax: (204) 983-7460
(open 24 hours/day, seven days/week)
4. **For export permits:** Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) export permits are required before transporting black bear or sandhill cranes out of Canada, unless they are in the possession of the hunter who killed them and they are fresh, frozen or salted. For information and CITES export permits for the gray wolf and other restricted species in Manitoba, call 204-945-1893 or fax 204-948-2756.
5. **For licensing and certification of boats:** All boats having a motor of more than 9.9 hp. (either temporary or permanently attached) must be licensed with Transport Canada by telephoning 1-877-242-8770. This includes boats that are used for angling, as well as larger vessels (including houseboats).

Recent changes to the Canada Shipping Act require that every boat regardless of its size used for carrying passengers including hotel guests, must be inspected by

Transport Canada and carry the appropriate 'Safety Inspection Certificate' or a 'Letter of Compliance' issued by Transport Canada.

Transport Canada's inspection process for commercial passenger vessels consists of four parts viz.:

1. Licensing / Registering:

- Boats more than 15 Gross Tons (over 12 metres / 40 feet in length or more) ***must*** be registered. This involves measuring the boat for tonnage by certified tonnage measurer and getting its stability book approved by Transport Canada.
- Boats under 15 Gross Tons ***must*** be licensed with the Registrar of Ships in Ottawa.

2. Inspection & Certification of Boats:

- After Licensing or registering the boat contact the local Transport Canada office on 1-888-463 0521 to have the vessel inspected and certified for use as a Commercial Passenger Vessel.
 - Different conditions apply depending up on the size of the boat.
 - Vessels over 15 Gross tons or carrying more than 12 passengers have a stricter conditions applied to them and are inspected annually
 - Vessels under 15 gross tons and carrying fewer than 12 passengers are inspected under the Small Vessel Regulations.
 - Inspection certificates are valid for one year if the vessel is over 15 Gross tons or carrying more than 12 passengers.

3. Certification of Personnel:

- ***Small Commercial Vessels over 5 gross tons*** or carrying more than 12 passengers require an operator holding a Master Limited certificate of Competency issued by Transport Canada.
- Operators of ***Small Commercial Boats under 5 gross tons and carrying less than 12 passengers*** require to have the competency of the Master & crew operating the boat assessed by Transport Canada Inspectors
- Crew members assigned safety duties for passengers must have completed their Marine Emergency Duties Course at an approved marine institute.

4. Maritime Liability Act:

Owners & operators of Small Commercial Passenger vessels are required to carry the minimum liability insurance in accordance with the Marine Liability Act.

Resource-Based Tourism Facilities – Other Licenses and Permits that may be Needed

As at 20 Feb 2004

Name of License/Permit	When Required	Where to Apply
Resource Tourism Operators License	Always	Manitoba Conservation, Licensing Advisory Committee, LAC Coordinator, Box 38, 200 Saulteaux Crescent, Winnipeg, MB, R3J 3W3: 945-1008
Resource Tourism Operators Permit	If utilizing an accommodation facility or related facility	Manitoba Conservation, Licensing Advisory Committee, LAC Coordinator, Box 38, 200 Saulteaux Crescent, Winnipeg, MB, R3J 3W3: 945-1008
Crown Land Lease or Permit	If facility is on Crown land	Manitoba Conservation, Lands Branch, 25 Tupper Street North, Portage La Prairie, MB, R1N 3K1 : 1-204-239-3510
Park Land Lease or Permit	If outfitting in a Provincial Park	Manitoba Conservation, Parks and Natural Areas Branch, Box 50, 200 Saulteaux Crescent, Winnipeg, MB, R3J 3W3: 945-6796
Park Land Lease or Permit	If facility is in a Provincial Park	Manitoba Conservation, Parks and Natural Areas Branch, Box 50, 200 Saulteaux Crescent, Winnipeg, MB, R3J 3W3: 945-6796
Wildlife Management Area Use Permit	If facility is in a Wildlife Management Area	Manitoba Conservation, Regional Wildlife Manager (see Appendix B)
Building Permit and Inspection	If providing accommodation	Building Permit and Inspection by Municipality, or, if not available, from Manitoba Labour, Office of the Fire Commissioner, 508-401 York Avenue, Winnipeg, MB, R3C 0P8: 945-3322 Manitoba Conservation, Public Health Inspectors/Environment Officers will advise on compliance with <i>Dwellings and Buildings Regulation</i> (see Appendix D)
Guides Licence	To guide hunters for big game and game bird hunting	Manitoba Conservation, Wildlife Branch, Box 24, 200 Saulteaux Crescent, Winnipeg, MB, R3J 3W3: 945-7775
Vendor License	To sell hunting and fishing licenses (required for non-resident big-game hunting)	Manitoba Conservation, Licensing Section, Box 66, 200 Saulteaux Crescent, Winnipeg, MB, R3J 3W3: 945-4685
Registration for a Private Sewage Disposal System	For flows of less than 14,000 litres/day	Manitoba Conservation, Public Health Inspectors/Environment Officers (see Appendix D)

Name of License/Permit	When Required	Where to Apply
To register a Water Supply System	For systems less than 15 service connections	Manitoba Conservation, Public Health Inspectors/Environment Officers (see Appendix D)
To register petroleum storage tanks	All tanks for storage of petroleum and allied products	Manitoba Conservation, 160-123 Main Street, Winnipeg, MB, R3C 1A5: 945-8321
Permit to Operate a Food Service Establishment	To prepare and serve food to clients	Manitoba Conservation, Public Health Inspectors/Environment Officers (see Appendix D)
Waste Disposal Ground Operating Permit	If you have a waste disposal ground (garbage dump)	Manitoba Conservation, Public Health Inspectors/Environment Officers (see Appendix D)
Permit to Operate	If you have a hot tub, whirlpool, swimming pool, or waterslide	Manitoba Conservation, Public Health Inspectors/Environment Officers (see Appendix D)
Water Rights License	To dig or use a well, if water use is more than 5,000 gallons/day	Manitoba Water Stewardship, Water Use Licensing, Box 16, 200 Saulteaux Crescent, Winnipeg, MB, R3J 3W3: 945-3983
Registration Certificate	To collect and remit Provincial Sales Tax	Manitoba Finance, Taxation Division, 101-401 York Avenue, Winnipeg, MB, R3C 0P8: 945-5603 or 1-800-782-0318 (MBTax@fin.gov.mb.ca)
Registration Certificate and Business Number	To collect and remit Goods and Services Tax	Canada Revenue Agency: 1-800-959-5525
Retail Dealer's License	If selling tobacco	Manitoba Finance, Taxation Division, 101-401 York Avenue, Winnipeg, MB, R3C 0P8: 945-5603 or 1-800-782-0318 (MBTax@fin.gov.mb.ca)
Liquor License (Beverage Room/Dining Room, etc.)	If selling alcoholic beverages	Manitoba Liquor Control Commission, Licensing Advisor, Box 1023, Winnipeg, MB, R3C 2X1: 474-5630
Gasoline and Motor Fuel Tax License	If selling gasoline or other fuel	Manitoba Finance, Taxation Division, 101-401 York Avenue, Winnipeg, MB, R3C 0P8: 945-5603 or 1-800-564-9789 (MBTax@fin.gov.mb.ca)
Business License	Where the Municipality or Community requires a Business License; may also	Contact your municipal office. If operating in or from Winnipeg contact the License Branch: 986-6420

Name of License/Permit	When Required	Where to Apply
	require payment of tax	
Pleasure Craft License	For powered boats, when operated by the client	Service Canada (for Fisheries and Oceans Canada), 1-800-622-6232 (servicecanada.gc.ca)
Temporary Pleasure Craft Operator Cards to issue to your clients	If clients operate your boats	Canada Coast Guard, Office of Boating Safety: 1-800-267-6687
Operating Authority License Certificate	If transporting clients across municipal boundary on public highways	Manitoba Motor Transport Board: 945-8915 (If not crossing municipal or First Nation Reserve boundary(ies), you would need whatever license is required by the municipality or First Nation that you are in, if any.) Is not required if the vehicle is licensed under <i>The Taxicab Act</i> .
Class 4 License (for the driver)	If transporting clients in a vehicle having 11 or more seats, including the driver	Manitoba Transportation and Government Services Driver and Vehicle Licensing Office: 945-6850 (If the vehicle has fewer than 11 seats, a Class 4 License is not required.)
Insurance	If transporting clients	Manitoba Public Insurance Corporation (Autopac). Insurance is available directly from the Manitoba Transportation and Government Services Driver and Vehicle Licensing Office and from many accredited insurance agencies. For information, call 945-6850.
PSV Bus License Plates (for the vehicle)	If transporting clients in a vehicle having 11 or more seats, including the driver	Manitoba Motor Transport Board: 945-8915