This Procedure Replaces:
Previous procedure 4-7-01.03.1 – Harvest Allocation (2007)

Staff and Organizations Affected:
Director of Wildlife
Regional Managers
Wildlife Management Staff
Conservation Officer Service
Resident Hunters
Guide Outfitters

Reason for this Procedure:
The purpose of this procedure is to implement the Harvest Allocation Policy (4-7-01.03).

PROCEDURE:
This procedure outlines recommended actions required to implement the Harvest Allocation Policy (4-7-01.03) which reflects the minister’s decision regarding allocation splits announced in 2015.

1. The director should set resident and guide allocations for established Category A hunts to hunter groups based on the splits provided in Table A of the Harvest Allocation Policy (4-7-01.03).

2. For resident harvest, unless otherwise specified by the director, the resident allocation split shall be applied to the annual allowable harvest (AAH) for the portion of the management area that is covered by Guide Outfitter certificates in order to determine the resident allocation for this portion. The resident allocation should then be distributed to the intersects with the smaller units (WMU, LEH zone, LEH subzone) that are used to regulate the resident hunter harvest. For the portion of the management area that is not covered by Guide Outfitter certificates, 100% of the AAH should be made available to resident hunters.

3. For guide allocation calculations and subsequent quota determinations, unless otherwise specified by the director, the guide allocation split shall be applied to the AAH for the portion of the management area that is covered by Guide Outfitter certificates in order to determine the guide allocation. The guide allocation should then be distributed to the management area/guide certificate area intersects.

4. Guide and resident allocations should be based on defensible methods (e.g., area proportions when there is an assumption of even distribution, area specific populations

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AUTHORIZATION

SIGNATURE
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Director
DATE EFFECTIVE
1 Feb 2019
when distribution is uneven, and relative habitat quality for the species overall). When combined, the total guide and resident allocations must not be greater than the annual allowable harvest (AAH) for the management area in question.

5. The Regional Manager must prepare a recommendation for the Director's consideration for the guide and resident allocations. Sample calculations look as described in Appendix A. This recommendation should include a completed summary form (see Appendix B) plus any data necessary to show calculations leading to guide quota.

6. Hunts shall not be added or removed from allocation without consultation with the Associate Director of Wildlife and approval by the Director.

Additional Considerations:

1. Under-harvest of an allocated share by either resident hunters or guided hunters does not constitute a rationale for varying from the established allocation shares set out in Table A of the Harvest Allocation Policy.

2. Under-utilized harvest cannot be transferred into future allocation periods or quota years.

3. Any accommodation measure that reduces licenced hunting must be applied before allocation splits between resident and non-resident hunters are calculated, to ensure the split shares remain unchanged.

4. Any changes to the calculation methods used to derive either the AAH or First Nations’ harvest should be communicated with affected First Nations. Those First Nations should be provided a reasonable opportunity to review the data, discuss the implications, and respond in a timely manner.

Definitions:

"accommodation measures" — means measures employed, after discussion with a First Nation, in order to avoid or mitigate impacts on Aboriginal interests, linked to the impact of a claimed or proven right, and can include measures to promote broader interests of a First Nation.

"allocation" — means the division of the annual allowable harvest remaining after the legal rights of First Nations have been recognized and provided for, between resident hunters and guided hunters.

"allocation period" — means the five year period to which an allocation share applies.

"resident allocation" — means the absolute allocation (i.e. expressed in real numbers) for a class of animal that is directed to resident hunters for a given management area over the allocation period.

"guide allocation" — means the absolute allocation (i.e. expressed in real numbers) for a class of animal that is directed to guided hunters for a management area over the allocation period.
“allocation splits” — means the resident hunter percentage (e.g. 70%) and the guided hunter percentage (e.g. 30%) that are applied to a hunt’s annual allowable harvest in order to generate the harvest allocations for the two hunter groups.

"annual allowable harvest" — means the optimum number of animals that can be harvested annually by hunters from a herd or population which will be replenished through the population’s natural reproduction to meet management objectives.

“big game” — means big game as defined in the *Wildlife Act*, RSBC 1996 c.488.

"Category A hunts" — means a hunt that is identified in Table A of the Harvest Allocation Policy.

"director" — means director as defined in the *Wildlife Act*, RSBC 1996 c.488.

“First Nations’ harvest” — means the estimated harvest of a species by First Nations for food, social, or ceremonial purposes, through the exercise of aboriginal or treaty rights (i.e. is not regulated under the *Wildlife Act*, RSBC 1996 c.488).

"game management zone" (GMZ) — means a grouping of management units based on geographical, ecological, and access criteria.

"guided hunter" — means a hunter guided by a licensed guide outfitter, excluding resident clients in possession of a limited entry hunting authorization and resident clients hunting open season species.

“hunt” — means an animal class/area combination that is managed as a discrete entity through a regulation under the *Wildlife Act*, RSBC 1996 c.488.

"hunter group" — means resident hunters or guided hunters.

“limited entry hunting zone/sub-zone” — an area in which hunters are legally allowed to harvest an LEH animal. An LEH area can consist of any combination of a Management Unit, multiple Management Units, or a portion of a Management Unit.

“limited entry hunting authorization” — as defined in the *Wildlife Act* RSBC 1996 c.488, means an authorization issued under Section 16.

“management area” — is the biologically relevant base unit (e.g. game management zone (GMZ), Management Unit (MU), population management unit (PMU), Limited Entry Hunting (LEH) zone/sub-zone) that is used to calculate the annual allowable harvest.

"Management Unit (MU)" — means a specific and legally designated land area denoted by the initials M.U. and a hyphenated number (e.g. M.U. 3-18). B.C. Reg. 64/96.
“non-resident” – means a hunter who is a non-resident as defined in the **Wildlife Act**, RSBC 1996 c.488.

“non-resident alien” – means a hunter who is a non-resident alien as defined in the **Wildlife Act**, RSBC 1996 c.488.

“population management unit” – means a defined spatial scale at which a given big game population may be managed.

"regional manager" — means a regional manager as defined in the **Wildlife Act** RSBC 1996 c.488.

"resident hunter" — means a hunter who is a resident as defined in the **Wildlife Act**, RSBC 1996 c.488, with the exception of a resident who hires the services of a guide outfitter to hunt in a season for which the resident would otherwise require, but does not have, a limited entry hunting authorization.

**Policy Manual Cross-References:**
- Ministry Policy Manual, Volume 4, Section 7 Subsection:
  - 01.03 Harvest Allocation
  - 01.01 Allowable Harvest
  - 01.05 Quota Allocation – Guided Hunting
  - 01.06 Limited Entry Hunting
  - 01.07 Game Harvest Management
  - 01.10 Resident Hunter Priority
  - 01.11 Commercial Hunting Interests
  - 01.12 Allocation of Previously Unopened Hunts

**Procedure Manual Cross-References:**
- Ministry Procedure Manual, Volume 4, Section 7 Subsection:
  - 01.01.1 Allowable Harvest
  - 01.05.1 Quota
  - 01.05.2 Administrative Guidelines
  - 01.06.1 Limited Entry Hunting
  - 01.07.1 Big Game Harvest Management
  - 01.07.2 Southern Interior Mule Deer Harvest Management
  - 01.07.3 Moose Harvest Management
  - 01.07.4 Mountain Goat Harvest Management
  - 01.07.5 Big Horn Sheep Harvest Management
  - 04.04 Grizzly Bear Harvest Management

**Other Cross-References:**
- Limited Entry Hunting Regulation, BC Reg 134/93
- Management Unit Regulation, BC Reg 64/96
The *Wildlife Act*, RSBC 1996 c.488
APPENDIX A: ALLOCATION CALCULATION EXPLANATION WORKSHEET

Sample guide quota and resident harvest calculations and resident with an 80/20 split. There are two options to undertake calculations. These options are not based on the biology of the species, but rather how population estimates are derived.

Guide Quota:

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>20</td>
<td>15%</td>
<td>3.0</td>
<td>20%</td>
<td>0.6</td>
<td>3.0</td>
<td>1.0</td>
</tr>
</tbody>
</table>

*Harvest rate can be applied first to the total PMU and divided by the proportion of the territory within that PMU, or the territory population can be extrapolated first before the harvest rate is applied.

Detailed calculations:

- Population estimate for guide territory = pop est for management area x % of guide territory in the management area
- AAH in territory = population estimate for guide territory x HR (not rounded) = 3.0
- Guide AAH = AAH in territory x guide share (not rounded) = 0.6
- Guide allocation =guide AAH x 5 (for 5 years) (rounded to whole number) = 3.0
- Guide quota = guide allocation x 0.3 (admin guideline) (rounded to whole number) = 1.0

Resident Harvest:

Note that resident harvest does not include calculations to establish the number of Limited Entry Hunt (LEH) authorizations. This should be done using the relevant species harvest management procedure, and the Limited Entry Hunting Procedure.

<table>
<thead>
<tr>
<th>Total Population for the specific Mgmt Area*</th>
<th>Population Estimate for the specific Mgmt Area*</th>
<th>Harvest rate*</th>
<th>AAH in LEH Zone/ MU</th>
<th>Non-guided Portion of the LEH Zone or MU</th>
<th>Resident Share in the remainder of 2017-21 LEH/MU</th>
<th>Resident allocation of 5-yr allocation</th>
<th>Resident harvest target (1/5 of 5-yr allocation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>20</td>
<td>15%</td>
<td>6.0</td>
<td>50%</td>
<td>80%</td>
<td>27**</td>
<td>5.4</td>
</tr>
</tbody>
</table>

*Harvest rate can be applied first to the total PMU and divided by the proportion of the territory within that PMU, or the territory population can be extrapolated first before the harvest rate is applied, depending on what makes the most sense from a biological perspective.

**Represents 100% of the harvest in the non-guided portion of the LEH Zone/MU (15) and 80% of the harvest in the area where there is guide territory overlap (12).
APPENDIX B
GUIDE QUOTA DETERMINATION
SUMMARY FORM
(September 2018)

*****FORM INSTRUCTIONS*****

Blue highlights = Instructions/guidance
Grey highlights = Insert text.

DELETE INSTRUCTIONS AND ALL HIGHLIGHTS ON FINAL COPY

For Guide Outfitters operating in the name Region

Policies that should be considered when filling out this form include:

Ministry Policy Manual, Volume 4, Section 7 Subsection:

- 01.01 Allowable Harvest
- 01.03 Harvest Allocation
- 01.05 Quota Allocation - Guided Hunting
- 01.06 Limited Entry Hunting
- 01.07 Game Harvest Management
- 01.10 Resident Hunter Priority
- 01.11 Commercial Hunting Interests

Procedures that should be considered when filling out this form include:

Ministry Procedure Manual, Volume 4, Section 7 Subsection:

- 01.01.1 Allowable Harvest
- 01.03.1 Harvest Allocation
- 01.05.1 Quota
- 01.05.2 Administrative Guidelines
- 01.06.1 Limited Entry Hunting
- 01.07.1 Big Game Harvest Management
- 01.07.2 Southern Interior Mule Deer Harvest Management
- 01.07.3 Moose Harvest Management
- 01.07.4 Mountain Goat Harvest Management
- 01.07.5 Big Horn Sheep Harvest Management

For the year INSERT YEAR

I recommend quota be issued for this region in accordance with the Harvest Allocation Policy and Procedure.

OR

I recommend quota be issued for this region in accordance with the Harvest Allocation Policy and Procedure, with the following deviations:

DATE EFFECTIVE
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List all recommended deviations, including rationale. Confirm that the Harvest Allocation Policy and Procedures were followed, or if not where deviations occurred, with rationale.

If the deviation will result in a shift of animals outside of the established allocation splits, indicate the number of animals (and, for resident hunters, the estimated number of LEH authorizations) that will shift as a result of the deviation.

I am proposing no adjustments to the Annual Allowable Harvest that affect quota in this year of the allocation period.

OR

I am proposing the following adjustments to the Annual Allowable Harvest that affect quota in this year of the allocation period:

List all recommended deviations, including rationale. Confirm that the Annual Allowable Harvest Policy and Procedures were followed, or if not where deviations occurred, with rationale.

Cite any management plans used in adjusting the AAH. Also, include any relevant data for the decision, including the last time the area was surveyed, frequency of survey and the relative reliability of the data informing the decision overall (low, moderate or high) or changes to the ecosystem since the last setting of notional allocation. Also indicate if any consultation has occurred prior to the recommended AAH adjustment, and if so with which First Nations and/or stakeholder groups.

Administrative guidelines:

List any administrative guidelines not being employed (low moose quota principle, etc.) by individual guide outfitter and the reason why they are not being employed. Note – do not leave blank. If there are none write “none”. This section should also be used to summarize the types of administrative guidelines common to your region.

Additional notes:

Review and Comment / Consultation Summary

Region engaged the following First Nations consultation (y/n):

Insert paragraph summarizing review and comment and/or consultation efforts.

List all First Nations consultation with respect to issued guide quota, along with responses (include dates of consultation, type of engagement (meeting, letter, email etc.) As guide quota is not normally the subject of FN consultation, reference any government-to-government agreements that require this consultation, if applicable.

If applicable, underscore collaboration with First Nations, stakeholders, affected parties (e.g., several meetings were held between years, etc.)

If applicable, insert paragraph reflecting results of collaboration with affected stakeholders and highlight how stakeholder input was incorporated into decisions where input was provided.

Outstanding Concerns have been identified or are anticipated □Yes / □No
If Yes, please identify and include a description of each outstanding concern, which First Nation, stakeholder group(s) or affected party is likely to raise it, and government's position if known. Also indicate the rationale behind the decision likely to cause concern, as above (do not duplicate Harvest Allocation or AAH rationales already provided above).

Appendix 1: Attach a Quota Summary Table showing 5-year notional allocation, recommended quota for the current licence year and (if available) harvest to date in the allocation period.

Appendix 2: Attach a table or series of tables that collectively show calculations leading to the determinations in the Quota Summary Table

Prepared by:
NAME
TITLE

FOR BRANCH USE:

☐ I have accepted the regional recommendations without changes

☐ I have accepted the regional recommendations with the following changes (note changes)

__________________________

DATE

Director
Wildlife

DATE EFFECTIVE
4-FEB-2019