



PROCEDURE MANUAL

VOLUME	SECTION	SUBSECTION	PAGE
4	1	01.06.2	1 of 3
SUBJECT			
Notice of Annual Quota to Guide Outfitters			

This Procedure Replaces:

None

Staff and Organizations Affected:

Wildlife Management Staff
Wildlife Administration Staff
Regional Managers
Guide Outfitters
FrontCounter BC

Reason for this Procedure:

The Ministry has established this procedure to implement the Notice of Annual Quota to Guide Outfitters policy. There are four sections to this procedure:

1. Roles
2. Notice electronically delivered
3. Record of date for mailed notices
4. Undeliverable mail


PROCEDURE

1 Roles

- 1.1 Wildlife management staff oversee provincial hunting programs and services.
- 1.2 Wildlife administration staff administer provincial hunting programs and services.
- 1.3 The Director of Wildlife is responsible for the issuance of quota. The Director's authority resides in s.100(1) of the *Wildlife Act* ("the Act"), empowering the Director to act in the role of a Regional Manager and issue quota under section 60(1) of the Act.
- 1.4 Guide outfitters are licensed to provide guided hunting services to hunters.
- 1.5 FrontCounter BC is a service provider of provincial hunting services.

2 Notice electronically delivered

- 2.1 If the licence holder has provided an email address, notice of quota will be provided by

PREPARED BY		AUTHORIZATION	
NAME	Pam Martins	NAME	Jennifer Psyllakis
POSITION	Senior Policy Analyst	SIGNATURE	
			DATE EFFECTIVE
			29 April 2019



PROCEDURE MANUAL

VOLUME	SECTION	SUBSECTION	PAGE
4	1	01.06.2	2 of 3
SUBJECT			
Notice of Annual Quota to Guide Outfitters			

- (a) posting a copy to the online account held by the licence holder in the Wildlife Information and Licensing Data (WILD) system, and
 - (b) immediately sending an email notification to the e-mail address provided by the licence holder indicating that their online account has been updated with quota information; or,
 - (c) If the licence holder does not hold an online account in WILD, emailing to the email address provided by the licence holder.
- 2.2 If the licence holder has not provided an email address, notice of quota will be provided by sending a copy by ordinary mail to
- (a) the last known address of the licence holder, or
 - (b) the address at which the licence holder carries on their outfitting business.

3 Record of date for mailed notices

- 3.1 If notice of quota is provided to a guide outfitter licence holder by ordinary mail, Wildlife Management Staff must record the date they send the mail, by BC Mail or other mail distribution service, in a document located in a folder accessible by other Wildlife and Habitat Branch ("the Branch") staff.
- 3.2 Deposits of mailed notice must be witnessed by another staff in the Branch. The witness must record their name for each deposit they witness in the shared document referred to in section 3.1.

4 Undeliverable mail

- 4.1 In accordance with the Wildlife Act General Regulation, B.C. Reg. 340/82, notice of quota that is sent by mail will be deemed received on the 14th day after it is mailed, regardless of whether the mail is later returned as undeliverable to the Branch.
- 4.2 If notice of quota is provided to a guide outfitter licence holder by mail and the mail is returned to the Branch as undeliverable, the Branch will attempt to contact the licence holder using alternate contact information to
- (a) inform them that quota information has been posted on their WILD account and available upon request at FrontCounter BC locations, or
 - (b) to obtain a mailing address where notice can be sent.

Definitions:

Guide Outfitter – means a person licensed as a guide outfitter under the *Wildlife Act*, RSBC 1996 c.488.



PROCEDURE MANUAL

VOLUME	SECTION	SUBSECTION	PAGE
4	1	01.06.2	3 of 3
SUBJECT			
Notice of Annual Quota to Guide Outfitters			

Quota – as defined in the *Wildlife Act*, RSBC 1996 c.488, means

- (a) The total number of a game species, or
- (b) the total number of a type of game species

specified by the regional manager that the clients or a class of client of a guide outfitter may kill in the guide outfitter's guiding area, or part of it, during a licence year, or part of it, but does not include an angler day quota.

Wildlife Information and Licensing Data (WILD) System – means the online system maintained by the Wildlife and Habitat Branch to administer hunting services.

Policy Manual Cross-References:

- 4-1-01.06 Guide Outfitter Licence Issuance, Amendment and Renewal
- 4-1-01.06.2 Notice of Annual Quota to Guide Outfitters

Procedure Manual Cross-References:

- 4-1-01.06.1 Guide Outfitter Licence Issuance, Amendment and Renewal

Other Cross-References:

- Wildlife Act*, RSBC 1996 c.488
- Wildlife Act General Regulation, B.C. Reg. 340/82

