

**Rules and Procedures for the Non-Resident Moose
Licence Draw for Qualifying Outfitters and Guides**

1. Introduction

This document describes the rules and procedures by which outfitters and guides who are operating as a registered business in New Brunswick may apply for a non-resident moose licence for their non-resident client.

For further information regarding the non-resident moose licence draw for outfitters and guides, please contact:

**Energy and Resource Development
Fish and Wildlife Branch
Allocation and Education Program
PO Box 6000, Fredericton NB, E3B 5H1
Phone: (506) 453 3826
Fax: (506) 453 6699**

2. Application Process

Interested New Brunswick outfitter and guide businesses must submit an outfitter/guide *Application for Non-Resident Moose Licence* form and provide all supporting documentation. This form is available:

- at any local Energy and Resource Development (ERD) office;
- from the E R D web site (www.gnb.ca/naturalresources);
- by contacting the Fish and Wildlife Branch at the address noted above.

Applications are limited to one per registered outfitter or guide business and are accepted beginning the second Monday of September until 4:30 pm of the first Friday of October in the year preceding that which the licence is valid for. Applications may be submitted to the Fish and Wildlife Branch at the address above in person, by mail, or by fax.

Application Fee - \$41.69 (HST included)

Payment of the application fee is required at the time of application and may be done by cash, cheque, money order, or credit card. DO NOT send cash or your credit card number by mail.

Applications will be assessed accordingly and only properly completed applications will be accepted. Before submitting an application, please read the important eligibility criteria information that follows.

3. Eligibility Requirements to Apply for the Outfitter/Guide Draw

To be eligible for a non-resident moose licence, applicants must meet the definition of an “outfitter” that has been developed for this purpose. This definition includes “any individual, partnership or corporation who provides the services of evaluated accommodations, professional guiding, food and beverage and expertise and knowledge of the wildlife and/or fish species being promoted for financial consideration.”

Two types of businesses are eligible to apply for and obtain a non-resident moose licence:

A) Outfitters that operate rated accommodations **or**,

B) Guides who hold a current New Brunswick Class I (Professional) Guide Licence and who have their own rated accommodations contained within their guiding business. We no longer accept agreements with rated accommodations.

In addition to meeting accommodation rating requirements outfitters and guides must also have their business registered in the NB Corporate Registry. Please refer to Sections 4 and 5 for details about these requirements.

Applicants must show proof of coverage of no less than \$ 5,000,000 of liability insurance that applies specifically to their hunting operations, hunting clients, and the activities of those clients.

Applicants whose application does not meet the requirements will have a 30-day period to re-submit their application.

4. Accommodation Requirements

The applicant must operate accommodations rated under a quality assurance program that is recognized by ERD.

Accommodation rating agencies such as Canada Select require at least 30 days to process applications for ratings if a property has never been rated before. Applications for ratings received less than 30 days from the draw date are processed accordingly but there is no guarantee that the inspection will be completed in time for the draw date.

Non-resident clients must be kept at the outfitter’s or guide’s rated accommodations. Ineligible accommodations include non-rated “satellite camps” and accommodations located outside of New Brunswick. Outfitters and guides who keep their guests at ineligible accommodations or who misrepresent their accommodation status are subject to the loss of their licence privilege.

5. Corporate Registry Certificate

The applicant is required to have their business registered in the province with the Service New Brunswick Corporate Registry and have an active status. The applicant is responsible to provide the supporting documentation with their application. In most situations, this will be documentation:

- 1) that the business is incorporated
 - copy of the Certificate of Incorporation (which includes the Articles of Incorporation)
- 2) that the business operates as a partnership or limited partnership
 - copy of the Certificate of Partnership, or
 - copy of the Declaration of Limited Partnership
- 3) that the business operates as a sole proprietor with a registered “business name” of the business
 - copy of the Certificate of Business Name Registration
- 4) that the business is extra-provincially incorporated and is registered in New Brunswick as an extra-provincial corporation
 - copy of the Certificate of Registration (which includes Statement of Registration)

Note that there are other ways to provide supporting documentation as proof of the existence of the business e.g. Corporate Registry print-out or certificate of status (\$20) from the Corporate Registry.

The above documents would normally be part of the records received by registering or incorporating a business through the SNB Corporate Registry and its applicable Acts that govern the above.

Alternatively, you may request a copy of these documents from the Corporate Registry (https://www.pwx1.snb.ca/snb7001/e/2000/2500e_1.asp) or order by phone (506-453-2703) or by letter (Service New Brunswick, Corporate Registry, P.O. Box 1998, Fredericton, NB E3B 5G4). There is a fee of \$10 per document.

If you have yet to incorporate or register your business, you may want to consult lawyer, accountant or business advisor as to which form of business is appropriate for you to choose. Choosing the proper form of your business (whether to incorporate, form a partnership, or be a sole proprietor with a business name registration) is an- important decision.

Information guides and kits on incorporation, registration of a partnership, registration of a sole proprietorship that uses a business name, and registration of an extra-provincial corporation are set out at SNB Corporate Registry webpage: (https://www.pwx1.snb.ca/snb7001/e/2000/2500e_3.asp).

General Information on Corporate Registry Incorporation and Registration Processes

1. Incorporation

- Separate legal entity from the owner/individual
- Info kit: **Registration of a Partnership**
https://www.pwx1.snb.ca/snb7001/e/2000/2500e_3.asp

2. Partnership

- A business operated jointly by 2 or more individuals as a partnership
- Info kit: **Registration of a Partnership**
https://www.pwx1.snb.ca/snb7001/e/2000/2500e_3.asp

3. Business Name Registration by a Sole Proprietorship

- Individual is carrying on business in their sole individual capacity and uses a “business name” to carry on business
- Info kit: **Registration of a Business Name**
https://www.pwx1.snb.ca/snb7001/e/2000/2500e_3.asp

6. Draw Process

Fifty non-resident moose licences are available for qualifying outfitters and professional guides (Guide I). Licences will be made available to qualified applicants by a random computerized draw held the year preceding that which the licence is valid for. If more than fifty applications are received, there will be a single draw of fifty applicants, with one licence made available for each successful applicant. If less than fifty applications are received, a second draw will be done to distribute the remaining licences. A waiting list of unsuccessful applicants will also be created by random computer draw to redistribute any licences that are not purchased by the payment deadline discussed below.

7. Purchase and Use of Licence

After all applications to the draw have been received and validated, letters will be mailed to applicants containing their confirmation number. Once the draw is completed, applicants will visit the ERD website and enter their confirmation number to determine if they were successful in the draw.

Successful applicants will be advised of the process to purchase their non-resident moose licence. Licences must be purchased using a credit card (total charge \$630.20 CDN including HST) on or before the second Friday of June of the following year.

Note:

- New Brunswick has very specific Hunter Education Requirements. All hunters are required to meet these requirements prior to the issuance of the licence.
- During the month of July of the licence year, ERD will reconfirm that the successful applicant still meets all requirements to obtain the licence such as accommodation rating, guide licence, NB Corporate Affairs registration, etc.
- Licences offered to successful outfitters or guides are non-refundable, cannot be transferred to any other business or individual, and can only be issued to a non-resident.
- All licences not purchased by the deadline will be offered to other outfitters or guides on the waiting list. The waiting list is randomly generated at the time of the draw.