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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 licences 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 depends 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 Sustainable Development 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 licences** - 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 Growth, Enterprise and Trade (see Appendix E).

Food service facilities must be pre-approved and comply with the requirements of ***The Public Health Act***. Consult the Public Health Inspector (see Appendix E) in your area for information.

Water systems may be regulated under ***The Drinking Water Safety Act*** and its two supporting regulations, the *Drinking Water Safety Regulation* and the *Drinking Water Quality Standards Regulation*. Consult the Drinking Water Officer (see Appendix D) prior to construction or alteration of a water system.

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 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 Sustainable Development can be operated in Manitoba. All petroleum storage tank installations and alterations in Manitoba must be registered with Manitoba Sustainable Development prior to the start of a project. For further information contact Manitoba Sustainable Development, Environmental Approvals, 2<sup>nd</sup> Floor 123 Main St., Suite 160 (Box 80), Winnipeg, MB, R3C 1A5, 204-945-8321, 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 Sustainable Development District or Regional Office (see Appendix F). Applications for a *Crown Land Permit* or *Lease* should be completed, as appropriate, and submitted concurrently with applications to the Licensing Advisory Committee to ensure that there are no lengthy delays experienced. 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 also lose your *Resource Tourism Operators Licence* and/or *Permit(s)*.

If the location of a facility is in a provincial park or park reserve, the Regional Parks Specialist (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 or toll free at 1-866-210-9589.

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 Sustainable Development 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 Licensing Advisory Committee (LAC).

All boats having a motor of more than 9.9 hp (either temporary or permanently attached) must be licensed with Transport Canada at 1-877-242-8770. This includes boats that are used for angling, as well as larger vessels (including houseboats). See page 39 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 have been convicted of three or more Schedule "B" offences (see page 27) in the past five 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 Government of Manitoba. **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
- 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 licence. In order to be able to provide these licences to clients, you must obtain an allocation of licences from Manitoba Sustainable Development. 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 (LAC). 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 licences 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 licences.** 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. The 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 licence. 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 does not provide 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 five, 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 (see Appendix C) or from Lands Branch at 204-239-3510 or toll free at 1-866-210-9589. 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 Sustainable Development Regional or District office (see Appendix F). Applications for a *Crown Land Permit or Lease* should be completed, as appropriate, and submitted concurrently with applications to the Licensing Advisory Committee to ensure that there are no lengthy delays experienced.

If the location of a facility is in a provincial park or park reserve, the Regional Parks Specialist (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* and/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 (LAC) **prior to any transfer of *Resource Tourism Operators Licence* or *Permit(s)***. The *Application for Transfer of Operating Authority* must be completed by both parties and submitted 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* and/or *Permit*, is being sold. This means that, either, the whole of the operation or, at least, a separately permitted part of it is being sold.

**Allocated non-resident big game licences 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 licences.** 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. **The 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 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.”

## **F. Application Process**

When all required items are received, your application will be placed on the agenda for the next 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. 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 appropriate *Licence and/or Permit(s)* will be issued.

## H. You Must Have a Licence Vendorship

All outfitters **must** obtain a *Licence Vendorship* for issuing fishing and hunting licences. Upon approval of your application to become licensed as an Outfitter, contact Vendor Licensing at 204-945-4042 or by email at [vendoringquiries@gov.mb.ca](mailto:vendoringquiries@gov.mb.ca). **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:

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](mailto:companies@gov.mb.ca)

## **J. Licensing Advisory Committee**

The Licensing Advisory Committee (LAC) is an interdepartmental committee appointed by the Minister of Sustainable Development 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, denied, or another appropriate action be taken.

The LAC is represented by:

1. Manitoba Sustainable Development
2. Manitoba Growth, Enterprise and Trade
3. Manitoba Indigenous and Municipal Relations
4. Manitoba Health, Seniors and Active Living
5. Any other person or persons that the Minister may consider necessary

LAC meetings are scheduled on established dates 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 summary 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 the 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 Government of Manitoba 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 three or more Schedule “B” offences (see page 27) in the past five 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 Licensing Advisory Committee, Manitoba Sustainable Development, 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.
3. Details of your proposed location **or** specification of the Game Hunting Area (GHA), and/or the GHA within a Game Bird Hunting Zone (GBHZ), in which you propose to operate.
4. 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 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 depends on securing a wildlife or fisheries allocation, you are strongly advised to contact the Regional Wildlife or Fisheries Manager (see Appendix B) at the Manitoba Sustainable Development 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, 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: Licensing Advisory Committee, Manitoba Sustainable Development, 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/Drinking Water Officer (see Appendix D and E).
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,
  - (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 Growth, Enterprise and Trade (see Appendix E).
7. If the building you plan to utilize is existing, contact the local Building Inspector, or Manitoba Growth, Enterprise and Trade (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. If the location is on Crown land or in a provincial park or park reserve, the Regional Land Manager or Parks Specialist (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 Sustainable Development 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 your lodge is/will be located on Crown land, you must also obtain a *Crown Land Permit* or *Lease*. Applications may be obtained from Crown Lands and Property Agency at 1-866-210-9589 or 204-239-3510, 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 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: Licensing Advisory Committee, Manitoba Sustainable Development, 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 application fee 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/Drinking Water Officer (see Appendix D and E).
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,
  - (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 Growth, Enterprise and Trade (see Appendix E).
7. If the facility you plan to utilize is existing, please contact the local Building Inspector or Manitoba Growth, Enterprise and Trade (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. If the location is on Crown land or in a provincial park or park reserve, you should contact the Regional Land Manager or Parks Specialist (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 Sustainable Development 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 Crown Lands and Property Agency at 1-866-210-9589 or 204-239-3510, 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 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: Licensing Advisory Committee, Manitoba Sustainable Development, 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 application fee 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/Drinking Water Officer (see Appendix D and E).
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,
  - (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, 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. If the location is on Crown land or in a provincial park, you should contact the Regional Land Manager or Parks Specialist (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 Sustainable Development office in the region 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 Sustainable Development (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: Licensing Advisory Committee, Manitoba Sustainable Development, 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. If the location to be utilized is Crown land or in a provincial park or park preserve, then the Regional Land Manager or Parks Specialist (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
  - (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 Sustainable Development 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 motor homes are placed. The following should be submitted to: Licensing Advisory Committee, Manitoba Sustainable Development, Box 38, 200 Saulteaux Crescent, Winnipeg, Manitoba, R3J 3W3:

1. A completed *Application for Authorization to Establish, Construct, Modify, Expand or Move* 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. If the proposed site involves a water system, approval is also required from the Drinking Water 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) location and number of serviced and un-serviced camp sites
  - (d) location of proposed or existing septic tanks, fields, lagoons, etc.
  - (e) docks, boat ramps and any other waterfront facilities
  - (f) anything else that is relevant to the site: a bog, beach, cliff, pool, etc.
5. **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. If the location is on Crown land or in a provincial park or park preserve, you should contact the Regional Land Manager or Parks Specialist (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 Sustainable Development 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**. 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 Sustainable Development.
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 Sustainable Development 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 Resource Tourism Appeal 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 Operators Licence* or *Permit*, or continue to hold such a *Licence* or *Permit*, if they have been convicted of any of the offenses listed under *Schedule "A"* or any three listed 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 per cent 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 30 days following the conviction. Such individual will not be eligible to reapply until five years after the date of conviction. All allocated wildlife and fisheries licences will be forfeited. A second *Schedule "A"* offense within five years results in the licensing suspension being extended to 10 years.

Offences are identified in two lists, *Schedule "A"*, and *Schedule "B"* as follows. 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 may be made in writing to the Resource Tourism Appeal Committee by contacting:

Chair, Resource Tourism Appeal Committee  
Assistant Deputy Minister  
Manitoba Sustainable Development  
Box 38, 200 Saulteaux Crescent  
Winnipeg, MB, R3J 3W3

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. A contravention of one of the following provisions of ***The Wildlife Act***:
  - section 10 – dangerous hunting
  - section 11 – hunting while intoxicated
  - section 12 – night hunting with lights
  - section 17 – hunting in restricted area
  - section 22 – hunting from vehicles
  - section 24(1) – use of poison
  - section 25 – Sunday hunting
  - section 26 – hunting out of season
  - section 28 (bag limits) if the contravention involves the taking, killing or trapping of at least twice the prescribed number of wild animals
  - section 30 – trading in wild animals
  - section 31 – transporting illegally taken animals
  - subsection 32(1) – failure to retrieve game
  - clause 34(1)(a) – discharge of firearm from vehicle
  - subsection 48(2) – prohibited import or export
  - section 49 – destruction of nest or eggs
  - subsection 50(1) – destruction of habitat
  - section 59 – false statements;
2. A contravention of subsection 7(1) or clause 11(1)(b) of the *Hunting Guides Regulation*;
3. A contravention of section 6.1 of the *Trapping of Wild Animals Regulation*;
4. A contravention of subsections 14(1), 19(2), (3), (4), (5) or (6) of the *Manitoba Fishery Regulations* under the ***Fisheries Act*** (Canada), if the contravention involves the catching and retention, or the possession, of
  - at least three times the amount of fish in excess of prescribed quota, or
  - three or more fish that do not comply with the prescribed size limit;
5. A contravention of section 7 or subsections 10(1) or (2) of the *Migratory Birds Regulation* under the ***Migratory Birds Convention Act*** (Canada) if the contravention involves the killing or possession of at least twice the prescribed limit of migratory birds;
6. A contravention of subsection 12(1) of ***The Wildfires Act***;
7. Any contravention under ***The Endangered Species Act*** and regulations made under that Act;

8. Any contravention under ***The Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act*** (Canada) and regulations made under that Act.

### **Schedule “B” Offences**

1. Any contravention under ***The Wildlife Act*** and regulations under that Act, other than a contravention set out in Schedule A;

2. A contravention of section 28 of ***The Wildlife Act*** if the contravention involves less than twice the prescribed number of wild animals;

3. Any contravention under the ***Fisheries Act*** (Canada) and regulations made under that Act, other than a contravention set out in Schedule A;

4. A contravention of subsections 14(1) or 19(2), (3), (4), (5) or (6) of the ***Manitoba Fishery Regulations*** under the ***Fisheries Act*** (Canada) if the contravention involves the catching and retention, or the possession, of

- less than three times the amount of fish in excess of prescribed quota, or
- less than three fish that do not comply with the prescribed size limit;

5. Any contravention under the ***Migratory Birds Convention Act*** (Canada) and regulations made under that Act, other than a contravention set out in Schedule A;

6. A contravention of section 7 or subsections 10(1) or (2) of the ***Migratory Birds Regulation*** under the ***Migratory Birds Convention Act*** (Canada) if the contravention involves the killing or possession of less than twice the prescribed limit of migratory birds;

7. Any contravention under ***The Environment Act*** and regulations made under that Act;

8. Any contravention under ***The Fisheries Act*** and regulations made under that Act;

9. Any contravention under ***The Wildfires Act*** and regulations made under that Act, other than the contravention set out in Schedule A.

A *Resource Tourism Operators Licence* and associated *Permit(s)* may also 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 Sustainable Development  
Regional Wildlife and Fisheries Managers**

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

Wildlife Manager  
Tel. 204-642-6078

Fisheries Manager  
Tel. 204-345-1450

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

Wildlife Manager  
Tel. 204-345-1427

Fisheries Manager  
Tel. 204-345-1450

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

Wildlife Manager  
Tel. 204-677-6643

Fisheries Manager  
Tel. 204-677-6650

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

Wildlife Manager  
Tel. 204-623-0946

Fisheries Manager  
Tel. 204-734-8350

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

Wildlife Manager  
Tel. 204-726-6450

Fisheries Manager  
Tel. 204-734-8350

**MANITOBA Sustainable Development  
Regional Land and Parks Managers**

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

Land Manager

Tel. 204-641-1176

Parks Specialist

Tel. 204-792-0896

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

Land Manager

Tel. 204-345-1452

Parks Specialist

Tel. 204-345-1455

Parks Specialist – Whiteshell

Tel. 204-345-1454

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

Land Manager

Tel. 204-679-0987

Parks Specialist

Tel. 204-677-7342

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

Land Manager

Tel. 204-627-8252

Parks Specialist

Tel. 204-627-8218

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

Land Manager

Tel. 204-761-7538

Parks Specialist

Tel. 204-726-6302

**CROWN LANDS AND PROPERTY AGENCY**

**25 TUPPER STREET NORTH, PORTAGE LA PRAIRIE, MB R1N 3K1**

Tel. 204-239-3510 or 1-866-210-9589

**MANITOBA Sustainable Development****Environment Officers**

<b>Region</b>	<b>Telephone</b>
Western (Brandon)	204-726-6565
Western (Dauphin)	204-622-2030
Northwest (The Pas)	204-627-8248
Northeast (Thompson)	204-677-6703
Central (Selkirk/Gimli)	204-785-5030
Eastern (Lac du Bonnet)	204-345-1486

**Drinking Water Officer**

<b>Region</b>	<b>Telephone</b>
Manitoba	204-795-9614

## Appendix E

**MANITOBA Health, Seniors and Active Living  
Public Health Inspectors**

Region	Telephone
<b>Southern and Eastern Interlake:</b>	
Morden	204-822-2850
Steinbach	204-326-9229
Portage la Prairie	204-239-3187
Lac du Bonnet	204-345-1447
Selkirk	204-785-5209
<b>Northern and Western:</b>	
Brandon	204-726-6601
Swan River	204-622-2126
Dauphin	204-622-2126
The Pas	204-627-8307
Thompson	204-677-6472
Winnipeg	204-945-4204

**MANITOBA Growth, Enterprise and Trade  
Building Codes and Standards Offices**

Office of the Fire Commissioner  
1601 Vanhorne Avenue East  
Brandon, MB R7A 7K2

1-888-253-1488 or  
204-726-6855

Office of the Fire Commissioner  
Room 508  
401 York Avenue  
Winnipeg, MB R3C 0P8

1-800-282-8069 or  
204-945-3322

## Appendix F

**MANITOBA Sustainable Development  
Operations Division  
Regional and District Offices**

**CENTRAL**

<b>Regional Office</b>	Box 6000, Gimli, MB R0C 1B0	204-642-6070
<b>District Offices</b>		
Ashern	Box 410, Ashern, MB R0C 0E0	204-768-2368
Grand Beach	Box 220, Grand Beach, MB R0E 0T0	204-754-5040
Gypsumville	Box 9, Gypsumville, MB R0C 1J0	204-659-5208
Hodgson	Box 119, Hodgson, MB R0C 1N0	204-372-6296
Lundar	Box 10, Lundar, MB R0C 1Y0	204-762-5229
Manitou	Box 10, Manitou, MB R0G 1G0	204-242-2950
Portage la Prairie	25 Tupper St. N., Portage la Prairie, MB R1N 3K1	204-239-3204
Riverton	Box 70, Riverton, MB R0C 2R0	204-378-2261
Selkirk	1 Keystone Drive, Selkirk, MB R1A 2H5	204-785-5080
Winnipeg	200 Saulteaux Cres., Winnipeg, MB R3J 3W3	204-945-7273

**EASTERN**

<b>Regional Office</b>	Box 4000, Lac du Bonnet, MB R0E 1A0	204-345-1431
<b>District Offices</b>		
Beausejour	Box 50, 20 First St. S., Beausejour MB R0E 0C0	204-268-6056
Falcon Lake	Box 40, Falcon Lake, MB R0E 0N0	204-349-6013
Lac du Bonnet	Box 850, Lac du Bonnet, MB R0E 1A0	204-345-1402
Lake Winnipeg E.	Box 850, Lac du Bonnet, MB R0E 1A0	204-345-1400
Pine Falls	Box 389, Pine Falls, MB R0E 1M0	204-367-6130
Rennie	Box 130, Rennie, MB R0E 1R0	204-369-3153
Seven Sisters	Box 9, Seven Sisters, MB R0E 1Y0	204-348-4005
Sprague	Box 70, Sprague, MB R0A 1Z0	204-437-2348
Steinbach	Unit B-284 Reimer Ave., Steinbach MB R0A 2A0	204-346-6110

**MANITOBA Sustainable Development  
Operations Division  
Regional and District Offices**

**NORTHEASTERN**

<b>Regional Office</b>	Box 28, 59 Elizabeth Road Thompson, MB R8N 1X4	204-677-6648
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**District Offices**

Churchill	Box 760, Churchill, MB R0B 0E0	204-675-8897
Gillam	Box 429, Gillam, MB R0B 0L0	204-652-2273
Gods Narrows	Box 316 Gods Narrows, MB R0B 0M0	204-335-2366
Island Lake	Box 69, Stevenson Island, MB R0B 2H0	204-456-2362
Leaf Rapids	Box 430, Leaf Rapids, MB R0B 1W0	204-473-8133
Lynn Lake	Box 239, Lynn Lake, MB R0B 0W0	204-356-2413
Norway House	Box 100, Norway House, MB R0B 1B0	204-359-6877
Thompson	Box 28, 59 Elizabeth Rd Thompson, MB R8N 1X4	204-677-6640
Wabowden	Box 40, Wabowden, MB R0B 1S0	204-689-2688

**NORTHWESTERN**

<b>Regional Office</b>	Box 2550 3 <sup>rd</sup> Street and Ross Avenue The Pas, MB R9A 1M4	204-627-8215
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**District Offices**

Cranberry Portage	Box 130, Cranberry Portage, MB R0B 0H0	204-472-3331
Flin Flon	203 - 143 Main Street, Flin Flon, MB R8A 1K2	204-687-1640
Grand Rapids	Box 322, Grand Rapids, MB R0C 1E0	204-639-2241
Snow Lake	Box 339, Snow Lake, MB R0B 1M0	204-358-2521
The Pas	Box 2550, The Pas, MB R9A 1M4	204-627-8287

**MANITOBA Sustainable Development  
Operations Division  
Regional and District Offices**

**WESTERN**

**Regional Office**      1129 Queens Avenue, Brandon, MB R7A 1L9      204-726-6441

**District Offices**

Dauphin      Box 10, 27-2<sup>nd</sup> Ave SW, Dauphin, MB R7N 3E5      204-622-2106  
(Sub-Regional Office)

Swan River      Box 640, Swan River, MB R0L 1Z0      204-734-3429  
(Sub Regional Office)

Boissevain      Box 820, Boissevain, MB R0K 0E0      204-534-2028

Carberry      Box 900, Carberry, MB R0K 0H0      204-834-8800

Neepawa      Box 1089, Neepawa, MB R0J 1H0      204-476-2076

Roblin/Grandview      Box 849, Roblin, MB R0L 1P0      204-937-6452

Shoal Lake      Box 416, Shoal Lake, MB R0J 1Z0      204-759-4080

Virden      Box 1360, Virden, MB R0M 2C0      204-748-4240

Winnipegosis      Box 366, Winnipegosis, MB R0L 2G0      204-656-7030

### Application and *Licence/Permit* Fees

#### Application Fees

<b>A</b> <i>dd Partner</i>	\$ 25.00
<b>E</b> <i>stablish Campground</i>	100.00
<b>E</b> <i>stablish Outfitting Service</i>	100.00
<b>E</b> <i>stablish Lodge</i>	200.00
<b>E</b> <i>stablish Outcamp</i>	100.00
<b>E</b> <i>stablish Portable Camp</i>	100.00
<b>E</b> <i>stablish Related Facility</i>	25.00
<b>E</b> <i>xpand Area of Operation</i>	25.00
<b>M</b> <i>odify/Expand or Move Lodge</i>	125.00
<b>M</b> <i>odify/Expand or Move Outcamp</i>	50.00
<b>M</b> <i>odify/Expand or Move Portable Camp</i>	50.00
<b>M</b> <i>odify/Expand or Move Related Facility</i>	25.00
<b>T</b> <i>ransfer of Operating Authority (of <b>each</b> Resource Tourism Operators Licence or Permit)</i>	15.00

#### Annual *Licence* and *Permit* Fees

<b>O</b> <i>utfitter Licence</i>	\$ 100.00
<b>L</b> <i>odge Permit</i>	200.00
<b>O</b> <i>utcamp Permit</i>	100.00
<b>P</b> <i>ortable Camp Permit</i>	100.00
<b>R</b> <i>elated Facility Permit</i>	25.00
<b>C</b> <i>ampground Permit</i>	100.00

## Other Licences 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 some of them. **It is your responsibility to determine which of these are required for your operation to be conducted legally.**

## Licences and Permits that Your Clients May Need

### 1. *For hunting:*

**Big-game** (caribou, bear, deer, elk, moose, wolf): a current and appropriate Manitoba Hunting Licence. To be eligible for a Manitoba Hunting Licence you must be 12 years of age or older, and possess a valid Hunter Education Certificate or equivalent from another jurisdiction, or a card issued under subsection 4(4) of the Hunter Education Regulation MR 128/2007.

**Upland game birds** (grouse, partridge, ptarmigan, wild turkey): a current and appropriate Manitoba Game Bird Hunting Licence. Resident Seniors (65 and older) may hunt game birds (except turkey), without a licence, but must carry proof of age and residency.

**Waterfowl** (coots, ducks, geese, sandhill cranes, snipe): a current and appropriate 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 Game Bird Hunting Licence, but must carry proof of age and residency.

**Small game and other birds:** No licence is required for some smaller mammals and other unprotected birds. 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 Licence, during a trapping season.

2. ***For angling:*** a current and appropriate Manitoba Angling Licence. Residents under the age of 16, and non-residents under 16 accompanied by a Licence holder, may fish without a licence.

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 licence.

The *Non-Resident Firearms Declaration Form* is the non-resident's temporary licence while in Canada. 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 from their web site at [www.cfc-cafc.gc.ca](http://www.cfc-cafc.gc.ca)

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-cafc.gc.ca](http://www.cfc-cafc.gc.ca)
  
- **Customs Border Service Agency**  
1-800-461-9999 (toll free in Canada)  
204-983-3500 or 1-506-636-5064 (outside Canada)  
[www.cbsa-asfc.gc.ca](http://www.cbsa-asfc.gc.ca)
  
- **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 please contact:

CITES Canada  
Permitting and Information Management  
Canadian Wildlife Service, Environment Canada,  
23<sup>rd</sup> Floor - 10 Wellington  
Gatineau, Quebec K1A 0H3  
Telephone: 1-855-869-8670  
Fax: 1-855-869-8671  
Email: [cites@ec.gc.ca](mailto:cites@ec.gc.ca)

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).

***The Canada Shipping Act*** requires 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. Contact Transport Canada by telephoning 1-888-463-0521 for information on how to have the vessel inspected and certified for use as a Commercial Passenger Vessel. Owners and 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 required

Name of Licence/Permit	When Required	Where to Apply
Resource Tourism Operators Licence	Always	Manitoba Sustainable Development, Licensing Advisory Committee, Box 38, 200 Saulteaux Crescent, Winnipeg, MB R3J 3W3 204-945-1008
Resource Tourism Operators Permit	If utilizing/operating an accommodation facility or related facility	Manitoba Sustainable Development, Licensing Advisory Committee, Box 38, 200 Saulteaux Crescent, Winnipeg, MB R3J 3W3 204-945-1008
Crown Land Lease or Permit	If facility is on Crown land	Manitoba Sustainable Development, Crown Lands and Property Agency 25 Tupper Street North, Portage La Prairie, MB R1N 3K1 204-239-3510 1-866-210-9589
Park Land Lease or Permit	If outfitting in a provincial park	Manitoba Sustainable Development, Parks and Protected Spaces, Box 50, 200 Saulteaux Crescent, Winnipeg, MB R3J 3W3 204-945-4545
Park Land Lease or Permit	If facility is in a provincial park	Manitoba Sustainable Development, Parks and Protected Spaces Box 50, 200 Saulteaux Crescent, Winnipeg, MB R3J 3W3 204-945-4545
Wildlife Management Area Use Permit	If facility is in a wildlife management area	Manitoba Sustainable Development, 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 Growth, Enterprise and Trade, Office of the Fire Commissioner 508-401 York Avenue, Winnipeg, MB R3C 0P8 204-945-3322 <u>or</u> 1601 Vanhorne Avenue East, Brandon, MB R7A 7K2 1-204-726-6855 1-888-253-1488

<b>Name of Licence/Permit</b>	<b>When Required</b>	<b>Where to Apply</b>
Guides Licence	To guide hunters for big game and game bird hunting	Manitoba Sustainable Development, Wildlife Branch Box 24, 200 Saulteaux Crescent, Winnipeg, MB R3J 3W3 204-945-1893
Vendor Licence	To sell hunting and fishing licences	Manitoba Sustainable Development, Vendor Licensing Section Box 66, 200 Saulteaux Crescent, Winnipeg, MB R3J 3W3 204-945-4685
Registration for a Private Sewage Disposal System	For flows of less than 14,000 litres/day	Manitoba Sustainable Development, Environment Officers (see Appendix D)
Permit to construct or alter a water system	Any water system	Manitoba Sustainable Development, Drinking Water Officer (see Appendix D)
Water system Operating Licence	Any water system	Manitoba Sustainable Development, Drinking Water Officer (see Appendix D)
To register petroleum storage tanks	All tanks for storage of petroleum and allied products	Manitoba Sustainable Development, Environmental Approvals 160-123 Main Street, Winnipeg, MB R3C 1A5 204-945-8321
Permit to Operate a Food Service Establishment	To prepare and serve food to clients	Manitoba Health, Seniors and Active Living Public Health Inspectors (see Appendix E)
Waste Disposal Ground Operating Permit	If you have a waste disposal ground (garbage dump)	Manitoba Sustainable Development, Environment Officers (see Appendix D)
Permit to Operate	If you have a hot tub, whirlpool, swimming pool, or waterslide	Manitoba Sustainable Development, Environment Officers (see Appendix D)
Water Rights Licence	To dig or use a well, if water use is more than 5,000 gallons/day	Manitoba Sustainable Development, Water Use Licensing 200 Saulteaux Crescent, Winnipeg, MB R3J 3W3 204-945-3983
Registration Certificate	To collect and remit Provincial Sales Tax	Manitoba Finance, Taxation Division 101-401 York Avenue, Winnipeg, MB R3C 0P8 204-945-5603 1-800-782-0318 or MBTax@fin.gov.mb.ca

Name of Licence/Permit	When Required	Where to Apply
Registration Certificate and Business Number	To collect and remit Goods and Services Tax	Canada Revenue Agency 1-800-959-5525 <a href="http://www.cra-arc.gc.ca">www.cra-arc.gc.ca</a>
Liquor Licence (Beverage Room/Dining Room, etc.)	If selling alcoholic beverages	Manitoba Liquor Control Commission, Licensing Advisor, Box 1023, Winnipeg, MB R3C 2X1 204-474-5619 or 1-888-898-6522 <a href="http://www.liquormarts.ca">www.liquormarts.ca</a>
Gasoline and Motor Fuel Tax Licence	If selling gasoline or other fuel	Manitoba Finance, Taxation Division, 101-401 York Avenue, Winnipeg, MB R3C 0P8 204-945-5603 1-800-782-0318 <a href="mailto:MBTax@fin.gov.mb.ca">MBTax@fin.gov.mb.ca</a>
Business Licence	Where the Municipality or Community requires a Business Licence.	Contact your municipal office. If operating in or from Winnipeg contact the Licence Branch by telephoning 311 or <a href="http://www.winnipeg.ca">www.winnipeg.ca</a>
Pleasure Craft Licence	For powered boats, when operated by the client	Service Canada, Fisheries and Oceans Canada 1-800-622-6232 <a href="http://www.servicecanada.gc.ca">www.servicecanada.gc.ca</a>
Temporary Pleasure Craft Operator Cards to issue to clients	If clients operate your boats	Canada Coast Guard, Office of Boating Safety 1-888-463-0521 <a href="http://www.servicecanada.gc.ca">www.servicecanada.gc.ca</a>
Class 4 Licence (for the driver)	If transporting clients in a vehicle having 11 or more seats, including the driver	Manitoba Public Insurance Contact Centre 204-985-7000 1-800-665-2410 <a href="http://www.mpi.mb.ca">www.mpi.mb.ca</a>
Insurance	If transporting clients	Manitoba Public Insurance Contact Centre 204-985-7000 1-800-665-2410 <a href="http://www.mpi.mb.ca">www.mpi.mb.ca</a>