



November 30, 2007

Dear Angling Guide:

A registered letter was sent out informing you of new policies and procedures for the coming 2008/09 season on July 16, 2007. We had informed you of the audit process regarding insurance that was being undertaken this year. Our records show that to date you have yet to provide us with a copy of your insurance policy or a certificate of insurance as requested in the July letter. A copy of your insurance policy is required by December 21, 2007, if you do not meet this deadline it could delay your licence application for the next season.

Your insurance policy is generally issued in the name as it appears on your Angling Guide Licence, however, if you could only obtain insurance in your business name, please ensure your insurance agent/broker indicates your name on the form. If they can not do this, then a letter to our office indicating that you and all assistant angling guides associated with your licence are covered in the insurance policy. Certificate of Insurance forms that do not have your name on them or a letter attached will not be accepted.

Our office moved to a new location in September, please note our physical address change as well as our fax number has changed to 250-952-4344. Please mail a copy of your insurance policy or certificate of insurance to the following address or fax:

Ministry of Environment  
PASB – Fish & Wildlife  
PO Box 9372 STN PROV GOVT  
301 – 710 Redbrick Street  
Victoria BC V8W 9M3

The following changes for processing angling guide and assistant angling guide licences will be in effect for the 2008/2009 season onward:

1. When submitting your 2008/09 application for an Angling Guide Licence and in keeping with government standards, you will be required to submit insurance on our *BC Certificate of Insurance* form. This form must be signed by your insurance agent/broker. **Please note we will not process your 2008/09 Angling Guide Licence Application if we have not received your BC Certificate of Insurance form for 2008/09 in addition to your 2007/08 insurance policy.**

All forms are available at our website: <http://www.env.gov.bc.ca/pasb/>. If you are unable to access the internet, you can also receive these forms at your local Service BC office, FrontCounter BC office, or by contacting our office. Please ensure you use the most current application forms from our website.

2. The Assistant Angling Guide Applications have been revised and the signature of the Angling Guide **must** now be on the application, as the assistant is the employing guide's responsibility. **All assistant angling guides must be covered by the employing guides insurance.**

Reports are to be submitted to our office for the April 1, 2007 – March 31, 2008 season by March 31, 2008. If you are guiding in the month of March then your report can be submitted by April 30, 2008. All waters fished (classified and unclassified) must be reported on by each guide, as well, it is the guide's responsibility to report on these waters including those waters fished by his/her assistant guide(s).

All required information **must** be completed **in full** in order to process your application. Incomplete applications result in delays in processing your Angling Guide Licence. Please note that angling guide applications can take up to 3 weeks to process during our busy season (March through May). When applying outside of those time frames the turnaround time is faster. Please allow for this when sending in your applications next year.

If you have any questions or concerns, please do not hesitate to contact Linda Menzies, Angling Guide Administrator at 1-866-433-7272, ext. 1 and 1. If you are calling from out of the province or using a satellite phone please call 1-250-952-0932, ext. 1 and 1.

Sincerely,

A handwritten signature in black ink that reads "Yvonne Foxall". The signature is written in a cursive, flowing style.

Yvonne Foxall  
Manager  
Permit Authorizations Service Bureau