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***Outfitters Course - Participants Manual***  
***Date of Report: 1988***  
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***Consultants***  
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**OUTFITTERS COURSE - PARTICIPANTS  
MANUAL**

Sector: Reference Material

9-5-230

Reference Material

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**OUTFITTER'S COURSE**  
**PARTICIPANT'S MANUAL**

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Department of Education

Created by:

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## INTRODUCTION.

This manual is designed as an accompaniment to the presentation of the Outfitter's Course. Your instructor may choose to deliver the course curriculum in a format that may not necessarily follow the precise steps of your manual. This can be fully satisfactory and need not cause you any confusion. Each major division of work is called a Module. The three modules have been further subdivided into Units of information. Each unit has a number of items that appear in your manual. Your instructor will identify the lesson at hand by referring to specific Module, Unit and Item number, so you will be able to quickly locate the intended work.

Not all of the course presentations are represented in this manual. It is your responsibility to create notes which you can refer to later, in your business as an outfitter. As in most ventures in life, you will benefit from this course in direct relationship to the effort and desire you bring to it.

# **MODULE A**

Item 2: For your convenience, the following two items are given as reference material:

(a) Travel and Outdoor Recreation Ordinance  
(Outfitter's Regulations), and

(b) Small Vessel Regulations

Make the appropriate notes required by your business interests or the instructor's directions.

**Not**

MODULE A

UNIT 1: **Guiding and Outfitting**

Item 1: Define "Guide":

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Item 2: Define "Outfitter":

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**Item 3: List some examples of outfitting businesses:**  
(give at least 6)

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**Item 4: From your list, decide how many different government departments and agencies will be involved.**

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MODULE A  
UNIT 2 **Regulations and Licencing**

Item 1: Read the regulation concerning "A", "B", and "C" Outfitters found in Outfitters - General.

List the 6 main points that are to be followed:

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## OUTFITTERS - GENERAL

(1) The outfitter licence shall be subdivided into Class A, Class B and Class C outfitter licences.

(2) Every applicant shall submit to the Superintendent, together with his application for an outfitter licence,

(a) an accurate inventory of the equipment to be used in the outfitting business for which his application is made;

(b) Repealed.

(c) Repealed.

(d) evidence of his experience as an outfitter and of his ability to properly finance and manage the business: ability to properly finance and manage the business;

(e) proof of compliance with the Workers' Compensation Act; and

(f) such other information relevant to the determination of the application as the Superintendent may require, and if the applicant is a corporation, it must also provide a certification of good standing from the Deputy Registrar of Companies, that is dated within one month of its application for an outfitter licence.

(3) No person shall hold more than one Class A or Class B outfitter licence or have any interest, right or title, whether direct or indirect, in or to any Class A or Class B outfitter licence of which he is not the holder.

(4) No person, other than a Hunters' and Trappers' Association, shall hold more than one Class C outfitter licence or have any interest, right or title, whether direct or indirect, in or to any Class C outfitter licence of which he is not the holder.

(5) Every outfitter shall

(a) maintain his outfitting equipment in good and serviceable condition:

(b) dispose of all garbage, waste and debris from any place used in connection with his operation by removal, burning or burial;

(c) provide, on request by the Superintendent, such information relating to

(i) big game killed by hunters outfitted by him; and

(ii) specimens from big game so killed as the Superintendent may require: and

(d) outfit only in the area specified in his licence.

(6) Every outfitter who has knowledge of an offence committed by a person outfitted by him against the Act or the regulations shall, within ten days after coming into knowledge of the offence, report the details of the offence to an officer. Amended by R-045-86 and R-058-86.

### Class A Outfitters

- (1) A Class A outfitter licence maybe granted to
  - (a) a natural person who, on the date of his application,
    - (i) is a Canadian citizen and
    - (ii) has attained the age of nineteen years; or
  - (b) a corporation that , on the date of its application,
    - (i) is registered or incorporated under the Companies Act; or
    - (ii) Is a Hunters' and Trappers' Association that is registered under the Societies Act.
- (2) Unless the Superintendent allows an extension of time, an applicant for a Class A outfitter licence must submit his application to the Superintendent not later than January 1 in the calendar year in which the outfitting is to take place.
- (3) Subject to the ~~Wildlife Open Season~~ Regulations on Hunting and Possession of Wildlife Regulations, the holder of a Class A outfitter licence may only outfit the holders of resident, non-resident and non-resident alien hunting licences in Zone E/1.
- (4) Subject to the Act and these regulations, where
  - (a) a licenced outfitter is a natural person who, at the expiration of his outfitter licence, is living in the Territories and has lived there continuously for the two years immediately preceding that date; or
  - (b) a licensed outfitter is a corporation
    - (i) that is incorporated or registered under the Companies Act and, at the expiration of its outfitter's licence has been so incorporated or registered continuously for the two years immediately preceding that date; or
    - (ii) shareholders of which, representing at least 51% of its share capital and voting power, are, at the expiration of its outfitter's licence,
      - (A) natural persons who are living in the Territories and have lived there continuously for the two years immediately preceding that date;
      - (B) corporations incorporated or registered under the Companies Act and have been so incorporated or registered continuously for the two years immediately preceding that date; or
      - (C) a combination of (A) and (B), the outfitter's licence shall be renewed for such continuous period that the aggregate period of his tenure of the licence under these regulations amounts "to not less than ten years.
- (5) Subject to subsection (3) every Class A outfitter licence expires December 31 next following the date of its issue. Amended by R-045-86.

class **B Outfitters**

(1) A Class B outfitter may be granted to

(a) a natural person who, at the date of his application,

- (i) is a Canadian citizen;
- (ii) has attained the age of nineteen years; and
- (iii) is living in the Territories and has lived there continuously for the two years immediately preceding that date; or

(b) a corporation that, at the date of its application,

- (i) is registered or incorporated under the Companies Act; or
- (ii) is a Hunters' and Trappers' Association that is registered under the Societies Act; and
- (iii) the shareholders of which, representing at least 95% of its share capital and voting power, or members of which, representing at least 95% of its membership, are

(A) natural persons who are living in the Territories and have lived there continuously for the two year immediately preceding that date;

(B) corporations incorporated or registered under the Companies Act and have been so incorporated or registered continuously for the two years immediately preceding that date; or

(C) a combination of (A) and (B).

(2) Unless the Superintendent allows an extension of time, an applicant for a Class B outfitter licence must submit his application to the Superintendent not later than January 1 in the calendar year in which the outfitting is to take place.

(3) A corporation that applies for a Class B outfitter licence shall, upon request by the Superintendent, provide to the Superintendent

- (a) the names and complete addresses of each director;
- (b) the names and complete addresses of each shareholder and
- (c) proof satisfactory to the Superintendent that the corporation meets the requirements of subparagraph 12(1)(b)(iii).

(4) Where a corporation holds a Class B outfitter licence and subsequently ceases to meet the requirements of subparagraph 12(1)(b) (iii), the licence of the corporation is thereupon suspended for thirty days and if the corporation does not meet the requirements of subparagraph 12(1)(b)(-), prior to the expiration of such period, the licence shall be deemed to be cancelled at the expiration of such period.

(5) No person shall be issued a Class B outfitter licence who is convicted of an offence under

- (a) the Fisheries Act (Canada) or the regulations made thereunder, as amended;
- (b) the Migratory Birds Convention Act (Canada) or the regulations made thereunder, as amended;
- (c) the Game Export Act (Canada) or the regulations made thereunder, as amended;

(d) legislation respecting renewable resources in force in any other province, territory or elsewhere; or

(e) the Wildlife Act the regulations made thereunder, as amended, within a period of two years prior to the date of his application for the outfitter licence except where the Superintendent is of the opinion that the nature of the offence or the circumstances under which it was committed should not prevent the person from being issued a Class B outfitter licence. Amended by R-045-86.

Subject to the Wildlife Open Season Regulations and Hunting and Possession of Wildlife Regulations, Class B outfitter licences may be issued at the discretion of the Superintendent

(a) to any Hunters' and Trappers' Association for the purpose of outfitting, within the area they serve, the holders of hunting licences to hunt

- (i) barren-ground grizzly bear;
- (ii) black bear;
- (ii) barren-ground caribou
- (iii) wolf; and
- (iv) wolverine; and

(b) to any other person for the purpose of outfitting the holders of hunting licences to hunt in Unit F

- (i) barren-ground caribou
- (ii) black bear;
- (ii) wolf; and
- (iii) wolverine.

(1) A maximum number of eight Class B outfitter licences may be issued pursuant to section 1, to Hunters' and Trappers' Associations that serve communities in Unit F for the purpose of outfitting the holders of non-resident alien hunting licences.

(2) A minimum of ten barren-ground caribou commercial tags shall be allocated to each Hunters' and Trappers' Association that is issued a Class B outfitter licence for the purpose of outfitting the holders of non-resident and non-resident alien hunting licences.

(3) A maximum of two hundred barren-ground caribou commercial tags may be issued under this section to eligible hunters in respect of all holders of Class B outfitter licences.

(4) Notwithstanding subsection (1) where less than eight Class B outfitter licences are issued to Hunters' and Trappers' Associations that serve communities in Unit F and at least ten barren-ground caribou commercial tags have not been allocated to such a Hunters' and Trappers' Association, the remaining Class B outfitter licences may be issued to general hunting licence holders who have been issued a general hunting licence pursuant to paragraph 17(1)(a) or (b) of the Act. Amended by R-045-86.

(1) A maximum of five Class B outfitter licences may be issued to persons eligible therefor, other than Hunters' and Trappers' Associations, for the purposes of outfitting the holders of non-resident and non-resident alien hunting licences in Unit F.

(2) A minimum of thirty barren-ground caribou commercial tags shall be allocated to each person who is issued a Class B outfitter licence under subsection (1).

(3) A maximum of two hundred barren-ground caribou commercial tags may be issued under this section to eligible hunters in respect of all holders of Class B outfitter licences. Amended by R-045-86.

Unissued barren-ground caribou commercial tags that have been allocated to a holder of a Class B outfitter licence shall not be allocated to another holder of a Class B outfitter licence. Amended by R-045-86.

Class B outfitter licences expire June 30 next following the date of issue.

#### Class C Outfitters

A Hunters' and Trappers' Association that is registered under the Societies Act may be issued a Class C outfitter licence for the hunting of polar bear or muskox by hunting licence holders.

Class C outfitter licences expire June 30 next following the date of issue.

REVISED REGULATIONS OF THE  
NORTHWEST TERRITORIES, 1980

REGULATION No. 282

OUTFITTER'S REGULATIONS

Short title

1. These regulations may be cited as the *Outfitter's Regulations*.

Interpretation

2. [n these regulations
  - (a) "certificate of identification" means a certificate of identification issued to an outfitter, his agent or any of his employecs pursuant to section 13;
  - (b) "Ordinance" means the *Travel and Outdoor Recreation Ordinance*;
  - (c) "outfitter" means an individual or corporate body who is the holder of an outfitter's licence;
  - (d) "outfitter's licence" means a licence issued pursuant to section 6; and
  - (e) "tourist officer" or "officer" means a person appointed by the Commissioner pursuant to section 7 of the Ordinance to administer the Ordinance and regulations.

Application

3. (1) Subject to subsection (2), no person shall act as an outfitter or hold himself out to be an outfitter without an outfitter's licence issued pursuant to these regulations.

(2) Subject to subsection (3), an outfitter's licence is not required by a person who acts as an outfitter otherwise than by way of business or trade.

(3) Subsections (1) and (2) do not apply to a person who is the holder of an outfitter's licence issued under the provisions of the *Wildlife Ordinance*.

Outfitter's licences

4. (1) Every application for an outfitter's licence or renewal thereof shall be made in Form 1 of the Schedule to an officer.

(2) Every application for a licence shall contain

- (a) the name and address of the applicant;
- (b) the location of his place of business and the area in which he intends to outfit;
- (c) the type of service or equipment the applicant will make available to his clients;
- (d) the name, address and position of each employee who may be employed in the applicant's outfitting business or service;
- (c) the arrangements the applicant has made to insure and maintain insurance for the protection of his employeecs as required by the *Workers' Compensation Ordinance*;
- (f) the quantity and total estimated value of the equipment to be used by his clients;
- (g) where required, the arrangements the applicant has made for the transportation and accommodation of his clients: and
- (h) an outline of the applicant's experience as an outfitter and his knowledge of the area in which he will engage in business.

5. Each application for an Outfitter's License shall be accompanied by the fee set out in the Schedule.

6. Where an application is approved, an officer shall issue an outfitter's licence in Form 2 of the Schedule subject to these regulations and such terms and conditions as are endorsed thereon.

7. An outfitter's licence authorizes the holder thereof, for gain to furnish to the public, equipment, transportation, guide services or related services in connection with angling, hunting, boating, canoeing, camping or other outdoor recreational activity.

8. An application for the renewal of an outfitter's licence shall be refused where

- (a) there is reason to believe that the applicant has rendered or maintained unsatisfactory standards of service in respect of accommodation, transportation, equipment, guiding or other services to his clients; or
- (b) the applicant has been convicted of an offence against
  - (i) the Ordinance or these regulations,
  - (ii) the *Wildlife Ordinance*, the *Forest Protection Ordinance*, the *Public Health Ordinance* or regulations made thereunder with respect to his outfitting business,
  - (iii) the *Fisheries Act* (Canada) or regulations, or



- (iv) any other Ordinance or regulations thereunder except the *Forest Protection Ordinance*.

9. Where an outfitter fails to insure or maintain in force insurance for the protection of his employees as required by the *Workers' Compensation Ordinance*, or fails to maintain satisfactory standards of service in respect to the accommodation, transportation, equipment, guiding or other service to his clients, or is convicted of an offence against

- (a) the Ordinance or these regulations;
- (b) the *Wildlife Ordinance*, the *Forest Protection Ordinance*, the *Public Health Ordinance*, the *Fire Protection Ordinance* or regulations made thereunder with respect to his outfitting business;
- (c) the *Fisheries Act* (Canada) or regulations; or
- (d) the *Archaeological Sifts Regulations* made under the *Northwest Territories Act* (Canada) or the *Historical Resources Ordinance* or any regulations made thereunder.

his licence may be suspended or revoked notwithstanding that the violation existed at the time the licence was issued.

10. When his licence is suspended or revoked, an outfitter shall surrender his licence and all certificates of identification issued thereunder to an officer.

#### Duties of an outfitter

11. (1) Every outfitter shall keep a hard-covered register in which he shall record

- (a) the name and home address of each client;
- (b) the area through which each client will travel or intends to travel; and
- (c) the type of service which he supplied to each client.

(2) An outfitter shall at the request of a tourist officer, produce for inspection his outfitter's licence or the register mentioned in subsection (1).

(3) Every outfitter shall at all reasonable times, upon request permit a tourist officer to inspect his accommodation and equipment used in his business as an outfitter.

(4) Every outfitter shall display his outfitter's licence at his place of business.

12. (1) Every outfitter shall take strict precautions to ensure the protection and preservation of the natural, historic and pre-historic resources from waste, pollution or damage.

2) Every outfitter shall report forthwith to the appropriate authority any violation by his clients of the *Travel and Outdoor Recreation Ordinance*, the *Wildlife Ordinance*, the *Forest Protection Ordinance*, regulations made pursuant to those Ordinances, the *Fisheries Act* (Canada) or regulations, the *Archaeological Sites Regulations* made pursuant to the *Nor(hWest Territories Act)* (Canada) or the *Historical Resources Ordinance* or any regulations made thereunder.

#### Certificates of identification

13. Every outfitter, his employee or agent shall, while engaged in the business of outfitting in the field away from the place of business of the outfitter, carry on his person a certificate of identification issued upon application therefor by an officer in Form 3 of the Schedule certifying that he is an outfitter or is an employee or agent of an outfitter.

#### Expiry

14. Every outfitter's licence or certificate of identification, unless earlier revoked, expires on 31st March following the date of issue.

#### Prohibitions

15. No person who is not [he holder of an outfitter's licence shall act, advertise or hold himself out to be an outfitter.

16. No outfitter shall

- (a) permit his clients to participate in any fishing activity within 40 shoreline kilometres of a tourist establishment that caters primarily to sports fishing or within 8.05 shoreline kilometres of an outpost camp;
- (b) store equipment in a place other than that for which his licence was issued;
- (c) provide a conveyance or equipment to another person that is unsafe, unsanitary or in a poor state of repair; or
- (d) publish or cause to be published an advertisement respecting the outfitter's services that contains statements, illustrations or photographs that purport to be true but are untrue, deceptive or misleading or are intentionally so worded or arranged that they are misleading or deceptive.

## **SMALL VESSEL REGULATIONS**

The following represents the minimum equipment required by law:

(a) **vessels up to 5.5 m in length**

One approved lifejacket, PFD or life-saving cushion for each person on board.

Two oars with rowlocks or two paddles.

One Class B-1 fire extinguisher - Required if the vessel has an inboard motor or fixed fuel tank or heating or cooking appliance that burns liquid or gasoline fuel

Lights must comply with "Collision Regulations" if permanently fitted.

Some type of sound signaling device.

(b) **Vessels 5.5 to 8 m in length**

One approved lifejacket or PFD for each person on board.

Two oars with rowlocks or two paddles, or one anchor with 15 m (minimum) chain, cable or rope.

One bailer or one manual pump.

One Class B-1 fire extinguisher - if vessel is power driven or has cooking or heating appliance that burns liquid or gaseous fuel.

Lights must comply with "Collision Regulations" if permanently fitted.

Some type of sound signaling device.

An approved lifesaving cushion or a buoyant heaving line (recommended length minimum 15 m) or buoy 508, 610 or 762 mm in diameter.

Six approved flares:

-three A, B or C types and

-three A, B or C or D types

NOTE - these flares are not required if the vessel is:

- engaged in or preparing for racing competition and has no sleeping accommodation, or
- operating exclusively in a river, canal or lake in which the boat can never be more than 1.6 km from shore. or
- propelled solely by oars or paddles.

(C) Vessels 8 to 12 m in length

One approved lifejacket or PFD for each person on board.

One anchor with 15 m (minimum) chain, cable or rope.

One bailer and one manual bilge pump.

One Class B-II fire extinguisher - if vessel is power driven or has a cooking or heating appliance that burns liquid or gaseous fuel.

Lights must comply with "Collision Regulations."

Sound device must comply with "Collision Regulations."

One approved life ring buoy 610 or 762 mm in diameter.

Not less than 15 m of buoyant line.

Twelve approved flares:

- six A, B, or C types, and
- ~~six~~ A, B, C, or D types.

Item 3:

After reading the resource material "The Outfitting Application Process" and following the directions of your instructor, fill in the following Application for an Outfitter's Licence.

Use this space for relevant notes:

Notes:

## THE OUTFITTING APPLICATION PROCESS

**A.** SUBMIT A WRITTEN PROPOSAL outlining the nature, extent and likely impact of your proposed operation and containing all of the following information:

the results of any relevant consultations between yourself (the applicant) and any potentially interested/affected parties;

the intended seasons of operation

the initial guest capacity - the maximum number of guests to be outfitted at any one time:

- plans for any future expansion,

- the intended point of purchase of supplies (food, fuel, equipment, etc.);

the departure and collection place(s) for guests;

the likely number of employees and the numbers of permanent, seasonal, Northwest Territories resident and non-resident employees:

a description of services to be offered;

the intended area of operation which must be clearly defined and justified:

any opportunities for local participation in the development and/or operation of the services to be offered.

an assessment of the economic effect on nearby communities and the Northwest Territories that will result from the proposed outfitting operation:

the amount of unserved demand for your proposed outfitting offering that is not presently being offered to the consumer;

- an assessment of the operation's impact on traditional and/or current uses of the land in question, and;

an assessment of the impact on the physical environment of the area required by the proposed operation;

the relevant experience, names and places of residence of the operation's owner(s) and manager(s).

The proposal does not need to contain the financial feasibility of the proposed outfitting operation or any marketing data.

**B.** A map with routes indicating all aspects of your proposed area(s) of operation. The scale of map you use should show recognizable geographical characteristics so you can clearly indicate on it, as well as in writing the starting and ending points of proposed routes (i.e. starting point: the headwaters of the Thelon river) as well as proposed campsites (overnight stops).

**C.** Once your proposal has been reviewed, you may be required to obtain a letter of support from the local and/or area council as your proposed area(s) of operation may infringe on their traditional privilege to hunt and trap.

D. All businesses are required to be registered and in good standing with Company Registries and Workers' Compensation.

Further Information can be obtained by writing to the following:

Workers' Compensation Board of N.W.T.  
Box 8888  
Yellowknife, NWT  
X1A 2R3

Company Registries  
Department of Justice and Public Services  
Government of N.W.T.  
Box 1320  
Yellowknife, NWT  
X1A 2L9

E. Once the above is complete, you can submit an Application for an Outfitter's Licence, a cheque for the appropriate amount and proof of registration with Workers' Compensation and Company Registries.

**OUTFITTER'S REGULATIONS - AMENDMENT DATED May 14, 1979**

**APPLICATION FOR AN OUTFITTER'S LICENCE**

The undersigned applies for an Outfitter's Licence and makes the following statements in support of the application: (PLEASE PRINT)

1. The name of the Outfitter is:

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2. The office of the business is located at:

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The mailing address is:

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3. The area of operation will be:

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4. Equipment or service to be supplied will be:

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5. Persons who may be employed in connection with this licence are:

NAME OF EMPLOYEE	ADDRESS	POSITION
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6. Worker's Compensation is in effect:

Account number:

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7. Equipment with an **estimated** value of \$\_\_\_\_\_ available to clients consists of

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8. Transportation for clients, where required, has been arranged with:

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9. Accommodation for clients, where required, has been arranged with:

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10. Previous Licence Number:

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11. Remittance of \$ \_\_\_\_\_ enclosed, for the fee. (Cheque or money order made payable to the Government of the Northwest Territories)

(Fee \$75.00 for residents: \$225.00 for non-residents)

12. My experience and/or expertise as an Outfitter and my knowledge of the area in which I intend to operate as an Outfitter is outlined as follows.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Signature:

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Name and address of applicant:

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**NOTE:**

The Outfitter Regulations published under the authority of the Ordinance Respecting Travel Tourist Establishment and Outdoor Regulations contain several sections which specifically direct the outfitter to comply with other Government regulations published by the Government of Canada and the Government of the Northwest Territories and listed in the Outfitter's Regulations.

Outfitter's Licences are not transferable.

On renewal applications, any changes from the previous year's licence must be authorized by a Tourist Officer.

See the following page for the addresses and phone numbers of each Region's Tourism Officer. The completed form should be addressed to the appropriate Regional Office.

-----PLEASE DO NOT WRITE BELOW THIS LINE -----

File Number

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DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

FORT SMITH REGION

(403) 872-7238

Box 390, Fort Smith, NWT, XOE OPO  
(Fort Smith, Fort Resolution, Fort Providence, Hay River)

DEH CHO REGION

(403) 695-7230

Box 240, Fort Simpson, NWT, XOE ONO  
(Fort Simpson, Nahanni Butte, Jean Marie, Fort Liard,  
Trout Lake, Wrigley)

NORTH SLAVE REGION

(403) 920-8966

Nova Building, Box 1320, Yellowknife, NWT, XIA 2L9  
(Snowdrift, Detah, Fort Rae)

INUVIK REGION

(403) 979-7321

Bag #1, Inuvik, NWT, XOE OTO  
(Inuvik, Norman Wells, Fort Norman, Colville Lake,  
Fort McPherson, Fort Good Hope, Fort Franklin, Tutoyaktuk)

BAFFIN REGION

(819) 979-6026

Iqaluit, NWT, XOA OHO  
(Iqaluit, Igloolik, Hull Beach, Arctic Bay, Nanasivik,  
Pond Inlet, Clyde River, Resolute Bay, Grise Fiord,  
Pangnirtung, Broughton Island, Cape Dorset, Lake Harbour,  
Sanikiluaq)

KEEWATIN REGION

(819) 645-2346

Rankin Inlet, NWT, XOE OGO  
(Rankin Inlet, Baker Lake, Eskimo Point, Chesterfield  
Inlet, Whale Cove, Coral Harbour)

KITIKMEOT REGION

(403) 983-2158

Cambridge Bay, NWT, XOE OCO  
(Cambridge Bay, Coppermine, Holman, Spence Bay,  
Pelly Bay, Gjoa Haven)

Item 4: Tourist Establishment regulations

As resource material, the Tourist Establishment regulations are contained in this section.

Make the appropriate notes required by your business interests or the instructor's directions.

**Notes**

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## TOURIST ESTABLISHMENT REGULATIONS

The following excerpts from the Travel and Tourism Act will be of interest to those using these Regulations:

### Interpretation

"tourist establishment"

"tourist establishment" means

(i) any premises or boat that provides sleeping accommodation.

(ii) any campsite equipped for the supplying of water or electricity or the disposal of garbage or sewage, or

(iii) any picnic area, bathing area or recreation area

for the traveling public or persons engaging in outdoor recreational activities, but does not include a private cottage or residence;

Authority of tourism officer

Where a tourism officer has reason to believe that a person is carrying on an operation in contravention of the Ordinance or the regulations, he may at any reasonable time enter, examine and make inquiries for any purpose relating to the enforcement of this Ordinance or the regulations.

Right to appeal

Any person aggrieved by a decision or order of a tourism officer with respect to licensing may appeal to the Executive Member and the decision of the Executive Member is final.

## TOURIST ESTABLISHMENT REGULATIONS

### Short Title

1. These regulations may be cited as the Tourist Establishment Regulations.

### Interpretation

2. In these regulations
  - (a) "building permit" means a permit **issued** pursuant to subsection 3(2) of the Act;
  - (b) "**cabin** establishment" means 2 or more cabins or cottages for rent, where each cabin or cottage **is** an individual, self-contained and permanent building;
  - (c) "camping establishment" means land which may be occupied by trailers, truck campers, mobile homes or tents;
  - (d) "**employee**" means a person who **is** employed in a tourist establishment;
  - (e) "guest" means a person who **is** accommodated in a tourist establishment and includes all members of his party;
  - (f) "hotel" means a single permanent building, or 2 or more interconnected buildings containing multiple rental units, that are connected by halls, stairs or elevators to a main lobby and office, and includes a motor hotel;
  - (g) "**licence**" means a valid and subsisting **licence** to operate a tourist establishment issued pursuant to subsection 3(1) of the Act;
  - (h) "lodge" means a single permanent building or 2 or more permanent buildings used for the accommodation of guests and associated with a specific outdoor activity;
  - (i) "motel" means one or more buildings which contain 2 or more rental units;
  - (j) Repealed
  - (**k**) "operator" means a person or a corporate body who either by himself or by his agent operates a tourist establishment;
  - (l) Repealed
  - (m) "outpost camp" means a camp operated in conjunction with a tourist establishment in which guests of the main tourist establishment may be accommodated, which is remote from the base of operations and is accessible by means other than a public highway;

- (n) "tent camp" means a semi-permanent camp providing accommodation in tents, tent frames or similar structures for recreational purposes, which is remote and **is** accessible by means other than a public highway, but does not include an outpost camp;
- (o) "tourist home" means a private home or dwelling in which a room or rooms are offered for rent to the traveling and vacationing public; **and**
- (P)** "tourist officer" **and** "officer" means a tourism officer.

#### Application

3. (1) Subject to subsection (2), these regulations apply to all tourist establishments **in** the Northwest Territories.

(2) These regulations do not apply to a tourist establishment that **is** located in a municipality or in a Development Area, as designated in the Area Development Act and regulations thereunder, in respect of which there are regulations governing the construction, moving or alteration of tourist establishments.

### PART I

#### PERMITS AND LICENCES

##### Classes of tourist establishments

- 4. The following **classes** of tourist establishments are established:
  - (a) cabin establishment;
  - (b) camping establishment;
  - (c) hotel;
  - (d) lodge;
  - (e) motel;
  - (f) outpost camp;
  - (g) tent camp; and
  - (h) tourist home.
- 5. (1) Every application for a building permit shall be made in Form 1 of Schedule B to an officer and accompanied by the fee set out in Schedule A.
- (2) An application for a building permit shall be supported by

.../3



- (a) **plans and** specifications of the proposed building, structure, grounds and facilities showing the proposed design and layout in sufficient detail to indicate the manner in which the work is to be executed;
- (b) details of **water and** sewage service;
- (c) a plan or topographic map of the area showing the exact location of the building site; and
- (d) any other information required by Form 1 of Schedule B.

5.1.(1) An applicant, as a part of an application for a building permit, shall submit to the officer a written proposal that **is** suitable for public distribution and contains the information required by Schedule C, except **where**

- (a) the application is in respect of a class of tourist establishment referred to in paragraph **4(c),(e)** or (h); or
- (b) the officer **is** satisfied that the application is for repairs or minor structural alterations only.

**(2)** Unless the officer is of the opinion that **the** application should be rejected because the tourist establishment **will not meet the requirements of subsections 7(1) or 9(2)**, **the officer shall send the proposal, by double registered mail** or by personal service, to

- (a) persons or groups who, in the opinion of the officer, may be affected by the proposal together with a request for comments; and
- (b) a group that represents aboriginal interests in the area affected by the tourist establishment together with a notice to that group that it may sponsor the submission of an alternate application for a building permit.

(3) The officer shall notify the persons and groups that a person has only thirty days from the receipt of the proposal to comment or submit an alternate proposal, as the case may be.

(4) An applicant who intends to submit an alternate application as a result of a notice referred to in paragraph (2)(b) shall submit to the officer, as a part of the application, a written proposal that is suitable for public distribution and contains the information required by Schedule C, within thirty days from the time when the group referred to in paragraph (2)(b) received the original proposal.

(5) The officer shall consider any comments on the original proposal received by him within thirty days from the time when the person or group making the comment received the original proposal.

(6) The officer shall consider any alternate **proposal** received by him pursuant to subsection (4) within thirty days from the time when the group referred to in paragraph (2)(b) received **the** original proposal.

(7) Where the officer is of the opinion that the alternate application differs from the original application in a material respect, the officer shall, prior to making a decision under section 7,

- (a) send the alternate proposal, by double registered mail or by personal service, to persons or groups who, in the opinion of the officer, may be affected by the proposal;
- (b) notify the persons or groups that they have thirty days from the receipt of the alternate proposal to comment on it; and
- (c) consider any comments received by **him** within the thirty days referred to **in** paragraph (b).

6. Every **tourist establishment that is constructed, erected, altered, removed or occupied** must comply with the National Building Code of Canada, the Public Health Act, the Fire Prevention Act and any regulations made under those Acts.

7. (1) Subject to these regulations, an officer may cause a building permit in Form 2 of Schedule B to be issued to an applicant who has submitted a complete application and **the** proper fee, if he is satisfied that the tourist establishment will

- (a) not have an adverse effect on the environment;
- (b) be well designed; and
- (c) benefit the **local** economy.

(2) Subject to section 10.1, where there are competing applications that meet the requirements of subsection (1), the officer shall cause a building permit to be issued to the **applicant** whose proposed tourist establishment will result in the most **economic** benefit to the local economy.

(3) An officer shall notify as soon as practicable, by double registered mail or by personal service, the applicant and the **persons or groups** referred to in subsection 5.1(2) of his decision.

7.1.(1) A person who holds a building permit shall comply with these regulations and any terms and conditions the officer may impose and have endorsed on the building permit.

(2) **A** building permit expires two years from the date of **its** issue, unless a shorter period of time is specified in the building permit.

#### Licences

8. Repealed.

9. (1) -An application for a **licence** must be in Form 3 of Schedule B and accompanied by the annual **licence** fee set out in Schedule A.

(2) Subject to these regulations, an officer may cause a **licence** to be **issued** to an applicant who has submitted a complete application and the annual **licence** fee, if he is satisfied that

- (a) the applicant is capable of providing high quality services to his clients,

- (b) the proposed tourist establishment will be operated in a way that **is** compatible with the traditional and current uses of the proposed area of operation,
- (c) the proposed tourist establishment and its operation **will not have an adverse effect on the environment,**
- (d) the proposed tourist establishment will benefit the local economy, and**
- (e) the proposed tourist establishment is well designed.

(3) **An officer** may impose on a **licence** such terms and conditions as the officer deems necessary to ensure that

- (a) the tourist establishment is operated **in** a way that is compatible with the traditional and current uses of the proposed area of operation; and
- (b) the tourist establishment and its operation **will not** have an adverse effect on the environment.

(4) The **licence** must be endorsed with any term or condition to which the **licence** is subject.

(5) A **licence** shall be in Form 4 of Schedule B.

10. An officer may refuse to issue, renew or transfer a **licence** for a tourist establishment, **if** the tourist establishment does not comply with this Act and the regulations or any other Act or regulations applicable to such tourist establishment.

10.1. The solicitation of alternate applications for building permits and any issuance of a building permit or a **licence** as a result, pursuant to sections 5.1 to 9, form part of an affirmative action **program** for the amelioration of the conditions of local aboriginal persons through the provision of economic opportunities.

11. The **licence** granted for an outpost camp may not be renewed where
- (a) a **licence** is granted to a main tourist establishment in the vicinity of the outpost camp; or
  - (b) the continued operation of the outpost camp **is** detrimental to the protection and preservation of the natural, historic or prehistoric resources of the area in which the outpost camp is located.

12. **When** a **licence** has been refused, suspended or **cancelled**, the applicant shall be notified immediately, by double registered mail or by personal service, in writing of the reasons for such action.

13. (1) Unless earlier **cancelled**, a **licence**,
- (a) issued in 1985 or preceding years, expires on March 31 following the date of its issue; and
  - (b) issued in 1986 or subsequent years, expires on December 31 following the date of its issue.

(2) An operator is responsible **for** renewing his **licence** before his current **licence** expires.

(3) To renew his **licence**, an operator shall submit an application in Form 3 of Schedule B to an officer.

(4) Where an operator does not renew his **licence** and remains unlicensed for a year, any further application he makes for a **licence** shall be treated by an officer in the same manner as an application for a building permit referred to in subsection 5.1(1).

Cancellation or suspension

14. (1) Where an operator
- (a) fails to insure or maintain in force **insurance** for the protection of his employees as required by the Workers' Compensation Act, or
  - (b) Is convicted of an offence relating to his tourist establishment against
    - (i) the Act or these regulations,
    - (ii) the Public Health Act, the Fire Prevention Act, the Wildlife Act or regulations made under those Acts, or
    - (iii) the Fisheries Act (Canada) or regulations made under that Act.

his **licence** may be **cancelled** by an officer, notwithstanding that the violation existed at the time the **licence** was issued.

(2) An officer shall not cancel a **licence** without **giving** an operator notice and an opportunity to respond.

14.1.(1) If as a result of an examination or inquiry an officer is of the opinion that the tourist establishment is **in** contravention of the provisions of the Act or these regulations or is unsafe, the officer may suspend the **licence** for such time as the contravention or unsafe condition continues for a maximum of three days.

(2) The Minister may designate an officer, other than the officer who made the original decision pursuant to subsection (1), to have authority to extend the suspension for such period of time as that officer sees fit.

(3) The officer referred to in subsection (2) shall not extend the suspension **without** giving the operator notice and an opportunity to respond.

Transfer of **licence**

15. (1) Where the ownership of a tourist establishment is transferred or assigned, the person to whom ownership has passed shall immediately apply to an officer in writing for the transfer of the **licence**.

- (2) Such application shall
  - (a) set out the name and address of the new owner, and
  - (b) be accompanied by the transfer fee set out **in** Schedule A.

(3) The new owner shall obtain from the former owner the guest register and all records required to be maintained by these regulations for a period of at least one year prior to the change of ownership.

(4) The former owner of a tourist establishment that **is** transferred or assigned shall

- (a) transfer the **guest** register **and** all records required to be maintained under these regulations extending back to at least one year before the change of ownership, and
- (b) forthwith notify an officer of the transfer and of the name and address of the new owner.

15.1. An appeal made pursuant to section 10 of the Act from the decision of an officer respecting a building permit shall be made within thirty days of the appellant's receipt of the notice of the decision.

## PART II

### GENERAL

#### Operating requirements

16. (1) Every operator shall maintain a register at his tourist establishment, except outpost camps, in which shall be registered all guests, motor vehicles, trailers or private aircraft accommodated at his establishment.

(2) An operator shall ensure that every guest of his tourist establishment enters in the register his name and home address.

- (3) The operator shall enter in the register
  - (a) the date of arrival and departure of each guest; and
  - (b) the name or number of the **rental** unit occupied by each guest.

- (4) No operator shall
  - (a) enter in the register or knowingly permit to be entered in the register any information he reasonably suspects to be false; or
  - (b) accommodate guests in his tourist establishment **in** excess of the maximum guest capacity set out **in** his **licence**.

(5) No guest of a tourist establishment shall enter or cause to be entered false information in the register.

(6) All entries in the register shall be preserved for a period of one year from the date of entry therein.

17. An operator shall

- (a) display his **licence** in a conspicuous place in the tourist establishment,
- (b) display upon each rental unit a distinctive number, letter or name, and
- (c) keep posted in every room of a hotel or motel used for sleeping accommodation and at the registration desk a notice specifying the room rates charged, including the lowest and highest rates for single and multiple occupancy.

18. An operator shall, at the request of an officer, produce for inspection any register, **licence** or notice required by the Act or regulations pertaining to tourist establishments.

19. (1) Every operator shall keep at least one competent adult in attendance at his tourist establishment at all times when guests are accommodated or may reasonably be expected to be accommodated in the tourist establishment.

(2) Subsection (1) does not apply to a cabin establishment that consists of individual buildings equipped with **light** housekeeping facilities.

20. Every operator shall maintain the grounds of his tourist establishment in an orderly and tidy manner and free from litter.

21. Every operator shall construct and maintain in good repair, on the grounds of his tourist establishment, such roads, lanes or paths as are necessary to permit the safe and convenient movement of motor vehicles and pedestrians.

22. An operator shall

- (a) provide an operative fire extinguisher of a type and in the number approved by the Fire Marshal or a local assistant and keep them in conspicuous well-marked places;
- (b) not permit a guest or employee
  - (i) to light or build a fire except in equipment provided by the operator or in a place he designates, or
  - (ii) to cook food except in a place designated for this purpose;
- (c) display or post signs and instructions informing guests and employees of the location of all exits; and
- (d) ensure that all heating equipment complies with the standards set by the Canadian Standards Association.

Water craft

23. Where an operator maintains a tourist establishment that supplies boats, canoes, outboard motors *or* other water craft for the use of guests, or where he transports his guests by water craft he shall

- (a) keep such boats, canoes, outboard motors or other water craft in a clean and safe operating condition;
- (b) comply with **the** Canadian Shipping Act and Small Vessel Regulations (Canada); and
- (c) maintain in proper repair all wharves, docks, landing places or boat houses situated on or used in conjunction with his tourist establishment.

Communications

24. Every tourist establishment shall be equipped with reliable communications equipment as may be required to make contact with a transportation **centre** in the event of an emergency.

Tent camps and outpost camps

25. Every tent camp or outpost camp shall be equipped with
- (a) a **4** day supply of emergency rations for each person accommodated in the camp,
  - (b) a supply of matches in waterproof container,
  - (c) a fire extinguisher containing approximately but not less than 1.13 kg of ABC rated dry chemical for each unit in the camp,
  - (d) a ahoel and hand fire pump **for** each **2** units in the camp, and
  - (e) a signal flare kit containing Instructions for uae in the event of an emergency.

26. An operator of a tent camp or outpost camp shall have a competent adult in the camp when guests are accommodated.

27. No operator shall permit more than 16 persons to be accommodated in an outpost camp at any one time.

Prohibitions

28. (1) No person **shall** promote or cause to be promoted a tourist establishment for which a **licence** has not been issued.

(2) No person shall publish or cause to be published an advertisement respecting a tourist establishment that contains statements, illustrations or photographs that purport to be the truth but are untrue, deceptive or misleading or are intentionally so worded or arranged that they are misleading or deceptive.

#### Inspection

29. (1) A tourist officer may, at a reasonable time of the day or night
- (a) enter and inspect any tourist establishment, and
  - (b) make such examination and inquiry as are necessary to ascertain if the operator **is** complying with
    - (i) the Act and these regulations, and
    - (ii) **any** other Act, regulation or by-law applicable to that tourist establishment.

(2) During an inspection a tourist officer may be accompanied by a duly qualified medical practitioner, a building **inspector, a health officer, a fire inspector** or a peace officer.

#### SCHEDULE A

	FEES			(Sections 5, 9 and 15)
	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989 and subsequent years</u>
1. Annual <b>licence</b> to operate a tourist establishment where maximum guest capacity <b>is</b>				
(a) 15 guests <b>or less</b>	<b>\$ 70</b>	\$ 85	<b>\$ 90</b>	\$ 95
(b) 16 to 24 guests	110	130	135	140
(c) 25 to 34 guests	300	200	210	220
(d) 35 to 44 guests	300	300	315	330



SCHEDULE A (Cent'd)

	1986	<u>1987</u>	<u>1988</u>	<u>1989 and subsequent years</u>
(e) 45 to 54 guests	\$300	\$450	\$470	\$495
(f) 55 guests or more	300	600	635	675
2. Annual <b>licence</b> \$ 30 for each outpost camp		\$ 35	<b>\$ 40</b>	\$ 45
3. Transfer of <b>licence</b>	\$ 35	\$ 40	<b>\$ 45</b>	\$ 50
4. Building Permits				
(a) value of work less than \$50,000	\$100	\$120	\$125	\$130
(b) value of work \$50,000 and over	\$300	\$120 plus 0.1% of the estimated value of the work over \$50,000	\$125 <b>plus</b> 0.1% of the estimated value of the work over \$50,000	\$130 plus 0.1% of the estimated value of the work over \$50,000

5. For 1987 only, a transitional annual **licence** fee equal to 75 per cent of the annual fee may be paid for tourist establishments previously licensed until March 31, 1987.

SCHEDULE B

FORM 1

(Ss. 5(1) & 9(2))

APPLICATION FOR A BUILDING PERMIT

The undersigned applies for a permit to construct a tourist establishment  
 ..... or to make additions ..... or  
 structural alterations ..... to the following classification:  
 Lodge ..... **Outpost Camp** ..... "....." cabin  
 Establishment ..... Camping Establishment .....  
 Hotel ..... Motel ..... Tourist Home  
 ..... Other ..... and in support of this makes  
 the following statements:

FORM 1 (Cent'd)

1. Name of proposed establishment is .....  
The postal address of the establishment is .....
2. The proposed establishment is to be situated at .....  
The latitude and longitude are ..... " ..... 'N.  
..... 'W.  
If the proposed establishment **is** not a municipality or settlement give  
the name of the nearest one: .....  
.....  
If the proposed establishment **is** on surveyed land give:  
Parcel ..... Lot ..... Block ..... Plan .....
3. The site is on: Crown Lease, Federal or N.W.T. ....  
Privately owned ..... Municipal ..... land.
4. (a) The owner/owners are or **will** be registered with **the** Government of the  
Northwest Territories as: Limited Company .....\*.....  
Co-operative ..... Partnership ..... Sole proprietorship  
.....  
(b) Name .....  
Address .....
5. The names, titles and addresses of the president and managing director,  
or of the 2 senior partners or of the proprietor are/is or will be .....
6. Construction is planned to begin on ..... to be completed by  
.....
7. The tourist establishment will be built to accommodate ..... persons.
8. The following documents to support this application are attached in five  
(5) copies:  
(a) structural plans, including fire safety equipment;  
(b) building specifications;  
(c) details of water supply, grey water disposal, sewage disposal,  
garbage disposal, petroleum fuel storage, fuel distribution  
locations used for refilling boats, aircraft, etc.;  
(d) topographical map, municipal plan, or plan showing exact location  
of site or sites;  
(e) sketch plan of building site or sites.
9. Remittance of \$ ..... **is** enclosed for the fee in accordance with  
Schedule A.  
(Cheque or money order made payable to the Government of the Northwest  
Territories. )  
Dated this ..... day of ....., 19.....

.....  
(Signature)

Name and address of applicant: .....

FORM 2

(Subsection 7(1))

BUILDING PERMIT

(To erect or construct a tourist establishment or to make additions or structural alterations to a tourist establishment.)

Permit number .....

Under the Travel and Tourism Act and the regulations and subject to the limitation thereof, .....  
 .....  
 .....  
 .....  
 is permitted

1. to erect or construct a tourist establishment,
2. to make additions to a tourist establishment,
3. to make structural alterations to a tourist establishment, of the ..... class, located at .....  
 ..... in the Northwest Territories.  
 This permit expires on ..... 19.....  
 Issued this ..... day of ..... 19.....

TERMS AND CONDITIONS:

.....  
 .....  
 .....

.....  
 (Permit - Issuer)

.....  
 (Address)

FORM 3

(ss. 9(1) & 13(3))

APPLICATION FOR A TOURIST ESTABLISHMENT LICENCE

The undersigned applies for a licence for a tourist establishment and in support of this application makes the following statements:

1. The classification of the establishment, as authorized by Building Permit No. .... is:  
 Lodge ..... Outpost Camp ..... Cabin Establishment .....  
 Camping Establishment ..... Hotel ..... Motel .....  
 Tourist Home ..... Other ..... 0 .....

.../14

FORM 3 (Cent'd)

- 2. The establishment is known as .....  
The postal address of the establishment is .....
- 3. The establishment is situated at .....  
The latitude and longitude are ..... 'N.  
..... 'W.
- 4. (a) The owner/owners are or will be registered with the Government of the Northwest Territories as: Limited Company .....  
Co-operative ..... Partnership ..... Sole proprietorship .....
- (b) Name .....  
Address .....
- (c) The names, titles and addresses of the president and managing director, or of the 2 senior partners or of the proprietor are/is or will be .....  
.....\*
- 5. The resident manager or person who will be responsible for and in charge of the establishment while it is in operation is .....
- 6. The establishment was last licensed under the name of .....  
Licence Number .....
- 7. During the licence period the establishment will be operated continuously .....  
or from ..... to .....
- 8. Guest capacity: a ..... person establishment, as authorized by Building Permit No. ....
- 9. Workers' Compensation Insurance is in effect: Account No. ....
- 10. Arrangements have been made for the transportation of guests from ..... to the establishment and return.
- 11. Remittance of \$ ..... enclosed for the fee in accordance with Schedule A.  
(Cheque or money order made payable to the Government of the Northwest Territories. )

Dated this ..... day of ....., 19 .....

.....  
(Signature)

Name and address of applicant: .....

FORM 4

(Subsection 9(5))

TOURIST ESTABLISHMENT LICENCE

Subject to the Travel and Tourism Act, the regulations and any terms or conditions endorsed on this licence,

.....\*.....\*.....\*
(Name of company, etc.)

.....\*.....\*.....\*
(Address of company, etc.)

is licensed as .....\*.....\*.....\*
(Name of establishment)

a .....\*.....\*.....\*
(Type of establishment)

of .....\*.....\*.....\*..maximum guest capacity

at .....\*.....\*.....\* in the Northwest Territories.
(Lake, location, etc.)

TERMS AND CONDITIONS:

.....\*.....\*.....\*
.....\*.....\*.....\*
.....\*.....\*.....\*

This licence expires December 31, 19 . . . . .

Licence Number .....\*.....\*.....\*

.....\*.....\*.....\*
(Licence - Issuer)

.....\*.....\*.....\*
(Date)

THIS LICENCE MUST BE KEPT POSTED CONSPICUOUSLY AT THE TOURIST ESTABLISHMENT.

SCHEDULE C

(Section 5.1)

- 1. A proposal must contain the following information:
(a) the intended seasons of operation;
(b) the length of season of operation;
(c) the maximum guest capacity and size of the tourist establishment;

Item 4: Continued”

#### The Tourist Establishment Application Process

Procedure for Applying for a NWT “Sportfishing” or “Naturalist Lodge” Tourist Establishment Licence.

These two sections of resource material will be discussed by your instructor. A probable time-lapse schedule is also contained. Make notes for your records:

#### **NOTES:**

## THE TOURIST ESTABLISHMENT APPLICATION PROCESS

The following steps are required:

### Resource Assessment - Sport Fishing

If your proposal excludes sport fishing, you can skip this step.

If you are proposing a sport fishing operation, the first step is to request an assessment on the lake's guest bed capacity. The Department of Economic Development and Tourism (E.D. and T.), together with the federal Department of Fisheries and Oceans, will set a maximum limit on your proposed facility's guest bed capacity. If you feel the capacity is large enough for a viable operation, you may wish to proceed to the next step. Please note that the limits in no way indicate the quality of fishing; the research required to indicate quality is entirely up to you.

### Availability of Land

You must obtain a lease or title to the site before E.D. and T. can issue a building permit. In most cases, land outside of communities is federal crown land and may not be purchased, but you may be able to obtain a lease for the land. To check the status or to make application for a lease, contact the following office:

Land Resources  
Indian and Northern Affairs Canada  
P. o. Box 1500  
Yellowknife, NWT  
X1A 2R3

Please note that in the case of a lease (and subject to availability), one would not be issued until such time as E. D. and T. is prepared to issue a building permit and requests Land Resources to do so. Regardless, you must still begin the lease application process early in the tourist establishment application process.

### Written Proposal (Consultation Process)

Initially, E. D. and T. will require a written proposal that is suitable for public distribution and contains the necessary information. Your proposal should reflect the lake's guest bed capacity, and the availability of land.

Upon review, E. D. and T. may then forward your written proposal (Section C) to any person(s) or group (s) who may be affected by your proposed operation, as well as to a group that represents aboriginal interests. The steps are outlined in Section 5.1, of the regulations.

### Application

If the licencing process is to be continued after comments have been received, you then submit a completed application that consists of the following:

A. An Application for a Building Permit along with a cheque for the appropriate amount (fee schedule in the Tourist Establishment Regulations). Please note that obtaining a building permit and the building permit process must also be followed to licence an existing facility as a tourist establishment;

and five (5) copies of each of the following:

B. Plans and specifications of the proposed building, structure, grounds and facilities showing the proposed design and layout in sufficient detail to indicate the manner in which the work is to be executed (structural plans to include fire safety equipment and specifications to include the type of materials proposed to be used, i.e. xx gauge wire, specific type panelling, etc.);

C. Details of water supply, grey water disposal, sewage disposal, garbage disposal, petroleum fuel storage, fuel distribution locations used for refilling boats, aircraft, etc.;

D. A topographical map, municipal plan, or plan showing exact location of site or sites:

E. A sketch plan of building site or sites

Upon review of your complete application, and subject to the acceptance that your proposal will meet or exceed the criteria as outlined in section 7.(1) of the Tourist Establishment Regulations. The E. D. and T. may then submit your building plans and specifications, etc., to the offices of the Environmental Health Officer, the Fire Marshall and, if so required, the Electrical Inspector. Their offices will approve or set conditions for approval of the plans as provided for under the Travel and Tourism Act. Once their approvals are received, E.D. and T. can issue a building permit to cover a period of up to a maximum of two (2) years.

All businesses are required to be registered and in good standing with Company Registries and Compensation. Further information can be obtained by writing to these agencies:

Workers' Compensation Board of the NWT  
Box 8888  
Yellowknife, NWT  
X1A 2R3

Company Registries  
Department of Justice and Public Services  
Government of the NWT  
Box 1320  
Yellowknife, NWT  
X1A 2L9

Once the construction is complete and E. D. and T. has received your Application for a Tourist Establishment Licence (along with the appropriate fee), and proof of Registries, then an on-site inspection is carried out as provided for under the act. If your facility passes the inspection, you will be issued a Tourist Establishment Licence.

Within this process there are several checks and balances which ensure consideration of aboriginal interests, the existing resources, and the integrity of the tourism industry in the Northwest Territories.



1.0 Obligations of Applicant

- 1.1 The applicant is to formally apply to the Federal Government for a land lease and to inform the Department of Economic Development and Tourism of his/her application for land. Although the Federal Government will not approve a land lease at this early stage in the process, they will provide the applicant with an assessment of the availability of the land for leasing, and formally register the applicant's interest in the lands. This is accomplished by contacting

Land Resources  
Indian and Northern Affairs Canada  
P. o. BOX 1500  
Yellowknife, NWT  
X1A 2R3

- 1.2 For sport fishing establishments, the applicant is to formally request the Department of Economic Development and Tourism to provide an assessment of the "number of guest bed nights" that the fish stocks within his proposed area of operations can support. This procedure involves the federal Department of Fisheries and Oceans. If the capacity@ large enough, the next step can be taken.

- 1.3 The applicant is to provide a written "proposal", outlining the nature, extent and likely impact of his proposed operation, to the Department of Economic Development and Tourism. The written "proposal" should be suitable for public distribution, and it must contain all of the following information:

Day 1

(See Schedule C of the previous lesson)

- the results of any relevant consultations between the applicant and potentially interested/ affected parties;
- intended season(s) of operation:
- length of season of operation:
- initial guest capacity/size of facility:
- plans for future expansion;
- intended point of purchase of supplies (food, fuel, etc.);
- departure/collection point of guests;
- likely number of employees (permanent and seasonal), N.W.T. a n d non-resident;
- description of service(s) to be offered;
- intended area of operation:
- the availability of the lands for lease from DIAND;
- the fishery stock, "guest bed night" assessment

-opportunities for local participation in the development/operation of the facility;

-an assessment of the economic effect on nearby communities, and the balance of the N.W.T. attributable to the proposed operation,

-an assessment of the impact on the physical environment of the area required by the proposed operation

-an assessment of the operation's impact on traditional and/or current uses of the land in question; and,

-the relevant experience, names, and place of residence of the operation's owner(s) and manager(s).

**NOTE:** Only a general description of the proposed business development and operation plans is requested: financial feasibility and project marketing data is not to be included. Postpone the drafting of complete building plans etc., until your proposal clears the consultation process.

- |       |   |          |
|-------|---|----------|
| 1.4   | “Approval in principle” by the Department of Economic Development and Tourism will permit the applicant to proceed with the development and operation of his tourism establishment, only if:  | Day 90   |
| 1.4.1 | the Department indicates in writing to the applicant that no alternate application is under active consideration by the Department of Economic Development and Tourism;   | Day 130  |
| 1.4.2 | the applicant receives an approved building permit, and initiates construction on site on the tourism establishment, within three hundred sixty (360) days of receipt of the notification referred to in 1.4.1 above;   | Day 490  |
| 1.4.3 | the applicant completes construction of the tourism establishment, and is ready for operation. within three hundred sixty (360) days of receipt of an approved building permit: and,  | Day 850  |
| 1.4.4 | at the Regional Tourism Officer's discretion, the period of time (following receipt of an approved building permit) made available to complete construction of the facility and make it ready for operation, can be extended by an additional 360 days.   | Day 1210 |
| 1.5   | The applicant must request a final on-site building inspection by the appropriate officials, through the Department of Economic Development and Tourism. Subject to the outcome of that inspection, the establishment will be licensed for operation, providing that the Application for a Tourist Establishment Licence (along with the appropriate fee), and proof of registration with Workers' Compensation and Company Registries has been received. | Day 1210 |

All businesses are required to be registered and in good standing with Company Registries and Workers' Compensation. Further information can be obtained by writing to these agencies:

Workers' Compensation Board of the NWT  
Box 8888  
Yellowknife, NWT, XIA 2R3

Company Registries  
Department of Justice & Public Services  
Government of the N.W.T.  
Box 1320  
Yellowknife, NWT, XIA 2L9

1.6 At the discretion of the Department of Economic Development and Tourism, failure to comply with the above schedule can result in withdrawal of all GNWT permits and/or approvals. .

2.0 Obligations of the Department of Economic Development and Tourism

2.1 The Department, through its Regional staff will inform potentially interested groups of the process for licensing new tourism establishments.

2.2 The Department, through its Regional Staff, will consult with interested groups concerning the principles to be used by the Department in identifying:

-“potentially affected regional and/or community groups” to provide comments on new tourist establishment proposals (refer 2.5);

-tie one group that will be provided with an opportunity to support an “alternate proposal” (refer 2.9).

It is suggested that if there is a local community group which has a specific mandate for strengthening the community's economic health (e.g. band/community economic development corporation/committee, community tourism board/committee etc.), then that group be given the opportunity to identify an alternate applicant that would be interested and capable of submitting an alternate proposal.

2.3 On the request of the applicant, the Regional Tourism Officer will consult with Department of Fisheries and Oceans to establish the number of “guest bed nights” that the fish stocks within the applicant's proposed area of operations can support.

2.4 On request of the applicant, the Regional Tourism Officer will identify the one group that will be provided with an opportunity to support an “alternate proposal” (refer 2.9).

2.5 The Department of Economic Development and Tourism will circulate the applicant's written “proposal” to potentially affected regional and/or community groups (hamlet/band councils, hunters and trappers associations etc.).

Day 1

2.6 Written comments on the proposal are to be submitted by the consulted groups to the Department of Economic Development and Tourism within sixty (60) days of their receipts of the “proposal”.

Day 60

If no written comments are received concerning the proposal within 60 days, it will be assumed that the consulted groups

- have no concerns that they wish to register with the Department concerning the proposal.
- 2.7 Within thirty (30) days of the conclusion of the end of the end of the 60 day consultation period, the Department of Economic Development and Tourism will give/deny “approval in principle” to the proposed operation, based on an assessment of all the information contained in the proposal, and a review of all comments received from the consulted groups. Day 90
- 2.8 The Department of Economic Development and Tourism will forward in writing to the consulted groups and the applicant, the decision reached (“approval in principle/non-approval”) within thirty (30) days of the end of the 60 day consultation period. The rationale for the decision will be included. Day 90
- 2.9 Upon “approval in principle” of the applicant’s proposal, the Department of Economic Development and Tourism will formally request the one pre-selected group (refer 2.2) whether or not they wish to support an “alternate proposal”. If the original applicant included in his written proposal a written letter of support for his proposal from the pre-selected group, then steps 2.9,2.10,2.11 and 2.12 will be by-passed. Day 90
- 2.10 The pre-selected group will have thirty (30) days to identify in writing to the Department the name and address of an “alternate applicant” that they support to develop a tourism establishment for the same area as that requested by the original applicant. Day 120
- 2.11 The Department of Economic Development and Tourism will forward notice in writing to the original applicant within forty (40) days of his “approval in principle”, if there is/is not an alternate supported proposal under consideration for his proposed area of operations. Day 130
- 2.12 If notice has been forwarded to the original applicant of an alternate proposal, then the Department of Economic Development and Tourism will inform the original applicant in writing within one hundred eighty (180) days of his approval in principle, whether or not the alternate proposal received Departmental approval in principle. Day 270

- 3.0 Obligations of the Supported Alternate Applicant
- 3.1 The pre-selected group (refer 2.2) will have thirty (30) days to identify in writing to the Department of Economic Development and Tourism the name and address of the alternate proponent that they support to develop a tourist establishment for the same area as that requested by the original applicant. Day 120
- 3.2 When an alternate supported proposal is put forward to the Department for review, then the following schedule must be adhered to:
- 3.2.1 A complete written "proposal" (consistent with item 1.3) must be delivered by the alternate proponent to the Department of Economic Development and Tourism within sixty (60) days Day 180
- 3.2.2 The Department of Economic Development and Tourism will forward the alternate proposal to the "potentially affected regional and/ or community groups "(refer to 2.2) for their review. Day 180
- 3.2.3 The consulted groups will have sixty (60) days to forward their comments to the Department of Economic Development and Tourism. Day 240
- 3.2.4 The Department, based on a review of the alternate proposal and any received comments from the consulted groups, will deny-approve-in-principle the alternate supported application within 30 days. Day 270
- 3.2.5 The Department of Economic Development and Tourism will forward in writing to the consulted groups and the applicant. the decision reached (approval in principle/non-approval) within thirty (30) days of the end of the 60 day consultation period. The rationale for the decision will be included. Day 270
- 3.3 "Approved-in-principle" alternate applications will be subject to the following conditions:
- 3.3.1 building permits must be approved and on-site construction on the tourism establishment initiated within three hundred sixty (360) days of the Department of Economic Development and Tourism's approval-in-principle; Day 630
- 3.3.2 construction of the tourism establishment must be complete and the facility ready for operation. within three hundred sixty (360) days of receipt of an approved building permit; Day 990
- 3.3.3 at the Regional Tourism Officer's discretion the period of time available to complete construction of the facility and to make it ready for operation, can be extended by an additional 360 days and, Day 1350
- 3.3.4 an on-site inspection of the completed facility by the appropriate officials must be requested, through the Department of Economic Development and Tourism. Subject to the outcome of that inspection, the establishment will be licensed for operation. Day 1350
-

- 3.4 At the discretion of the Department of Economic Development and Tourism, failure to comply with the above schedule can result in withdrawal of all GNWT permits and/or approvals.
- 3.5 Failure by the proponent of an alternate supported proposal to obtain any of the required approvals/permits, or to meet the approval schedule, will result in immediate approval for the original applicant to proceed with his proposal.

Item 5: For your convenience, the Public Health regulations follow this section. Notice the directions under "application", "approval", "**inspection**" and "closure" in Part 1.

Pay particular attention to those aspects of:

- water supply
- toilet convenience
- garbage handling
- tent camps
- food handling
- washing
- construction requirements

and any other relevant material that would affect your outfitting business.

Notes:

PUBLIC HEALTH  
397 - 68  
10/10/68  
Commissioner  
Yel lowknife

Amended by: 248-71, 281-72,  
325-79

The undersigned, pursuant to the Public Health Ordinance, orders as follows:

1. The attached Regulations Respecting the Health Standards of Tourist Accommodation are hereby made and established.

REGULATIONS GOVERNING THE HEALTH  
STANDARDS OF TOURIST ACCOMMODATION

1. These regulations may be cited as the Tourist Accommodation Health Regulations.

Interpretation

2. In these regulations
  - (a) "approval" means approval in writing by the Chief Medical Health Officer of the Territories, or his authorized **representative**;
  - (b) "bathroom" means a room that **contains** a bathtub or shower, a flush toilet and a washbasin;
  - (c) "bedding" means mattresses, blankets, sheets, pillow cases and sleeping bags;
  - (d) "Chief Medical Health Officer" means the person who is appointed Chief Medical Health Officer of the Territories under the Public Health Ordinance;
  - (e) "guest" means the person who is accommodated in a tourist establishment, and **includes** all members of his party;
  - (f) "employee" means a person who is employed in a tourist establishment;
  - (g) "operator" means a person or corporate body who either by himself or by his agent operates a tourist establishment;
  - (h) "Ordinance" means Public Health Ordinance;
  - (i) "outfitter" means the holder of an outfitter's licence issued under the Outfitter's Regulations made pursuant to the Travel and Outdoor Recreation Ordinance;
  - (j) "privy" means a toilet which is not connected to a sewerage system;
  - (k) "semi-private bathroom" means a bathroom adjacent to, and **communicating** with, each of 2 rental units and for the exclusive use of the guests occupying them;
  - (l) "tourist establishment" means any premises where public lodging is provided for remuneration and includes the following classification:
    - (i) "cabin establishment" means 2 or more cabins or cottages which are rental units in individual permanent **buildings**;



- (ii) "camping establishment" means land which may be occupied by trailers, mobile homes or tents;
- (iii) "hotel" means a single permanent building, or 2 or more inter-connected buildings containing multiple rental units, that are connected by halls, stairs or elevators to a main lobby and office, and includes a motor hotel;
- (iv) "motel" means one or more buildings which contain 2 or more rental units;
- (v) "tourist home" means a private home or dwelling in which there are 2 or more rooms for rent to the traveling or vacationing public;
- (vi) "tent camp" means a semi-permanent camp providing accommodation in tents, tent frames or similar structures which is remote and is accessible only by means other than a public highway;
- (m) "tourist officer" means tile officer or officers appointed by the Commissioner pursuant to section 7 of the Travel and Outdoor Recreation Ordinance;
- (n) "washroom" means a room that contains a flush toilet and a washbasin.

## PART I

## APPLICATION, APPROVAL, INSPECTION AND CLOSURE

Application

3. These regulations shall apply to all tourist establishments as defined in these regulations.

Approval

4. Written approval of plans must be obtained from the Chief Medical Health Officer before construction, or before making structural alteration or addition to a tourist establishment. Full details of water and sewage services must accompany the plans.

Inspection

5. (1) A Medical Health Officer, Health Officer or tourist officer may, at any reasonable time, enter any tourist establishment and examine the premises and anything therein that is used in connection with the operation thereof.

(2) Where in the opinion of a Medical Health Officer, Health Officer or tourist officer any provision of these regulations is not being observea, he may make such recommendations or issue such directions as he deems to be necessary in that connection.

(3) Where an operator fails to comply with these regulations, a Medical Health Officer, Health Officer or tourist officer shall make, or cause to be made, a report to the Chief Medical Health Officer and shall furnish a copy of the report to the operator specifying the violation of the regulations, together with recommendations for their correction.

Closure

6. (1) Where a Medical Health Officer or Health Officer finds that any condition exists in any tourist establishment that is or

may become dangerous to health or may hinder in any manner the prevention, mitigation or suppression of disease, the Medical Health Officer or Health Officer may order that tourist establishment be closed until the condition has been rectified, and the said tourist establishment shall be closed forthwith.

(2) As soon as practicable after issuing the order, the Medical Health Officer or Health Officer, shall give either in person or by registered mail written notice thereof to the operator, together with the reasons for the closing.

(3) Where the operator of the tourist establishment considers the order of closure to be unjustified, he may appeal in writing to the Commissioner within 7 days of receipt of notice of the closing.

(4) Upon receipt of the appeal, the Commissioner shall consider it, and may make or cause to be made such inspections and hear such representations as he deems advisable.

(5) The Commissioner may affirm, amend or rescind the order of closure.

## PART II

### PUBLIC HEALTH AND SAFETY

#### Location and drainage

7. Buildings used either wholly or partly for living accommodation for guests or staff shall be located on dry and well-drained sites.

#### Water supply

8. (1) Where a public water supply approved by the Chief Medical Health Officer is available, or can be made available, such supply shall be used exclusively.

(2) A private water supply may be used where conditions as stated in subsection (1) do not exist but the source of water, method of treatment, transmission and storage shall be subject to the approval of the Chief Medical Health Officer.

(3) The rate supply shall be sufficient to meet peak demand and where the water is piped, the pressure must be not less than 140 kPa at peak demand periods.

(4) The use of common drinking cups is prohibited.

(5) Where there is available for use a source of water that is not fit for drinking it shall be clearly marked by prominent signs containing the words "NOT FIT FOR DRINKING" in bold letters not less than 15 mm high.

#### Construction requirements

9. (1) Every tourist establishment other than a tent camp shall be so constructed that it is free from any condition that is dangerous to health.

(2) A rental unit in any establishment other than a tent camp shall have

(a) for 1 occupant, a minimum floor area of 9 m<sup>2</sup> of clear living space;

- (b) for 2 occupants, a minimum floor area of 13.5 m<sup>2</sup> of clear living space;
- (c) for a maximum of 4 occupants, a minimum floor area of 21 m<sup>2</sup> of clear living space; and
- (d) for each additional person over the age of 12 who can be accommodated on a regular basis in a rental unit, an additional 9 m<sup>2</sup> of clear living space,
- exclusive of porch, bathroom and closet areas,
- (3) The installation of temporary bedding is prohibited in a rental unit designated for occupancy by one person.
- (4) Persons over the age of 12 may utilize temporary bedding in a rental unit designated for occupancy by 2 or more persons for a period of not more than 3 consecutive days.
- (5) Any part of the floor area having a clear height of less than 1.4 m shall not be considered in computing the required floor space per occupant referred to in subsection (2).
- (6) A bedroom in a tourist establishment other than a tent camp shall have a minimum ceiling height of 2.3 m over at least 50% of the required floor area per occupant.
- (7) A bedroom in a tourist establishment shall
- (a) have windows that have an aggregate unobstructed glass area of not less than 5% of the floor area of the room served, but in no case less than 750 mm in any dimension; and
- (b) be ventilated by natural or mechanical means, but the opening for natural ventilation shall consist of at least 0.2 m<sup>2</sup> of unobstructed area for each bedroom.
- (8) The interior walls and ceiling of all permanent buildings shall be finished so that the walls may be kept in a thoroughly clean condition.
- (9) Where logs, log siding or log slabs are used, they shall be peeled and coated with varnish or another insect-repellent finish.
- (10) Where rental units adjoin each other under a common roof, the adjoining wall, walls, floors or ceilings must be so constructed that there will be sound transmission loss of 50 dB.
- (11) No room in a basement shall be used as a sleeping room for guests or staff unless the floor is less than 1.2 m below grade level and unless the room is lighted by natural lighting admitted through windows which can be opened to provide adequate ventilation.

Toilet conveniences, plumbing, sewage disposal

10. (1) A room which contains a toilet shall have an openable window area equivalent to not less than 5% of the floor area or else mechanical ventilation of sufficient capacity to provide outside air to the room at the rate of 16.5 dm<sup>3</sup>/s per flush toilet or urinal, or otherwise according to the plumbing requirements of the National Building Code.
- (2) here shall be handwashing facilities convenient to every toilet or privy which shall consist of a basin, an adequate supply of soap and water, and paper or other disposable towels.
- .

(3) Flush toilets, sinks, basins, showers and bathtubs shall be connected either to a public sewage system or a sewage system which is approved by the Chief Medical Health Officer.

(4) Every bathroom for use by guests shall have a flush toilet, a basin and either a bathtub or a shower bath, all of which shall be properly installed and operable.

(5) Where a toilet or privy, other than a semi-private bathroom, may be used by guests in common, the facilities shall be separate facilities for each sex with separate approaches clearly marked as to sex.

(6) Where common toilet facilities are provided, the number shall be one for each sex for 7 rental units, and one for each sex for each additional 7 rental units or fraction thereof.

(7) Where a toilet or privy has more than one flush toilet or privy seat, as the case may be, there shall be partitions between them so constructed that complete privacy is maintained.

(8) A privy shall be located no closer than 8 m and not more than 25 m from the nearest occupied building.

(9) A privy shall have smooth, painted walls, both outside and inside, and a smooth floor.

(10) Wooden seats shall be smooth, enameled and provided with a self-closing, hinged cover.

(11) Both the building and the pit enclosure of a privy shall be fly-proof.

(12) A urinal shall be provided in a privy which is specified for men.

(13) The pit of a privy shall be vented to a roof opening which shall be a minimum of 150 mm higher than the highest point on the roof.

(14) A screened vent, of no less than 0.1 m<sup>2</sup> for each privy seat shall be provided in the wall or door and the vent shall have a removable cover which may be closed during inclement weather.

(15) Natural lighting shall be provided in a privy by means of either a translucent roof or frosted glass windows.

(16) A privy shall be illuminated artificially after sundown.

(17) A metal urine deflector shall be provided to direct urine into the pit.

(18) The door shall be made self-closing.

(19) The pit contents shall be sprinkled daily, and more often if necessary, with hydrated lime, 12% woodashes or some other odour-reducing material.

(20) Each privy shall be properly supplied with toilet tissue.

#### Garbage

11. (1) Fly-proof metal garbage containers shall be provided in convenient places and in sufficient numbers to ensure that sanitary conditions are maintained.

(2) Where there is no municipal garbage removal service, the operator shall dispose of garbage, waste and refuse by either incineration or burial in such manner as will not create a nuisance or pollute water.

(3) Guests shall place garbage, waste and refuse in such garbage containers or other places as the operator designates.

#### Maintenance

12. (1) All buildings, furniture and equipment related to the health requirements of the guests and employees shall be maintained in a clean and sanitary condition.

(2) Every rental unit shall be satisfactorily cleaned after each change of occupancy.

(3) The windows of rental units in motels and hotels shall be adequately screened to ensure privacy and during the summer months screening shall be adequate to reduce natural lighting within the room to an intensity which will not interfere with the sleep of the occupants.

(4) Where bedding is provided, it shall be kept in a clean sanitary condition and clean sheets, pillow cases and towels shall be provided for each new guest, or at least weekly if an occupant remains for more than 1 week.

(5) A first-aid kit containing splints, bandages and whatever medicines are deemed to be advisable by the Medical Health Officer or Health Officer in view of the remoteness of the tourist establishment from a hospital or other facilities where medical aid is available should be readily available for and accessible to guests and employees.

#### Camping establishments

13. (1) There shall be a space of at least 2.4 m between every tent or every building or between any tent and any building and also between any tent or building and any property line bounding the camp.

(2) Each camping lot shall have a minimum area of 111 m<sup>2</sup> with a frontage of 9 m, and the boundaries shall be clearly defined.

(3) Table tops shall be smooth and easily cleaned.

(4) There shall be a garbage can with a cover located within 5 m of each table.

(5) There shall be a sewer outlet or a soakage pit with a fly-proof cover for wash water reasonably accessible from each table.

#### Tent camp

14. Each tent camp shall have

- (a) a wood floor in each tent which shall be at least 100 mm above the ground surface;
- (b) adequate screening for all vents or openings;
- (c) a suitable mattress or air mattress;
- (d) where bedding is provided, sleeping bags with removable clean liners or blankets with clean sheets and pillow cases;
- (e) an adequate first-aid kit and first-aid manual and such emergency drugs as the Chief Medical Officer may direct.

PUBLIC HEALTH  
317  
04/09/57  
Commissioner  
Ottawa

Amended by: 19-13, 261-79

Pursuant to the provisions of the Public Health Ordinance, the Regulations for the Control of Communicable Diseases, the Regulations Governing the Sanitation of Eating and Drinking Places, the Regulations Respecting General Sanitation under the Public Health Ordinance, and the Regulations Respecting the Sanitation of Camps, annexed hereto are made and established.

#### REGULATIONS RESPECTING THE SANITATION (IF CAMPS)

##### Short title

1. These regulations may be cited as the Camp Sanitation Regulations.

##### Interpretation

2. In these regulations

- (a) "adequate" means adequate in the opinion of a Health Officer;
- (b) "building" includes tent or other suitable enclosure;
- (c) "camp" means a camp as defined in section 12 of the Public Health Ordinance and includes the sleeping, kitchen, dining and recreation quarters and facilities thereof and the areas between and adjoining the same but does not include a camp of less than 10 occupants;
- (d) "medical quarters" means any building or enclosure used as a first aid station or hospital;
- (e) "operate", used in relation to a camp, means to own, establish, operate, or maintain or cause to be established, operated or maintained, a camp, or to manage or to be in charge of a camp; and
- (f) "waste disposal ground" means a waste disposal ground that complies with the requirements of the General Sanitation Regulations.

3. Every person who operates a camp shall furnish the Commissioner during the operation of the camp with whatever information the Commissioner may require in respect thereto.

4. (1) No person shall operate a camp unless it is maintained in a sanitary condition and, without limiting the generality of the foregoing, unless

- (a) it is located on a sanitary site;
- (b) the drainage thereof is arranged so as to prevent pollution of any water supply, lake, stream or other water course;
- (c) it is situated, except with the approval of a Health Officer, at a distance of not less than 30 m from any water supply, lake, stream or other water course;
- (d) it is clear of weeds, underbrush and tall grass;

- (e) it is sufficiently spacious to prevent overcrowding and is constructed so as to permit adequate cleansing and disinfecting;
  - (f) it is kept in a good state of repair and cleanliness, and the floors of the sleeping, kitchen, dining, medical and recreation quarters thereof are swept once a day and scrubbed once a week and where there is no floor, the ground surface is swept daily;
  - (9) it is provided with
    - (i) an adequate water supply, including a safe drinking water supply protected from contamination,
    - (ii) a heating system that shall, in cold weather, maintain in the sleeping, kitchen, dining, medical and recreation quarters when occupied a temperature of at least 18°C during the night,
    - (iii) ablution and latrine facilities that comply with subsection (2), and
    - (iv) adequate refuse and garbage receptacles which have tight-fitting covers; and
  - (h) it otherwise complies with or meets in all respect the requirements of these regulations.
- (2) Ablution and latrine facilities for camps shall be furnished on the following scale:
- (a) flush toilets in the following ratio:
    - 1 toilet for 1 to 5 men,
    - 2 toilets for 6 to 10 men,
    - 3 toilets for 11 to 15 men,with the addition of 1 toilet for each 15 men thereafter;
  - (b) urinals in the ratio of 1 per 25 men,
  - (c) a wash basin of stainless steel, porcelain or its equivalent in the ratio of 1 per 5 men with 1 mirror over each basin; and
  - (d) individual shower units with non-slip flooring together with adjacent dressing cubicles in the ratio of 1 to 11 men.
- (3) The ablution and latrine facilities shall be cleaned daily by members of the camp staff. Washrooms and toilets shall be part of the same building that houses the sleeping quarters of the men for which the ablution and latrine facilities are supplied. Adequate supplies of paper towels, toilet tissue and individual drinking cups shall be supplied in washrooms.

#### Sleeping and medical quarters

5. Subject to section 6, no person shall operate a camp unless the sleeping and medical quarters of such camp, including sleeping and medical quarters provided in tents, have
- (a) a minimum of 4.6 m<sup>2</sup> of floor space for each occupant;
  - (b) a minimum of 11 m<sup>3</sup> of air space for each occupant;
  - (c) a separate bed or bunk with a clean pillow or mattress for each occupant;
  - (d) windows or ventilation flaps that can be opened;
  - (e) means of roof ventilation that can permit continuous circulation of air;

- (f) every exterior opening designed or situated so as to protect the occupants against draughts, and covered with adequate pest, insect or vermin proof screen or netting; and
- (9) a floor that is elevated 380 mm at least from the ground and that is double boarded or built so as to allow no cracks, and is made of smooth finish to permit easy cleaning and scrubbing.

6. Where tents are used as sleeping or medical quarters in a camp, the person who operates the camp shall locate such tents on dry, well drained ground, and in winter he shall provide the tents with a floor that complies with paragraph 5(g) and protect the walls thereof with impervious material extending 900 mm above the floor.

7. No person who operates a camp shall permit the use of double tier bunks for sleeping in the camp unless the interior walls extend at least 2.4 m above the floorlevel.

#### General washing facilities

8. No person shall operate a camp unless it is provided with ample washing facilities that include

- (a) an adequate supply of hot water and an adequate number of wash basins and showers for the personal use of the occupants;
- (b) an adequate number of wash basins in the kitchen for the use of the personnel employed in the kitchen and dining quarters;
- (c) an adequate number of receptacles in the kitchen for dishwashing; and
- (d) adequate facilities for the washing of clothes.

9. Every person employed in a camp shall provide his own towel and other toilet articles unless provided by the operator.

10. No person shall make available or use common or roller towels in a camp.

#### Kitchen and dining quarters

11. No person shall operate a camp unless

- (a) a building or other enclosure is provided for use as kitchen and dining quarters either combined together or not, and subject to paragraph (b), such building or enclosure is separate and apart from any other building or enclosure used as sleeping quarters;
- (b) the sleeping quarters of the personnel employed in the kitchen and dining quarters are separated from the kitchen and dining quarters where it is more practicable that the sleeping quarters be located in the same building or enclosure;
- (c) the kitchen and dining quarters are provided with windows or ventilation flaps sufficient to give adequate light and ventilation;
- (d) every exterior opening of the kitchen and dining quarters is protected with adequate pest, insect or vermin proof screen or netting;



- (e) the non-perishable food supplies are stored in adequate containers kept in an orderly manner and under sanitary conditions in a screened and vermin proof room or enclosure separate from the kitchen or dining quarters; and
- (f) perishable food supplies are stored in a cool place properly protected against flies and in such a way as to prevent possible spoilage or contamination.

12. No person shall sleep or permit any other person to sleep in the kitchen or dining quarters of a camp except in sleeping quarters provided therefor pursuant to paragraph 11(b).

#### Dishwashing

13. No person shall operate a camp unless all dishes, glasses, cutlery and other containers or utensils used in the camp for the storage, preparation or serving of food or drink are, before being used again, cleaned thoroughly, in the following order:

- (a) by washing in a warm detergent solution that is capable of removing grease and food particles (maintained at a temperature of at least 44°C and not more than 60°C), then
- (b) by rinsing in clear water, then
- (c) by immersion in boiling water, and then
- (d) by allowing them to drain.

14. No person employed in the kitchen or dining quarters of a camp shall dry with a towel any dishes, glasses, cutlery or other containers or utensils used at any time in the preparation or serving of food or drink.

#### Food handlers

15. (1) No person who operates a camp shall employ or permit to be employed in the camp as a cook, waiter or dishwasher, or, in any other capacity in the preparation or serving of food or drink, any person whom he knows or suspects to be suffering from a communicable disease.

(2) No person shall work in a camp as a cook, waiter or dishwasher, or in any other capacity in the preparation or serving of food or drink, where such person knows or suspects himself to be suffering from a communicable disease.

16. Every person who is employed in a camp as a cook, waiter or dishwasher or in any other capacity in the preparation or serving of food or drink, shall, in the performance of his work,

- (a) present a clean and tidy appearance;
- (b) wear washable outer garments;
- (c) use all reasonable means to avoid direct contact with food or drink;
- (d) keep his hands and arms clean at all times while engaged in handling food or drink or drinking utensils or equipment; and
- (e) submit himself to such medical examination as a Health Officer may require.

Latrines

17. Subject to subparagraph 4(l) (g) (iii), every person who operates a camp shall, in addition,

- (a) remove daily from the latrines or urinals waste paper, litter or other refuse;
- (b) make available at all times in the latrines an adequate supply of toilet paper;
- (c) provide adequate urinals which comply with the General Sanitation Regulations, located conveniently near sleeping quarters in the camp;
- (d) at regular intervals, cover the **excreta** with an adequate layer of sand or earth, or empty the latrine pits or trenches and remove the **excreta** to a waste disposal ground; and
- (e) maintain latrines and urinals in a sanitary condition at all times.

Refuse and garbage disposal

18. Every person who operates a camp shall place all refuse and garbage from kitchen, dining, sleeping and recreation quarters and storage space, in tightly covered receptacles, and

- (a) remove daily the refuse and garbage to appropriate trenches and cover it with earth or sand; or
- (b) remove such refuse or garbage to a waste disposal ground; or
- (c) otherwise dispose of it in an adequate manner.

Communicable disease

19. Where a person in a camp is suffering or is suspected of suffering from a communicable **disease**, the person who operates the camp shall

- (a) when possible, **cause** such person to be isolated immediately in a suitable building or enclosure and treated until removed to a hospital;
- (b) cause such person to be removed to a hospital as soon as possible;
- (c) immediately cause to be taken every precautionary measure to prevent the spread of the disease in the camp; and
- (d) notify a Health Officer of the occurrence and of the **precautionary** measures taken.

20. Where a person dies in any camp, the person who operates the camp shall immediately notify a Health Officer of the death and of the cause thereof if known, and shall immediately cause to be taken such precautionary measures as may be necessary to protect the health of the other occupants of the camp.

General

21. Every person who operates a camp shall

- (a) take adequate measures to prevent the infestation of clothing, bedding, bunks and other parts of the camp with lice, bedbugs, cockroaches or disease carrying insects, and
- (b) keep available in the camp an adequate supply of disinfectants.

22. Where in his opinion any camp is unfit for human habitation, the Commissioner **may, upon** the recommendation of a Health Officer, order such camp to be vacated, and upon the expiration of such time as may be fixed by the Commissioner, no person shall occupy the camp or **cause or permit the camp to be occupied until it is made fit for human habitation.**

23. No person shall

- (a) expectorate, Urinate, defecate, bathe, **wash or cleanse any** portion of his person, or wash or cleanse any clothing or material, in or near, **or** do any other act which may pollute or render unfit for human use, any water supply, lake, stream or other water course from which water is drawn or used for human consumption or ablution purposes in a camp; **or**
- (b) cause or permit in or upon or in the vicinity of any camp the deposit or accumulation of any garbage, manure, filth, boxes, paper or other refuse, **or anything that constitutes or may** constitute an insanitary condition, or that may facilitate the propagation of vermin **or** create any fire hazard, or that may otherwise be dangerous to the public health.

24. (1) Every person who finds the carcass of a dead animal in or near a camp shall notify the owner of such animal and the owner shall, within 12 hours, cause such carcass to be disposed of in an adequate manner.

(2) Where there is no owner or the owner is unknown, the person who finds the carcass shall notify the person in charge of the camp and such person shall cause the carcass to be disposed of in accordance with subsection (1).

25. (1) A Health Officer may, in the carrying out of his duties, direct that any matter **or thing relevant to the enforcement of** these regulations be done when in his opinion this is necessary for the preservation of health and the mitigation of disease in any camp.

(2) Every person who operates a camp shall

- (a) exercise the necessary supervision to ensure that the camp complies with these regulations, and
- (b) where no provision is made by these regulations with respect to any insanitary condition that may occur in the camp, take whatever action that the Health Officer may deem advisable to direct for the preservation of health and the mitigation of disease.

26. Every person who operates a camp shall, upon the closing of the camp, cause all garbage and rubbish to be collected and buried, privy pits and latrine trenches to be covered with earth to a depth of at least 300 mm and the grounds and buildings or enclosures of the camp to be left in a clean and sanitary condition.

27. The sanitary requirements of these regulations prescribed for a camp shall, to the extent that compliance with such requirements is feasible, also be applicable to the work, construction or enterprise with respect to which the camp is operated.

28. Every person who operates a camp shall post in a conspicuous place in the camp a copy of Part II of the Public Health Ordinance and of these regulations.

29. The person who operates a camp shall be deemed to have violated these regulations where the camp does not comply in any respect with the requirements thereof.

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REGULATIONS FOR THE CONTROL OF  
COMMUNICABLE DISEASES

Short title

1. These regulations may be cited as the Communicable Diseases Regulations.

Interpretation

2. In these regulations

- (a) "carrier" means a person who harbours and disseminates the specific micro-organisms of any communicable disease;
- (b) "Chief Medical Health Officer" means the Medical Health Officer designated by the Commissioner to act as Chief Medical Health Officer;
- (c) "contact" means a person or animal known to have been in association with a person or animal infected with a communicable disease and is presumed to have been exposed to infection therefrom;
- (d) "place of isolation" means a sanatorium, clinic, lockup, gaol, reformatory or other place designated by the Medical Health Officer for the purpose of sections 12, 14 and 15; and
- (e) "specific control measures" mean the control measures for a communicable disease that are prescribed for such diseases in the latest edition of the Official Report of the American Public Health Association for the Control of Communicable Diseases.

Notification and treatment

3. Every person who believes or has reason to believe that he is infected with a communicable disease,

- (a) shall notify as soon as possible the nearest medical practitioner or Medical Health Officer by the quickest means available; and
- (b) shall place himself under the care of, undergo the treatment and follow the course of action prescribed therefor by the medical practitioner or Medical Health Officer.

4. Every person who believes or has reason to believe or to suspect that another person is infected or has died from a communicable disease shall notify the nearest Medical Health Officer of such fact by the quickest means available and provide him with any further information that such officer may require.

5. (1) Every medical practitioner who has reason to believe or suspect that one of his patients is infected with a communicable disease shall advise such patient, any persons attending him, and any known contacts or carriers, to adopt the specific control measures for such disease and shall give them the necessary instructions therefor.

(2) Where concurrent or terminal disinfection is prescribed by the specific control measures for a communicable disease, such disinfection shall be carried out as indicated by one or more of the methods listed in Schedule A.

(3) Every medical practitioner shall notify a Medical Health Officer immediately of the action taken pursuant to this section and shall give him any further information that such officer may require.

#### The handling of food

6. No carrier, contact or person infected with a communicable disease shall prepare, handle or serve any food or drink intended for sale or distribution to any person other than a member of his immediate household, unless written authorization therefor is obtained from a Medical Health Officer.

7. Where any milk, cream, butter, cheese or other dairy product is produced, processed or handled on a farm or in a dairy where a person infected with a communicable disease is living and in the opinion of a Medical Health Officer such product may have been infected with the disease, such dairy products shall be pasteurized or destroyed.

a. No person shall sell, transport or deliver any milk, cream, butter, cheese or other dairy product that is produced, processed or handled on a farm or in a dairy where a person infected with a communicable disease is living, and no person shall remove such product from such farm or dairy except that a Medical Health Officer may, by written authorization, permit the removal, sale, transport or delivery of such product if he is satisfied that

- (a) the product has not been, at any time during the course of such disease, in the building where the person infected with the disease lived;
- (b) the product has not been handled by anyone who, during the course of such disease, has entered the building where the person infected with the disease is living, or who has come into contact with any person living in such building;
- (c) the facilities for the producing, processing or handling of such product, including utensils, water and water supply and sewage disposal system, are separate and apart from those of

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Amended by: 375-64, 17-71,  
261-79

REGULATIONS GOVERNING THE SANITATION OF  
EATING OR DRINKING PLACES

Short title

1. These regulations may be cited as the Eating or Drinking Places Regulations.

Interpretation

2. In these regulations
- (a) "approved" means approved in writing by a Health Officer;
  - (b) "common use" means the use of an article or thing by more than one person without its being thoroughly cleansed and sterilized after each use;
  - (c) "eating or drinking place" means any place, boat or vehicle where food or drink is prepared, cooked, stored, or served, with or without charge, **except** a private home;
  - (d) "employee" means a person who
    - (i) is employed in an eating or drinking place, and
    - (ii) handles or comes in contact with any utensil or with food during its preparation, service or **storage**;
  - (e) "operator" means a person who by himself or his agent owns or operates an eating or drinking place;
  - (f) "single service container" means a container or utensil that is to be used once only and then discarded; and
  - (g) "vermin" means rats, mice, **cockroaches**, flies, bedbugs and any other similar animals or insects.

Application

3. These regulations apply to all eating or drinking places except an eating or drinking place
- (a) that operates for a period of 2 weeks or **less** in any 12 month period in connection with any fair, carnival, circus, sports day, public exhibition or similar gathering, and
    - (i) serves food or drink prepared and served in a manner satisfactory to a Health Officer,
    - (ii) serves beverages in **original** sealed containers or, except in the case of milk, in single service containers filled from covered containers equipped with a faucet or pouring device satisfactory to a Health Officer,
    - (iii) serves food in single service containers; and
  - (b) that operates for a period in excess of 2 weeks in any 12 month period, if all food and drink is served in original sealed containers.
4. No person shall operate an eating or drinking place except an eating or drinking place referred to in section 3, unless such

eating or drinking place meets with the requirements of these regulations.

#### Inspection

5. (1) A Health Officer may, at any reasonable time, enter any eating or drinking place and examine the premises and anything therein contained that is used in connection with the operation thereof.

(2) Where in the opinion of a Health Officer any provision of these regulations is not being observed, he may make such recommendations or issue such directions as are necessary in that connection.

(3) Where an operator upon the request of a Health Officer fails to bring the operation of his place within the provisions of the regulations or otherwise fails to observe any of the requirements thereof, a Health Officer shall make or cause to be made a report to the Commissioner and shall in such case furnish to the operator a copy of such report.

(4) A report by a Health Officer shall specify the manner by which the regulations have been violated together with a recommendation.

(5) In any eating or drinking place a Health Officer may, for laboratory examination, as often as he deems necessary,

- (a) take a sample of any food or drink;
- (b) swab dishes, glasses, cutlery or utensils; or
- (c) take samples of wash water.

6. At the request of an operator,

- (a) a Health Officer shall examine an eating or drinking place and everything contained therein; and
- (b) if the Health Officer is satisfied that these regulations have been complied with, he shall issue to the operator a certificate to that effect.

#### Closing

7. (1) Notwithstanding section 5, where a local board or a Health Officer finds that any condition exists in any eating or drinking place that is or may become dangerous to health or may hinder in any manner the prevention, mitigation or suppression of disease, the local board or a Health Officer may order such eating or drinking place to be closed from the date of such order until the condition has been rectified, and the said eating or drinking place shall be closed forthwith.

(2) As soon as practicable after issuing the order, the local board or a Health Officer shall give written notice thereof to the operator, together with the reasons for the closing.

(3) Where the owner or operator of the eating or drinking place considers the order of closure to be unjustified he may, within 7 days of receipt of notice of the order, appeal in writing to the Commissioner.

(4) The Commissioner, upon receipt of the appeal, shall consider it and may make such inspections and hear such representations as he deems advisable.

(5) The Commissioner may, in his discretion, affirm, amend or rescind the order of closure and the decision of the Commissioner is final.

#### Construction

8. Every eating or drinking place shall be so constructed that
- (a) it is free from every condition that may
    - (i) be dangerous to health,
    - (ii) injuriously affect the sanitary operation of the place,
    - (iii) injuriously affect the wholesomeness of the food or drink prepared, served or stored therein, or
    - (iv) cause disgust;
  - (b) the floors and floor-coverings are tight, smooth and non-absorbent in rooms where
    - (i) food is prepared, served or stored,
    - (ii) utensils are washed, or
    - (iii) washing and toilet fixtures are located;
  - (c) the walls and ceilings of the rooms and passageways may be readily cleaned and maintained in good condition;
  - (d) all rooms and passageways are well-lighted and ventilated;
  - (e) no toilet-room opens directly into any room used for the preparation or storage of food, and the toilet-rooms are fitted with full-length self-closing doors;
  - (f) all openings to the outside are screened or fitted with devices to repel or prevent the entrance of vermin; and
  - (g) any room where food is cooked is provided with adequate means for the escape to the exterior of the building of smoke, gases and odours.

#### Sanitary facilities

9. Every eating or drinking place shall, to the satisfaction of a Health Officer, be provided with
- (a) an adequate supply of water,
  - (b) an adequate number of toilets and urinals, or where no pressure water system is available, an adequate number of sanitary privies, chemical closets or other means for the disposal of human excreta for the use of the public, the operator and employees;
  - (c) separate handwashing facilities for the public and the employees;
  - (d) notices, posted in each room in which there is a toilet, directing employees to clean their hands thoroughly after using the toilet and before commencing or resuming their work; and
  - (e) a sufficient number of garbage or refuse containers of water-tight construction made of non-absorbent material and provided with close-fitting covers.
10. Every toilet room and every place where handwashing facilities are provided for the operator, employees or the public in any eating or drinking place, shall be
- (a) conveniently located and easily accessible;
  - (b) without direct access to any room in which food is prepared or stored;



- (c) equipped with full-length self-closing doors;
  - (d) free from any condition which may cause disgust;
  - (e) equipped with adequate lighting, either natural or artificial (of a rating of not less than 100 lx); and
  - (f) equipped with adequate ventilation and facilities for the removal of **odour**, to the satisfaction of a Health Officer.
11. Handwashing facilities provided in any eating or drinking place shall consist of
- (a) a basin;
  - (b) an adequate supply of water;
  - (c) a constant **supply** of soap in a suitable container or dispenser; and
  - (d) an adequate supply of clean towels for the use of **each person** using the **handwashing** facilities and a **suitable** receptacle for used towels and waste material.
12. No person shall provide a single or roller towel for common use.
13. Notwithstanding paragraph n(d), any apparatus for drying the hands may be substituted for an adequate supply of clean towels, where such apparatus is approved by a Health Officer.

#### Equipment

14. Every eating or drinking place shall be provided with
- (a) equipment and facilities for the cleansing and sterilizing of utensils, including an ample supply of hot and cold water, as follows:
    - (i) mechanical **equipment** so designed and operated that all utensils are adequately cleaned and sterilized, or
    - (ii) manual equipment consisting of at **least 3 sinks or** containers of non-corroding metal or porcelain of sufficient size to ensure thorough cleansing and sterilizing, and draining racks of non-corrodible materials;
  - (b) suitable racks, cabinets, shelves or drawers for the safe storage of food, placed not less than 250 mm above the floor, for protection against contamination;
  - (c) adequate refrigerated space for the safe storage of perishable food or drink, provided with removable racks or trays and maintained at a temperature not higher than 10°C;
  - (d) **unless** electric refrigeration is used, a means to **discharge** waste water from refrigerated equipment into an open sink or drain properly trapped and sewer connected, except that where sewer connections are not available a clean and adequate water-tight drip pan may be used; and
  - (e) suitable enclosed racks and shelves or drawers for the storage of crockery, cutlery and other containers or utensils used for the preparation, cooking, serving or storage of food or drink, or used in eating or drinking, and placed not less than 250 mm above the floor, for protection against contamination.

15. Every item of furniture and equipment, and every utensil and apparatus used in the preparation, cooking, storage, serving or consumption of food or drink, shall be

- (a) so designed and constructed as to be easily cleaned;
- (b) of sound and tight construction and in good repair; and
- (c) free of breaks, corrosion, open seams, cracks and chipped places.

16. Where drinking fountains are used in any eating or drinking place they shall be of an approved angle jet type.

17. No cask, water cooler or other receptacle shall be used for storing or supplying drinking water to the public or to the operator or to employees unless

- (a) it is covered and protected so as to prevent persons from dipping the water therefrom or contaminating the water, or
- (b) it is equipped with a faucet or other suitable device for drawing water.

#### Maintenance

18. All furniture, equipment and appliances in any room in which food is prepared, served or stored shall be

- (a) so constructed and arranged as to permit thorough cleansing, and
- (b) maintained in a clean and sanitary condition.

19. All wash basins and toilet facilities shall be washed and treated with a suitable disinfecting solution at least once in every 24 hours and more often if necessary and shall be maintained in a sanitary condition.

20. Every room where food is prepared, cooked, served or stored shall be kept free from materials and equipment not regularly used in that room.

21. No person shall

- (a) use any room where food is prepared, cooked, served or stored for sleeping purposes, or
- (b) permit any live animal, live bird or live fowl in any room in which food is prepared.

22. In every eating or drinking place,

- (a) all food and drink brought into the premises shall be clean, wholesome and free from spoilage;
- (b) no prepared food shall be stored in direct contact with shelves or walls;
- (c) food or drink which is readily susceptible to spoiling and the action of toxin-producing organisms shall be kept under refrigeration;
- (d) all food and drink shall be so prepared as to be safe for human consumption;
- (e) all food or drink served to any person and not consumed by him shall not thereafter be served in any form as human food but shall be discarded;

- (f) fresh milk shall be served in or from
  - (i) the original sealed container, or
  - (ii) the original sealed container equipped with an automatic dispensing device;
- (9) **only** ice from a source **approved by** a Health Officer shall be used for any use in an eating or drinking place **and such ice shall be handled at all times** in a sanitary manner;
- (h) **single** service containers and utensils, **cones** and straws shall be covered or kept in such manner and place as to prevent contamination;
- (i) single service containers shall be used only once;
- (j) no drinking glass, cup or other utensil shall be provided for common use by the **public**;
- (k) table-cloths, napkins and serviettes used shall be clean and in good condition;
- (l) no napkin or serviette shall be used at any time unless it has been laundered prior to each **use**;
- (m) **cloths** and **towels** used for washing, **drying** or **polishing** utensils shall be
  - (i) of suitable material,
  - (ii) in good condition,
  - (iii) clean, and
  - (iv) used for no other purpose;
- (n) garbage or waste shall be **placed forthwith** in **suitable containers** which shall be removed from the premises as often as may be necessary to maintain a sanitary condition;
- (o) garbage containers shall be kept in such a place and manner as to preclude **odours**; and
- (p) **garbage** containers shall be washed at intervals frequently enough to prevent any **insanitary** condition.

Cleansing and storage of containers and utensils

23. Subject to sections 25 and 26, **except** in the case of a single service container or utensil, every dish, glass or utensil which is used by **any** person in consuming food or drink, shall after each use be washed, rinsed and sterilized as herein provided and stored in such a manner as will prevent its contamination.

24. Where manual equipment is used for the cleansing and sterilizing of dishes, glasses or utensils, they shall be

- (a) washed in the first sink, containing detergent solution which is
  - (i) capable of removing grease and food particles, and
  - (ii) maintained at a warm temperature, (at least 44°C and not more than 60°C);
- (b) rinsed in the second sink in warm clean water; and
- (c) sterilized in the third sink by immersion
  - (i) in boiling water, or
  - (ii) for at least 2 minutes in a warm chlorine solution of not less than 100 mg/L available chlorine, or
  - (iii) for at least 2 minutes in a warm solution containing a **quaternary** ammonium compound having a strength of at least 200 mg/L.

25. (1) Where mechanical equipment is used for the cleansing and sterilizing of dishes, glasses or utensils, they shall be

- (a) washed in a detergent solution which is
  - (i) capable of removing grease and food particles, and
  - (ii) maintained at a warm temperature (at least 44°C and not more than 60°C); and
- (b) rinsed in clean water at a temperature of at least 77°C for at least 2 minutes, but where the temperature exceeds 77°C the time may be reduced, providing bacterial results comply with the standards referred to in section 26.

(2) Mechanical equipment shall be equipped with thermostatic control of the temperature of the rinse water and thermometers in both the wash and rinse water lines and in such locations as are readily visible.

26. The cleansing and sterilizing of utensils shall meet recognized public health standards, and the plate count shall not exceed 100 bacteria per utensil when tested in accordance with the standard plate test, utilizing the swab technique.

27. Where any chemical is used in the sterilization of utensils,
- (a) the operator shall use suitable testing equipment and shall make tests often enough to ensure that the correct amount of chemical is in the solution used, and
  - (b) the sterilizing solution shall be completely changed often enough to prevent soiling of the utensils.

#### Health of employees

28. No operator shall permit an employee to enter his eating or drinking place or engage in the preparation, cooking, storage or serving of food or drink during such time as he has cause to believe or suspect that such employee has a communicable disease or that such disease exists in the employee's place of residence.

29. Every employee who believes or suspects that he has a communicable disease or that such disease exists in his place of residence shall notify a Health Officer of his belief or suspicion forthwith and shall refrain thereafter from handling or preparing food or drink until a Health Officer is satisfied that the said employee is free from any communicable disease.

30. Every operator and every employee of every eating or drinking place shall

- (a) be clean;
- (b) use all reasonable means to avoid contact directly with food or drink;
- (c) wear clean, washable garments and keep his hands clean at all times while engaged in handling food, drink, utensils or equipment; and
- (d) submit to such medical examination and tests as a Health Officer may require.

31. No carrier, contact or person infected with a communicable disease or having a disgusting condition shall prepare, serve or handle any food or drink intended for sale.

Module A Quiz

- |   | <b>TRUE</b> | <b>FALSE</b> |
|---|-------------|--------------|
| (1) A guide does <u>not</u> need a guiding licence to act as a guide for your guests who are goose hunting.                       | ( )         | ( )          |
| (2) A guide does <u>not</u> need a guiding licence to act as a guide for your guests who are fishing.                             | ( )         | ( )          |
| (3) A guide does <u>not</u> need a guiding licence to act as a guide for your guests who are caribou hunting.                     | ( )         | ( )          |
| (4) A guide does <u>not</u> need a guiding licence to act as a guide within the boundaries of a Park.                             | ( )         | ( )          |
| (5) Class A outfitters may only outfit in Zone E/1.   | ( )         | ( )          |
| (6) Class B outfitters do <u>not</u> need to be residents of the NWT.   | ( )         | ( )          |
| (7) Class B outfitter licences are applicable for hunting muskox.   | ( )         | ( )          |
| (8) Persons holding Class B outfitting licences may only allow their clients to hunt in Unit F.                                   | ( )         | ( )          |
| (9) Only Class C outfitters may outfit for polar bear hunting.  | ( )         | ( )          |
| (10) An outfitter who establishes a tent camp which remains after his clients leave requires a Tourist Establishment licence. ( ) | ( )         | ( )          |

**MODULE B**



**PERSONAL APPRAISAL**

**PERSONAL PHILOSOPHY**

In a few sentences, write what you see as your goal in life.

**STRONG POINTS**

List at least three personality traits that you feel support you in obtaining your goal.

- 1.
- 2.
- 3.

**WEAKER POINTS**

Now judge what three things in your personal make-up work against you.

- 1.
- 2.
- 3.



Rate yourself in the following:

Disagree

Agree

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. I am willing to work long hours.  | 1 | 2 | 3 | 4 | 5 |
| 2. I have previous business experience.  | 1 | 2 | 3 | 4 | 5 |
| 3. My family is supportive of my venture.                                      | 1 | 2 | 3 | 4 | 5 |
| 4. I am comfortable in dealing with people.                                    | 1 | 2 | 3 | 4 | 5 |
| 5. I enjoy planning ahead.   | 1 | 2 | 3 | 4 | 5 |
| 6. I like risk.  | 1 | 2 | 3 | 4 | 5 |
| 7. I wish to grow and challenge larger firms.                                  | 1 | 2 | 3 | 4 | 5 |
| 8. I have other sources of income to support my<br>business for up to 5 years. | 1 | 2 | 3 | 4 | 5 |
| 9. I feel I have good management abilities.                                    | 1 | 2 | 3 | 4 | 5 |
| 10. I have good health.  | 1 | 2 | 3 | 4 | 5 |

Item 3: Confronting initial costs and problems (Module B, Unit 1, Lesson 3). Decide on an outfitting idea (rough plan). What will this cost?

<u>ITEM</u>	<u>COST</u>
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Vehicles (Type and number)

Tents or buildings

other equipment: - cooking items  
-communications  
-furnishings  
-other machinery  
-basic inventory

OTHER START-UP COSTS

Licence fees

Advertising

Legal Fees

Insurance

Fuel costs

Initial wages

Travel Costs

Other costs: (use participant suggestions)

(e.g.) phone  
office  
interest  
repairs.

**TOTAL:**

Note that this is not a part of the proposal or business plan, simply preliminary idea gathering.

Item 4: What are the 4 steps in **getting** started with your business?

Step 1:

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Step 2:

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Step 3:

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Step 4:

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**(d) Employees:**

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**(e) Capital Costs:**

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**(f) Prices:**

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**(g) Financing:**

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Item 2: This section will contain the notes regarding the creation of a Business Plan. Organize the ideas from the lectures; question any that you have difficulty understanding.



## CASE STUDY

Billie North has recently formed ABC Outfitters, a sole proprietorship for the purpose of developing a profitable outfitting business. Due to Billie's previous experience as a guide during the caribou hunting season, he feels he has developed the necessary knowledge to estimate the financial and operational requirements of a caribou outfitting business. He will now develop a six year business plan.

Billie has researched the market, and after talking to owners of similar operations, he feels he can attract 15 hunters in year 1, 20 hunters in year 2 and 30 hunters in year 3. Further research indicates that his business could attract 45 hunters in year 4 and 60 hunters in years 5 and 6. He will accommodate 5 hunters per hunt in year 1, 2 and 3, 9 hunters per hunt in year 4 and 10 hunters per hunt in years 5 and 6. Market conditions dictate a selling price of \$3,400.00 per hunter.

He has estimated his capital requirements (land, camp and equipment):

-there is no charge for available land.

-assets are estimated to have a useful life of three years at which time they will be scrapped.

Asset requirements for years 1 to 3 are as follows:

-seven snowmachines with sleds at a cost of \$3,600.00 each or \$25,200.00 total. Because the machines will last only 3 years the annual depreciation expense in years 1 to 3 will be \$8,400.00.

-seven fully equipped tents including frames at a cost of \$1,500.00 each or \$10,500.00 total. The tents will last only 3 years; therefore, the annual depreciation expense in year 1 to 3 will be \$3,500.00.

-three chainsaws at a cost of \$450.00 each or \$1,350.00 total. The annual depreciation expense in years 1 to 3 will be \$1,000.00.

Asset requirements for years 4 to 6 are as follows:

-fifteen snowmachines with sleds at a cost of \$3,600.00 each or \$54,000.00 total. The annual depreciation expense in years 4 to 6 will be \$18,000.00.

-fourteen fully equipped tents including frames at a cost of \$1,500.00 each or \$21,000.00 total. The annual depreciation expense in years 4 to 6 will be \$7,000.00.

-six chain saws at a cost of \$450.00 each or \$2,700.00 total. The annual depreciation expense in years 4 to 6 will be \$900.00.

-four two way radios at a cost of \$1,500.00 each or \$6,000.00 total. The annual depreciation expense in years 4 to 6 will be \$2,000.00.



## **FIXED EXPENSES**

The above fixed asset depreciation charges are shown in chart format in **Exhibit 1**.

You will also **notice** that other fixed overhead expenses have been listed for each year on **this** chart. These expenses represent Billie's **estimates** of the **following** annual expenses that are fixed in nature:

- insurance
- telephone
- office rent to band
- hunt co-ordinator
- interest to the bank at 12%
- advertising costs for brochures and trade shows

## **VARIABLE EXPENSE-S**

**Expenses** such as wages, food, gas, oil, repairs, and hotel expense are called variable expenses because they increase as the number of hunters increase. These expenses have also been listed by year on the business plan chart. An explanation as to how he arrived at these figures given below.

**EXPLANATION OF VARIABLE COSTS FOR YEARS 1, 2, AND 3**

**Wages**

wage expenses are based on a 5 day hunt as follows:

5 guides x \$100. per day	= \$500. per day	x 5 days	= \$2500.00
2 helpers x \$60 per day	= \$120 per day	x 5 days	= \$600.00
1 cook x \$100 per day	= \$100 per day	x 5 days	= \$ 500.00

wage cost per hunt = \$3600.00

**NOTE:**

there are 3 hunts in year 1, 4 hunts in year 2, and six hunts in year 3.

**Gas, oil and repairs**

Billie has estimated that gas, oil, and repairs for the snowmachines will average \$1,300.00 per hunt in years 1, 2 and 3.

**Food**

Food cost is \$25 per day per person. In years 1, 2 and 3, there will be 13 people per hunt per day

5 hunt-
5 guides
2 helpers
1 cook
-----
13

Therefore the food cost per hunt is  $13 \times 25 \times 5 = \$1,625.00$ .

**Explanation of Variable costs for years 4, 5 and 6**

**Wages**

- the per diems remain unchanged in years 4, 5 and 6.
- again wage expense is based on a 5 day hunt.
- in year 4 there will be:

9 guides  
4 helpers  
1 cook

- in years 5 and 6 there will be

10 guides  
5 helpers  
1 cook

**Gas oil and repairs**

Billie has estimated that gas, oil and repairs for the snowmachines will average \$2,600.00 per hunt.

**Food**

Food cost is \$25 per day per person

- in year 4 there are 23 people per hunt per day

9 hunters  
9 guides  
4 helpers  
1 cook

-----  
23

Therefore the food cost per hunt in year 4 is  $23 \times 25 \times 5 = \$2,875.00$

- in years 5 and 6 there will be 26 people per hunt per day

10 hunters  
10 guides  
5 helpers  
1 cook

-----  
26

therefore the food cost per hunt is  $26 \times 25 \times 5 = \$3,250.00$ .

Using Exhibit 1 and Exhibit 2, show how these concepts can result in a representation suitable for the business plan.

Item 4: List the 9 steps in the E.D.A. process:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

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\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Item 5: Review the following application to the E.D.A. Secretariat.

SAMPLE APPLICATION

May 10, 1988

E. D. A Secretariat,  
2nd Floor, Medical Arts Building  
Yellowknife, NWT

Dear Sirs:

Attached is an application and related background information for the EDA private sector marketing incentives program. Company X is a territorially registered company with majority N.W.T. shares marketing package tour and sport hunting activities to the specialized Canadian, American and overseas market. Company X was formed in 1985.

Our objective is to further expand bookings based upon our established business as efficiently and cost effectively as possible.

Company X now is responsible for the marketing and booking of all tours and hunts in the N.W.T. During its last year of operations -1987- all tours and hunts booked by Company X were N.W.T. based. The combination of marketing resources in Southern Canada and the N.W. T. as well as U. S. Contacts for the convenience of our large U. S. market has already resulted in very positive results. During the year 1987 Company X has generated roughly \$250,000 worth of business for the N. W. T. This is comprised of over 48 hunts for caribou, muskox, polar bear and grizzly bear and 38 package tours for nature and wildlife, dog sledding, kayaking and back packing.

Our peak season is in the months of August and September. For our hunts, we hire qualified outfitters and work in conjunction with the local Hunters and Trappers Associations. We hire qualified guides for our package tours which are organized from our N.W. T. office.

Out of a total gross of roughly \$250,000 generated by our trips here in the Northwest Territories, we estimate approximately 90% of that amount stays in the Northwest Territories. This would be for expenditures such as guides, air charters, food, other staff, hardware and building supplies, insurance, freight, expediting, licences, fuel, repairs, rentals, etc.

Our estimated \$250,000 in total revenue does not include spin-offs our clientele customers who often stopover in major centres prior to starting their tour or hunt spending money in hotels, restaurants, craft stores etc.

We also encourage our guides to bring furs or crafts that their wives may have made to sell at the camps and on the tours. This has been quite successful.

Although our employment with hunting and guiding is seasonal employment, it can be most valuable from a number of points of view. Wages are very good and tips can be considerable. Guides also have the option of making additional money from the sale of crafts. On hunts, staff share the available caribou meat which is used either in the camp or used as dry meat and sent home for consumption in Yellowknife or the small communities. Part time or seasonal employment allows time for other interests, i.e. trapping, etc.

We at Company X feel that if given the opportunity as a result of increased support which would allow us to do the following programs, we would expect in excess of \$400,000 gross revenue for the N.W.T. during the year 1988. We look forward to your positive response.

Sincerely,

President  
Company X

## MARKETING ACTIVITIES PLAN

1. For the following detailed marketing program for the upcoming year, the only assistance that we have received or will receive is for the one major package tour show. No other marketing assistance has been applied for.
2. Certainly the attached is our "ideal" marketing programs, if sufficient funding is available. For example, we have already printed a black and white newsletter, but as yet cannot proceed with a new full colour brochure because we are restricted in terms of budget. Many of the items as listed in the attached application will not proceed if we do not get outside assistance.
3. Money spent for these marketing programs to date has come out of cash flow, i.e. we have to book people and get a deposit before we can spend additional monies on marketing programs.
4. We do not consider that any of the market that we do book in the States or in Europe would cause disruption as in most cases it is new business. Also, because of the incredible size of the potential hunt market primarily outside of Canada, we feel we are making little or no disruption in the N.W.T. marketplace. Competition to our facilities is not necessarily in the Northwest Territories but mainly in Alaska, the Yukon, Arctic Quebec and Labrador, Newfoundland and the northwestern States.
5. All of our hunts are licensed and operated under the control of the Department of Renewable Resources who issue specific tags for species that are taken. In all cases the usable meat is brought back to camp or the closest Arctic community and fully utilized.

All of our package tours are organized through our N.W.T. regional office. It is our policy to hire local, qualified guides and outfitters.

In summary, our 1988 planned marketing program includes the following:

magazine advertising	\$10,500
literature and show aids	14,600
shows	22,800
media	4,105
direct mail	<u>6,800</u>
Total	<u>\$58,705</u>

Based on expenditures of \$58,705 we request the maximum E.D.A. contribution of \$10,000.00 for Company X.

## MARKETING ACTIVITIES PLAN

1. Opportunity (see letter)

The goal of "Company X" for 1988 is to produce \$350,000 worth of business in the N.W.T. Our specific goals are to expand our hunt and package tour sales. The hunt sales are targeted at 5 clients for polar bear, 15 for muskox, 55 for caribou, 3 for grizzly. The package tour sales are targeted at 25 nature

and wildlife, 10 dogsledding, 10 kayaking and 15 backpacking.

2. The Product or Service

All of our hunts and tours are hosted in the N.W.T. We feel our products are different from our competition because of quality. One of our managers is present on all of the hunts and one of our employees accompanies all major tours. We work directly with the local guides or outfitters and the local Hunters and Trappers Associations and also directly with the client. In this way we can solve any problems as they arise and deal directly with both parties ensuring the highest possible quality experience.

The Market

Our touring clients consider themselves adventure travelers and are generally well-to-do Canadians or Americans, well traveled and looking for an unusual expedience. These clients are from Canada. approximately 55%; the United States; approximately 30%; and various other countries for the remainder.

Because of the wide variety of hunts and tours offered. we have a wide range of clientele. For example, a lower priced caribou sport hunt will appeal to the middle class American or Canadian while the more expensive polar bear hunt can only attract the very, well-to-do, internationally traveled sport hunter. For package tours, the less expensive kayak and back packing tours appeals to the sports minded, middle class American or Canadian while the higher priced nature tours attracts a well-to-do traveler.

4. Expected Output

If this attached E.D.A. application is successful and we do obtain the required dollars for our marketing program as outlined, we would expect generating between \$350,000 and \$400,000 in gross revenues for the N.W.T. during 1988.

5. consumer Shows

There are many shows and presentations as listed that we would hope to attend if some assistance is available. Please see the attachments, Schedule 1-1988 Magazine Advertisements; Schedule 2-1988 Literature; and Schedule 3- Tentative Show Schedule, 1988. The Tentative Show Schedule 1988 indicates date, location, show, representative where possible. and estimated costs.

Results will be measured in terms of serious interest shown at the shows. Each guest booked with Company X gets a questionnaire allowing us to find out how he found out about our services and why he/she booked with us. The trend the last number of years with shows is that very few deposits are taken at the show itself; however, we can tell quite quickly the interest of the people and can usually tell how many of these people may follow up and actually book with a paid deposit. The main determining factor which tells us which shows to attend are based on past successes, where the most aggressive competitors are promoting, or shows that are in specific geographic areas where we have been getting a great deal of actual bookings.

6. Advertising

Please refer to Schedule 1- 1988 Magazine Advertisements. Also see one



example of our 1988 full page ad.

7. Marketing Aids

Please refer to Schedule 2 1988 Literature, which details our colour brochure, hunt planner, price and reference lists, special photo enlargements, slides, etc.

8. Audio Visual File or Video

Also see Schedule 2-1988 Literature, which includes slides. This will be a complete slide presentation showing the facilities and details of each hunt and tour that we offer. The script not yet completed will be brief and to the point as we must hold the viewer's attention for the approximate 15 or 20 minute duration of the slide show. Intended audiences will be any of the smaller shows, audiences that are limited in number.

9. Public Relations

We have combined the cost of any public relations, i.e. press releases, media presentations, meetings with specific promotional people, as part of our show schedule. The same is true of press releases and printed announcements.

10. Media Relations

Please see Schedule 4 Details of Travel Writers, Broadcasters, Photographers or Agents.

11. Direct Mail

See Schedule #5.



The **INCOME STATEMENT** is 'the story of your business'.

The first question put by an outfitter to his accountant is, how much money or profit have I made? This money or profit is also called 'NET INCOME'.

An important purpose of accounting is to **determine** the **NET INCOME** of a business for one year.

If the business is not profitable, then you must discover ways to make it profitable or close the business.

#### DEFINING THE INCOME STATEMENT

The Income statement usually covers a period of one year for a business.

A business can choose any date for a year end but most use December 31 as a year end. A year end **is** a cut-off date, the end of the business cycle and the date of measurement. On this date we match expenses against revenues to determine if we have made money, profit, or **NET INCOME**.

**REVENUES** include all of the money paid to a guide or outfitter by his customers. For example if I paid you \$700 to outfit me for a week, you would record the \$700 as revenue.

**EXPENSES** are all of the money paid out by a guide or outfitter to run his business. For example, money paid out for gasoline, spark plugs, oil, repairs, ammunition and small tools are all **EXPENSES**.

**REVENUE MINUS EXPENSES EQUAL NET INCOME (PROFIT)**  
=

#### SUMMARY

The income statement is a statement of **REVENUE** and **EXPENSES** that covers a one year period ending December 31st or your chosen year end.

**Expenses include** those amounts of money paid out during the year for items such as gasoline, oil, sparkplugs, ammunition, advertising, food used on the hunt, repairs and small tools. These items are all items that are used up or consumed completely during the year.

However, what about money paid out by the outfitter for major items, such as a tent, a snowmachine, a cabin, an expensive rifle, or any other item that lasts for many years? These items are not expenses! They are called **ASSETS** and we will talk about them later.

#### SUMMARY

Expenses include only money paid out on the smaller items used or consumed completely In one year such as gas, oil, spark plugs, **ammunition**, repairs, small tools, dog food and food for clients during the hunt. Other expenses include money paid out for services received during the year such as advertising, accounting and legal fees, rent, and interest on loans.

Here is a list of expenses common to guides and outfitters:

- gasoline, oil and sparkplugs
- ammunition
- small tools (costing less than \$100)
- repairs
- food for dogs
- food for clients
- salaries and wages paid to helpers and guides
- office supplies, postage and telephone
- heat, light and water
- equipment rentals
- transportation for clients
- advertising and promotion
- licences
- insurance
- accounting and legal fees
- interest on loans
- depreciation on assets
- business and other taxes

Brain-stem the participants for more expense items. Be sure that they understand the concept of **expenses** versus assets.

The following is an example of an INCOME STATEMENT

ABC OUTFITTERS  
INCOME STATEMENT  
for the year ending December 31, 1987

REVENUES	\$50,000.00
EXPENSES	
Gasoline	998
oil	499
sparkplugs	102
Ammunition	604
Small tools	27
Dog food	1012
Food for clients	4017
Salaries and wages	24500
Depreciation	300
Interest on bank loan	600
	-----
	32,659
	-----
NET INCOME	<u><u>\$17,341</u></u>

Some ideas for reinforcement and discussion are included below. Press the participants to suggest anything that is not yet clear to them.

#### INCOME STATEMENT NOTES

##### DEPRECIATION EXPENSE

Depreciation expense is related to items such as a cabin, a snowmachine, a tent or an expensive rifle. Compared to other items that you buy, these items have in common the fact that they last for more than one year. Because they last for more than one year, their full cost cannot be deducted in the year of purchase. Instead, the cost of the item is divided by its expected useful life to arrive at an annual DEPRECIATION EXPENSE.

For example, if you purchased a snowmachine for \$5000 and you believe the estimated useful life of the snowmachine is 5 years, the depreciation expense each year would be \$5000 divided by 5 years or \$1000.

##### SALARIES AND WAGES

Salaries and wages on the income statement never include amounts paid to the proprietor. The NET INCOME represents the proprietor's earnings for income tax purposes.

The **BALANCE SHEET** is a **SNAP SHOT** of the business at a point in time -usually at the year end. It is a financial statement that shows what your business owns (**ASSETS**) and the amounts or bills that it owes (**LIABILITIES**). It also shows what proportion of the assets are owned by the Proprietor (**OWNER'S EQUITY**)

Therefore, the **BALANCE SHEET** shows three things:

- |   |                    |
|---|--------------------|
| 1. What your business owns                    | <b>ASSETS</b>      |
|   | <b>=</b>           |
| 2. What your business owes                    | <b>LIABILITIES</b> |
|   | <b>+</b>           |
| 3. What portion of assets the proprietor owns | <b>OWNERS'</b>     |
|   | <b>EQUITY</b>      |

### THE **BALANCE SHEET EQUATION**

The total of all assets will always be equal to the total of liabilities plus owner's equity.

**ASSETS = LIABILITIES + OWNER'S EQUITY**

Assets acquired by a business come from two sources:

1. from creditors (when you purchase an asset on credit)
2. ~~from~~ the owner (when you provide assets of your own to start the business)

We can then conclude that the assets of a business are financed by creditors and/or the owners. That portion of the assets offset by the creditors becomes the **LIABILITY** of the business and that portion of the assets paid for by the owners is called **OWNER'S EQUITY**. This brings us back to the balance sheet equation:

**ASSETS = LIABILITIES + OWNERS EQUITY**

Note: - Review the following

**Definitions** required to **understand** the **Balance Sheet**:

#### EQUATION

An equation makes a statement such as  $1000 = 600 + 400$ .

#### BALANCE SHEET EQUATION

**ASSETS = LIABILITIES + OWNER'S EQUITY**

Assume you purchased a tent on credit for \$600 and you contributed your \$400 rifle to your business.

What are your assets?

Your assets are the tent plus the rifle

$$600 + 400 = 1000$$

**Assets = Liabilities + Owner's Equity**

$$1000 = 600 + 400$$

#### ASSETS

Assets are goods that the business owns .

#### CURRENT ASSETS

Current assets include cash and things that can easily be converted to cash such as accounts receivable.

#### FIXED ASSETS

Fixed assets are assets that have a useful life longer than one year and are not intended for resale such as a snowmachine, tent, canoe or cabin.

#### LIABILITIES

Liabilities are the amounts of money or debt the business owes to its creditors.

#### CURRENT LIABILITIES

Current liabilities are debts that must be repaid within one year such as credit extended by the Hudson's Bay Store.

#### LONG TERM LIABILITIES

Long term liabilities are debts that are repaid over several years. Usually these debts were made to buy assets such as a snowmachine, tent, canoe or cabin.

#### OWNER'S EQUITY

Owner's equity includes the owner's initial investment and that portion of profit reinvested in the business. From this total are deducted losses incurred and the owners cash withdrawals.

The following is an example of a Balance Sheet:

ABC OUTFITTERS  
BALANCE SHEET  
as at December 31, 1987

ASSETS

Current assets

Cash	\$	13,626.00
Accounts receivable		1,000
Inventory		2,500

-----  
17,126

Fixed assets

Guiding equipment	15,200
Cabin	7,500

-----  
22,700

Less: Accumulated depreciation	3,415
--------------------------------	-------

-----  
19,285

Total assets

\$	36,411
----	--------

-----  
-----

LIABILITIES

Current liabilities

Accounts payable	\$	3,000
Long term debt - current portion		5,000

-----  
8,000

Long term debt

Equipment loans payable net of current portion	15,000
--	--------

-----  
23,000

OWNER'S EQUITY

Opening balance	7,5(X)
Plus: Net income for the year	17,341
Less: Owner's withdrawals during the year	11,430

-----  
13,411

TOTAL LIABILITIES AND OWNER'S EQUITY

\$	36,411
----	--------

-----  
-----



## ADDITIONAL BALANCE SHEET DEFINITIONS

### ACCOUNTS RECEIVABLE

An accounts receivable represents an amount owing to your business in exchange for a service performed or for goods sold. Accounts receivable are usually due in thirty days. Because they are converted into cash within thirty days they are classified as a current asset.

For example if I used your services on a hunt and promised to pay you \$500 for your services later, the amount I owe you is an accounts receivable.

### INVENTORY

The Hudson's Bay store keeps large amounts of goods on hand to sell to its customers. In accounting language these amounts kept on hand are called INVENTORY. On a much smaller scale Eskimo artists, hunters, and trappers will accumulate INVENTORIES of their goods for resale.

### ACCUMULATED DEPRECIATION

Accumulated depreciation represents the sum of the depreciation charged in the financial periods that have gone by since the fixed asset was bought. For example assume you purchased a snowmachine for \$5000, and you believed the snowmachine would last you for five years. Each year depreciation expense would be \$1000.

In year 1 accumulated depreciation= 1000.

In year 2 accumulated depreciation= 2000.

In year 3 accumulated depreciation = 3000.

In year 4 accumulated depreciation= 4000.

In year 5 accumulated depreciation= 5000.

In year 6 there will be no depreciation expense because the full cost of the snowmachine has been deducted from revenue at \$1000 per year for five years.

## ACCOUNTS PAYABLE

Accounts payable are amounts owed to others for purchases made on credit and are due within one year. Accounts payable are classified as current liabilities. For example if you purchase supplies on account, the amount that you owe the Hudson's Bay store is called an accounts payable.

## LONG TERM DEBT

Long term debt is amounts owing which will take you longer than one year to repay. For example consider the \$5000 snowmachine you purchased on credit. If \$1000 is payable within one year of the Balance Sheet date, this amount is the current portion of long term debt: but the amount owing beyond one year is long term debt and is \$4000.

## OWNER'S WITHDRAWALS

Recall that the owner's investment in his business is called Owner's Equity. For example, this occurs when a proprietor contributes fixed assets and /or cash to his business. Owner's withdrawals occur when the owner takes cash and/or other assets from the business for personal use.

<b>BALANCE SHEET</b>  Assets  Current assets           \$16000 Long term assets <u>52000</u>  Total assets <u>68000</u>  <u>Liabilities</u>  Current liabilities       10000 Long-term liabilities <u>15000</u>  Total liabilities                               25000  Owner's equity Opening balance                       10000		<b>INCOME STATEMENT</b>  Revenues           \$82000 Expenses               49000  Net income for the period \$33000
Plus: Net income for the period                       33000	Net income for the period \$33000	
Total owner's equity <u>43000</u>  Total liabilities and owner's equity <u>\$68000</u>		

What is the important link between the income statement and the balance sheet?

**Net income or loss is the essential link between the income statement and the balance sheet**

## TEST 1

You've gained a lot of information in this lesson. Now we will take some time to check your understanding.

	True	False
1. Accounting supplies financial information that can help the owner of a business to increase profits	[1	[1
2. By writing the balance sheet equation in the following manner: Assets - Liabilities = Owner's Equity we are identifying that portion of the assets that belongs to the owner.	[1	[1
3. The balance sheet covers a period of twelve months whereas the income statement presents a picture of the business at a given date.	[1	[1
4. Net income or net loss is the link between the balance sheet and the income statement.	[1	[1
5. Revenues and expenses appear on the Income Statement.	[1	[1
6. "Assets, liabilities and owner's equity appear on the " Balance Sheet.	[1	[1
7. Net income from the Income Statement increases Owner's Equity on the Balance Sheet.	[1	[1
8. Long term liabilities are debts which you expect to repay within one year.	[1	[1
9. Current liabilities are due greater than one year from the Balance Sheet date.	[1	[1
10. Current assets include cash and accounts receivable.	[ ]	[1

TEST 2

1) Classify the following items according to their financial statement presentation:

		ASSETS	LIABILITIES	OWNER'S EQUITY	REVENUE	EXPENSES
1.	Cash	[1	[1	[1	[1	[ ]
2.	Accounts receivable	[ 1	[1	[1	[1	[1
3.	Inventory	[1	[1	[1	[1	[1
4.	Salaries & wages	[1	[ ]	[1	[1	[1
5.	Guiding service fees	[ ]	[1	[1	[1	[1
6.	Depreciation	[1	[1	[1	[ ]	[1
7.	Cabin	[1	[1	[1	[1	[1
8.	Bank loan	[ ]	[1	[1	[1	[1
9.	oil	[1	[1	[ ]	[ ]	[1
10.	Rifle costing \$500	[ ]	[1	[1	[ ]	[1
11.	Food for client	[1	[1	[1	[ ]	[1
12.	Owner's investment	[1	[1	[1	[1	[1
13.	Accounting fee	[1	[1	[1	[1	[1
14.	Ammunition	[1	[1	[1	[1	[ ]
15.	Tent	[1	[1	[1	[1	[1

EXERCISE

-----

ABC outfitters

-----

Billie is the owner of ABC OUTFITTERS. It is one month after his financial year ended December 31, 1987. Billie has asked you to help him prepare his financial statements. He has provided you with the following information.

From this information prepare financial statements for the year ended "December 31, 1987."

- Revenue from guiding services was \$68000.
- Billie paid his guides a total of \$1400 per month for each of the 12 months
- The receipts for his food supplies total \$5600
- Fuel and oil for his snowmachines total \$3500
- Advertising costs were \$1800
- He rented an airplane to transport his clients at a cost of \$4560 for the year
- Insurance on equipment was \$600 and accounting expense was \$800
- Interest on his bank loan was \$600
- Billie has calculated his depreciation expense to be \$7000
- Repairs to equipment was \$1800

YOU SHOULD NOW PREPARE THE INCOME STATEMENT (SEE DOCUMENT &

In relation to the Balance Sheet, at December 31, 1987 Billie's records showed:

- ABC Outfitters had cash of \$6940 and accounts receivable of \$2800
- Fixed assets included snowmachines costing \$17000 and other outfitting equipment costing \$8000
- Since Billie started the business January 1, 1987 the accumulated depreciation equals the depreciation expense for the year
- The current liabilities are a bank loan of \$16000 and accounts payable of \$3800
- To start the business Billie contributed \$3000 of equipment which is his owner's equity at present: during the year Billie withdrew \$20000 cash for personal expenses

NOW PREPARE THE BALANCE SHEET (SEE DOCUMENT B)

DOCUMENT A

ABC OUTFITTERS  
INCOME STATEMENT  
for the period ending December 31, 1987

Revenue	\$	
Expenses		
Salaries and wages		
Food supplies		
Fuel and oil		
Advertising		
Rental of airplane		
Insurance		
Accounting and legal fees		
Interest on loan		
Equipment repairs		
Depreciation		-----
Net Income	\$	----- ----- -----

DOCUMENT B

ABC OUTFITTERS  
BALANCE SHEET  
as at December 31, 1987

**ASSETS**

Current Assets

Cash

\$

Accounts receivable

.....

Total current assets

Fixed assets

Snowmachines

Outfitting equipment

.....

Less: accumulated depreciation

.....

Total long term assets

.....

Total assets

\$

.....

**LIABILITIES**

Current liabilities

\$

Bank loan

Accounts payable

.....

Total current liabilities

**OWNER'S EQUITY**

Owner's investment

Plus: Net income

.....

Less: withdrawals

.....

Total owner's equity

.....

Total liabilities and owner's equity

\$

.....



SOLUTION

DOCUMENT A

ABC OUTFITTERS  
INCOME STATEMENT  
for the period ending December 31, 1987

Revenue	\$	68,000
<b>Expenses</b>		
Salaries and wages		16,800
Food supplies		5,600
Fuel and oil		3,500
Advertising		1,800
Rental of airplane		4,560
Insurance		600
Accounting and legal fees		800
Interest on loan		600
Equipment repairs		1,800
Depreciation		7,000
		-----
		43,060
		-----
Net Income	\$	24,940
		=====

SOLUTION

DOCUMENT B

ABC OUTFITTERS  
BALANCE SHEET  
as at December 31, 1987

ASSETS

Current Assets

Cash \$ 6,940  
Accounts receivable 2,800

Total current assets 9,740

Fixed assets

Snowmachines 17,000  
Outfitting equipment 8,000

25,000

Less: accumulated depreciation 7,000

Total long term assets 18,000

Total assets \$ 27,740

LIABILITIES

Current liabilities

Bank loan \$ 16,000  
Accounts payable 3,8(X)

Total current liabilities 19,800

OWNER'S EQUITY

Owner's investment 3,000  
Plus Net income 24,940

27,940

Less: withdrawals 20,000

Total owner's equity 7,940

Total liabilities and owner's equity \$ 27,740

## DOUBLE-ENTRY BOOKKEEPING

All businesses use double-entry bookkeeping. When using this system every number is written down twice. The system is based on your bank account.

Here are two examples:

### Example 1

For example, an increase in your bank account of \$500 is also an increase in revenue of \$500. Therefore, when YOU earn \$500 you would enter the amount twice - once to increase your bank account and once to increase revenue.

### Example 2

When you purchase supplies for \$600, your bank decreases by \$600 and supplies increase by \$600. Again there would be two entries - one to decrease the bank and one to increase supplies expense.

## AN EXAMPLE USING THE COMBINED JOURNAL

You will now be shown how to record your daily business transactions into a combined journal using double-entry bookkeeping.

Assume these are your business transactions for the month of April 1987.

### ABC OUTFITTERS

- |          |   |
|----------|---|
| April 1  | Purchased \$500 worth of supplies from Hudson's Bay Company paid by cheque #214 |
| April 3  | Sold guide services to John White for \$800 cash.                               |
| April 7  | Paid \$200 cash for ammunition at Hudson's Bay Company.                         |
| April 9  | Purchased \$300 worth of gas and oil at Husky Oil; paid by cheque #215          |
| April 27 | Received \$900 cheque from Wes Werbowy for guiding services completed to-day.   |
| April 30 | Owner withdraws \$400 cash for personal use.                                    |

The following factors support the use of this journal.

1. The use of cash for most transactions requires the presentation of two columns for this account. The '+' column is used to record the receipt of funds as shown with the \$800 cash received from John White. The '-' column is used to record the payments made in cash as shown with the \$200 cash payment to Hudson's Bay Company for ammunition.
2. The bank column functions the same way as the cash column. The '+' column is used to record the receipt of cheques from clients thereby increasing the bank account: this is shown with a \$900 cheque received from Wes Werbowy. The '-' column is used to record the payments made by cheque as shown with the \$500 cheque paid to Hudson's Bay Company for supplies.
3. Please note that each transaction is recorded with two entries as explained below.
  - the April 1 purchase of supplies at Hudson's Bay Company decreases the bank by \$500 and increases supplies expense by \$500.
  - the April 3 cash payment by the client John White increases cash by \$500 and increases revenue by \$500.
  - the April 7 \$200 cash payment to Hudson's Bay Company for ammunition decreases cash by \$200 and increases ammunition expense by \$200.
  - the April 9 \$300 purchase of oil and gas from Hudson's Bay Company paid for by cheque #215 decreases the bank by \$300 and increases oil and gas expense by \$300.
  - the April 27 cheque received from Wes Werbowy increases the bank by \$900 and increases revenue by \$900.
  - the April 30 owner withdrawal of \$400 decreases cash by \$400 and increases owner's withdrawals by \$400.

The above explains the term DOUBLE ENTRY BOOKKEEPING.

4. As you can see special columns are used to record transactions that occur frequently.
5. At the end of each month all columns of the combined journal are added and the balancing of '+'s and '-' is verified.

## HOW TO DO IT

When making an entry in the combined journal

1. - write down the date as shown with the April 1 entry
2. - from the source document write down a brief description of the transaction on one line of the combination journal: for example the name of the supplier

3. - write down your business's cheque #
4. - record the increase or decrease in cash or bank and on the same line record the increase in revenue if you have received a cheque or the increase in an expense if you are making a payment
5. - note that the amount is written **twice** on the same line
6. - this is **double-entry bookkeeping** which allows you to balance the combined journal at the end of each month:  
When you balance it you prove that amounts received and paid equal the amounts added to revenue and expense columns in your journal.

YOU HAVE NOW BEEN INTRODUCED TO DOUBLE-ENTRY BOOKKEEPING.

## THE COMBINED JOURNAL

### A CASE STUDY

For this case we will assume that all cash is maintained in the bank. The following are the transactions for ABC OUTFITTERS for the month of November 1987.

- November 1 Memorandum entry - bank balance carry forward is \$980.50.
- November 2 Received \$6000 guiding revenue from a new client.
- November 6 Paid \$185.00 to The Bay for food for client with cheque #307.
- November 9 Paid \$350.00 to La Rouge Fuel Ltd. with cheque #308 to buy heating oil for outfitting cabin.
- November 12 Deposited \$480.00 of guiding revenue into the bank
- November 15 Paid guide Philippe Smith \$401.98 for wages with cheque #309.
- November 16 Paid Norm's Stationery \$48.16 with cheque #310 for office supplies.
- November 16 Paid NorthWest Telephone \$64.20 for the telephone bill with cheque #311.
- November 18 Received \$1200.00 from client.
- November 21 Paid \$250.00 to Lakeside Esso with cheque #312 for skidoo gas and oil.
- November 21 Paid the Co-op \$112.50 for ammunition with cheque #313.
- November 23 Paid Joe's Commercial Aviation \$1600.00 with cheque #314 for transporting clients.
- November 25 Received \$395.00 from client.
- November 27 Paid \$450.00 with cheque #315 for advertising in the Hunter's Digest.
- November 28 Paid Harold Bent \$80.00 with cheque #316 for legal advice.
- November 30 Paid Philippe Smith \$401.98 with cheque #317.
- November 30 Paid Receiver General \$89.09 for source deductions with cheque # 318.

### ASSIGNMENT:

Record the above transactions for ABC Outfitters in the combined journal . Then, add all the columns of the journal and verify if the journal balances.



**MODULE B**

**UNIT 4 The Outfitting Package**

Item 1: List the 3 forms of business organization:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Item 2: For each of the above, note the major advantages and disadvantages.

**ADVANTAGES**

**DISADVANTAGES**

1.

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3.

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Item 3: List some of the benefits of Insurance.

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Item 4: Create a waiver form suitable for your business.



Item 7: List advantages and disadvantages to both the consumer and the outfitter arising from package tours.

CONSUMER

ADVANTAGES

DISADVANTAGES

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OUTFITTER:

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Item 8: Give definitions for the following:

Tour Operator

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Receptive Operator

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Tour Wholesaler

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Gross:

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Net:

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Net/Net:

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Over ride:

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Retroactive Commission:

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Item 9: Assignment

Using the instructor's guidelines, create a 5 day tour package.

Item 10: Assignment

Calculate the total fixed and marked-up costs of the package tour identified in Item 9.

IDENTIFY:

- (a) the Net/net price
- (b) the Gross price. Keep in mind wholesaler's commission and profit level.
- (c) the minimum number of tourists required to break even.

Item 11: Create notes that outline your interests in marketing and advertising.

**MODULE C**

MODULE C

UNIT 1: The People Business

Item 1: Hospitality Concepts

List areas of awareness that you and your employee(s) must consider before meeting a client.

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Item 2: Indicate ways to link hospitality and marketing ideas:

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Item 3: The following questions refer to Van's Camp. Collect information on each while watching the video.

1. What is the initial attitude of the fishermen before they leave home?
2. Describe Van's hospitality skills in greeting his guests.
3. What strengths does Van display as a manager?
4. What areas of management weakness are apparent in Van's personality? Which is the area of greatest difficulty?
5. Describe the employer-employee communication.
6. Is Van an effective "boss"? What areas of strength and weakness do you see?
7. Does the attitude of the fishermen change while at the camp?

8. How does Van's business look through the eyes of his employees?
9. Is Van's philosophy of business reflected in his employees?
10. What would you suggest to improve Van's Camp? What safety improvements are needed?

Item 4: List the basic guidelines for handling complaints:

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Item 5: Tell how you would handle a belligerent person.

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MODULE C

**UNIT 2: Safety Awareness**

Item 1: Create a list of hazards that maybe encountered in your operation. Beside each make a note on how these should be handled.

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Item 2: Indicate survival time in cold water, with and without flotation. (example in 50 degree water (10 degrees C)

WITHOUT FLOTATION:

SURVIVAL TIME

DROWNPROOFING

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TREADING WATER

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m FLOTATION

SWIMMING SLOWLY

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HOLDING STILL

---

H. E.L.P.

---

HUDDLE

---

FLOTATION JACKET

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COVERALL TYPE

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Item 3: SAFETY IN BEAR COUNTRY

Make notes on the lectures which are relevant to your outfitting needs.

MODULE C

UNIT 3: Communications

Item 1: In the space below, jot notes to identify the format needed in a business letter.

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Item 2: Assignment

Follow the instructions regarding the forming of a letter. Write the requested assignment and hand it in to your instructor.

Item 3: Radio Use Information

Phonetic Spelling Alphabet

The spelling alphabet is to be used to identify letters when spelling out words, names, abbreviations and call signs in voice communications.

Letter to Identified	Identifying Word	"Spoken as:
A	Alfa	AL FAH
B	Bravo	<b>BRAH</b> VOH
c	Charlie	CHAR LEE (or <b>SHAR</b> Lee)
D	Delta	DELL TAH
E	Echo	<b>ECK</b> OH
F	Foxtrot	<b>FOKS</b> TROT
G	Golf	GOLF
H	Hotel	HOH <b>TELL</b>
I	India	IN DEE AH
J	Juliett	<b>JEW LEE ETT</b>
K	Kilo	KEY LOH
L	Lima	<b>LEE</b> MAH
M	Mike	MIKE
N	November	NOVEMBER
o	Oscar	Oss CAH
P	Papa	PAH <b>PAH</b>
Q	Quebec	KEH BECK
R	Romeo	ROW ME OP
s	Sierra	SEE <b>AIR</b> RAH
T	Tango	TANG GO
u	Uniform	YOU NEE FORM (or 00 NEE FORM)
v	Victor	<b>VIK</b> TAH
w	Whiskey	<b>WISS</b> KEY
x	X-ray	<b>ECKS</b> RAY
Y	Yankee	YANG KEY
z	Zulu	<b>ZOO</b> LOO

The syllables to be emphasized are in bold **face** type.

### Transmission of Numbers

All numbers **except** "whole thousands" should be transmitted by pronouncing each digit separately. "Whole thousands" should be transmitted by pronouncing each digit in the number of thousands followed by the word "thousand".

Examples:

Number	Transmitted as
10	One zero
75	Seven five
100	One <b>zero</b> zero
583	Five eight three
<b>5000</b>	Five thousand
5800	Five eight zero zero
11000	One one thousand
25000	Two five thousand
38143	Three eight one four three

## Procedure Words and Phases

While it is not practical to lay down a precise phraseology for all radiotelephone procedures, the following words and phases should be used where applicable. Words and phrases such as "OK", REPEAT, "HOW IS THAT" etc., or slang expressions should not be used.

ACKNOWLEDGE	Let me know that you have received and understood this message.
AFFIRMATIVE	Yes, or permission granted.
BREAK	I hereby indicate the separation between portions of the message. (To be used where there is no clear distinction between the text and other portions of the message.)
CONFIRM	My version is.. .Is that correct?
CORRECTION	An error has been made in this transmission (message indicated ) The correct version is . . . . .
GO AHEAD	Proceed with your message
HOW DO YOU READ	Self-explanatory
I SAY AGAIN	Self-explanatory (use instead of "I repeat").
NEGATIVE	No. or permission not granted or that is not correct, or I do not agree.
OVER	My transmission is ended, and I expect a response from you.
OUT	Conversation is ended and no response is expected.
CHANNEL	Change to Channel. .. before proceeding.
READ BACK	Repeat all of this message back to me exactly as received, after I have given OVER (Do not use the word "repeat").
ROGER	I have received all of your last transmission.
ROGER NUMBER	I have received your message number...
SAY AGAIN	Self-explanatory (Do not use the word "repeat").
THAT IS CORRECT	Self-explanatory.
VERIFY	Check coding, check text with originator and send correct version.
WILCO	Your instructions received, understood, and will be complied with.
WORDS TWICE	(a) As a request: Communication is difficult, please send each word Wee.  (b) As Information: Since communication is difficult, I will send each word twice.

**UNIT 4: Field Needs**

**Item 1:** Identify the equipment needs for your operation. Use several sheets if necessary.

The following information is included for your convenience.

### **"TRANSPORTATION OF DANGEROUS GOODS"**

The following summary includes the categories of Exemptions and Consumer Commodities that maybe useful in determining the necessary steps to be taken.

If the TDG regulations are used, the following is a summary of requirements specifically related to transport by air, and should be read in conjunction with the accompanying information piece that outlines basic responsibilities regardless of the mode of transport.

Where the TDG regulations are silent, all other existing regulations continue to apply.

#### **Exemptions**

When using the TDG regulations, certain consignments of dangerous goods may be partially or totally exempt from the regulations.

The regulations do not apply to the transport of:

- an unserviceable or damaged tire assembly, if the tire is completely deflated;
- a serviceable tire if the tire is not inflated beyond its rated maximum pressure; and
- certain wheelchairs that are transported as checked baggage (Section 2.10)

The regulations do not apply to fuel oil, gas oil, gasoline, kerosene, isopropranol and aviation fuel that is contained in tanks or containers that:

- are not larger than 220 L;
- provide a level of safety equivalent to that set out in the Regulations for the Transportation of Dangerous Commodities by Rail; and
- are marked with the primary classification of the dangerous goods and which bear an orientation label (this side up).

The carrier may only take advantage of this exemption if the aircraft is a class 4 or class 7 commercial or private cargo aircraft: the pilot-in-command or his or here representative supervises loading; the compartment containing the dangerous goods is well ventilated; smoking is prohibited on the aircraft; and the local authority at the place of take-off is notified that dangerous goods will be transported.

#### **Consumer Commodities**

The regulations define consumer commodities as dangerous goods that are "packaged and distributed in a quantity and concentration intended or suitable for sale through retail sales agencies for consumption by individuals for the purposes of personal care or household use." Consumer commodities also include control products referred to in the Pest Control Products Regulations Act and drugs referred to in the Food and Drugs Act, but not wet or alkali batteries, battery fluid, any nitrocellulose based product (other than a cosmetic), any pyrophoric substance, starting fluid, explosives (except for safety explosives) or fire extinguishers.

The TDG regulations provide a significant exemption for consignments of certain consumer commodities by air under certain conditions.



This exemption applies to all consumer commodities except those included in Class 4 (Flammable solids, substances liable to spontaneous combustion, and substances that on contact with water emit flammable gases) and in Class 8 (Corrosives).

Documentation (Part IV), Safety Marks (Part V), Safety Standards (Part VI), Safety Requirements (Parts VII and VIII), and training and reporting (Part IX) do not apply when transporting consumer commodities by air to, from or between "sparsely settled areas" in Canada (as defined in the Sparsely Settled Areas Order issued by Transport Canada). This exemption applies only when the consumer commodities are:

-marked with the words "CONSUMER COMMODITY" or "BIENS DE CONSOMMATION" and, if in the liquid form, the orientation ("this side up") label:

-transported on aircraft operated on a Class 4 or 7 commercial air service or registered under the Aeronautics Act as a private aircraft and

-loaded under the supervision of the pilot-in-command or his or her representative.

Item 2: Assignment

Design a grub box to fit your needs. Create a list of contents and basic food items.

**Module C Quiz**

		<b>TRUE</b>	<b>FALSE</b>
(1)	As an employer, you are required to deduct Unemployment Insurance premiums from your employees.	( )	( )
(2)	There is little use for a lifejacket, because the water in the NWT is too cold.	( )	( )
(3)	A female bear with cubs, surprised at close range is more likely to attack than flee.	( )	( )
(4)	The wearing of cosmetics or perfumes may attract bears.	( )	( )
(5)	A cluster of small tents may make a bear feel surrounded and could result in it charging.	( )	( )
(6)	How you answer the phone in a Northern business will indicate your level of professionalism to the caller.	( )	( )
(7)	In radio use, "Apple" refers to the letter "A".	( )	( )
(8)	"May-Day" is the signal for an extreme emergency.	( )	( )
(9)	To end a transmission, you should say "Over and Out."	( )	( )
(10)	The "Transportation of Dangerous Goods Regulations" do not apply to outfitters.	( )	( )