



PROCEDURE MANUAL

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This Procedure Replaces:

4-7-01.05.1 Quota (March 29, 2007)

Staff and Organizations Affected:

- Wildlife Management Staff
- Data and Licencing Staff
- Regional Managers
- Director
- Resident Hunters
- Guide Outfitters

Reason for this Procedure:

The Ministry has established this procedure to support implementation of Quota Policy 4-7-01.05, and to outline the method by which quotas are determined and allocated as conditions of guide outfitter licences.

There are 3 (three) sections to this procedure:

1. Calculation of Quotas
2. Consultation
3. Roles and Responsibilities

1. Calculation of Quotas

- 1.1 Quotas should be calculated by the wildlife section head, with support of the wildlife biologist(s) and Data and Licensing team. Quota recommendations will be submitted to the regional manager for decision.
- 1.2 Harvest opportunities provided to guided hunters by means of a quota should be based on the calculation of an Annual Allowable Harvest (AAH) and subsequent 5-year notional allocation. Those calculations will be consistent with the Ministry’s Harvest Allocation Policy, Resident Hunter Priority Policy, Administrative Guidelines Procedure, and other relevant policies and procedures related to harvest allocation.

| PREPARED BY | | AUTHORIZATION | |
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| | | | DATE EFFECTIVE 2024/12/03 |



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- 1.3 If newly acquired data or information requires a change to the AAH as outlined in the notional 5-year allocation, the AAH document must be updated with a detailed rationale to support the change. Quota should then be calculated from the revised AAH.
- 1.4 The information and data that informs the AAH used to make both quota and LEH decisions must be the same.
 - 1.4.1 Information that could have the effect of changing the AAH which becomes available after final quota decisions have been made should be incorporated into the following year's LEH decisions, not the current season, unless this information indicates an immediate conservation concern.
 - 1.4.2 If a reduction to the AAH and subsequent LEH decisions are needed after final quota has been issued, regional managers should consider making adjustments to the following year's AAH and quota to achieve the allocation ratios as prescribed in the Harvest Allocation Policy by averaging over the entire 5-year allocation period.
- 1.5 Quotas should not exceed the guided hunters' portion of the total allowable harvest for the big game population.
- 1.6 Quotas should be calculated to reflect guided hunters' share of the harvestable portion of the population within each guide outfitter's territory, if available.
- 1.7 If a limited entry hunt (LEH) has been instituted:
 - a) the harvest by any guided resident hunter with a LEH authorization should not be included in the quota; and
 - b) a resident hunter without a LEH authorization may purchase the services of a guide outfitter, and the harvest should be included in that guide outfitter's quota.
- 1.8 If no LEH has been instituted:
 - a) the harvest by resident hunters (guided or unguided) should not be included in the quota; and
 - b) the harvest by any guided non-resident is included in the quota.

2. Consultation

- 2.1 Consultation with First Nations must be undertaken when developing the 5-year notional allocation as well as any subsequent changes to the AAH that may become necessary.

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- 2.2 Annual quota decisions which are consistent with the 5-year notional allocation, and which do not deviate from other Ministry policies and procedures concerning harvest allocation do not require further consultation, as First Nations rights and any appropriate accommodation will have already been considered through the development of the 5-year allocation process.
- 2.3 In circumstances where there is an existing, government-to-government agreement between a First Nation and the Province which outlines a specific consultation process for allocation or quota decision making, the process outlined in that agreement supersedes 2.1 and 2.2 of this procedure.

3. Roles and Responsibilities

- 3.1 The Data and Licensing Team will provide each wildlife section head with a draft Quota Package, which includes the following files and data:
 - i. Quota Determination spreadsheet with all available information, including harvest data, entered;
 - ii. Guide Quota Summary template; and
 - iii. Draft interim quota email to be sent to guides.
- 3.2 The Regional team will use the harvest and quota data provided by the Data and Licensing team as well as that obtained through ongoing regional population surveys and other regional data analysis, to complete the draft interim Quota Package.
- 3.3 The wildlife section head should send the completed draft interim Quota Package back to the Data and Licensing team by mid-November who will then review it to ensure that all required information is included in quota recommendations, and that clear rationales are provided with each.
- 3.4 When review of the draft interim Quota Package is complete, the Data and Licensing team will send the package back to the wildlife section head who will forward it to the respective regional manager for consideration. This should be completed by November 30th.
- 3.5 The regional manager will strive to make interim quota determinations by December 15th but will do so no later than December 31st.
- 3.6 Once finalized, the regional manager will share the interim quota with the Data and Licensing team who will send emails to the guide outfitters advising them of their interim quota and inviting them to provide feedback or make enquiries.

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- 3.7 The Data and Licensing team will update the Quota Determination spreadsheet as additional data and information becomes available prior to the issuance of final quota.
- 3.8 Preliminary analysis of the past season’s inventory should be completed by the Regional team by March 31st whenever possible to allow for timely decision making.
 - 3.8.1 Information received after March 31st should be considered for the following season’s quota decision unless:
 - a) it shows an immediate conservation concern; or
 - b) it can be analysed and incorporated into the quota recommendations and submitted to the regional manager prior to the May 15th deadline.
- 3.9 Final quota recommendations should be provided by the wildlife section head to the regional manager for decision by May 15th.
- 3.10 The regional manager will strive to make final quota decisions by May 31st. Any recommended changes to interim quota numbers must be recorded on the final Guide Quota Summary document and must include rationale for the changes.
 - 3.10.1 If specific circumstances require that quota determinations fall outside of Ministry policy and procedure, a detailed rationale for the deviation must be provided by the regional manager in the decision document. This information must also be shared with the director to support subsequent decisions on LEH.
- 3.11 Once approved by the regional manager, the final Quota Package will be shared with:
 - i. the director, to support subsequent LEH decisions; and
 - ii. the Data and Licencing team, who will file the documentation.
- 3.12 The regional manager will enter the approved quotas on the guide outfitter’s licence as a condition of the licence.
- 3.13 Licences with quota attached will be issued in accordance with policy and procedures.

Definitions:

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.

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annual allowable harvest (AAH) - 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.

Data and Licensing team - means the section of the Wildlife Branch responsible for hunting and angling licensing and reporting as well as the central repository for allocation and quota documentation.

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

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.

limited entry hunting authorization (LEH authorization) - means limiting entry hunting authorization as defined in the *Wildlife Act*, RSBC 1996 c.488.

Ministry - means the ministry responsible for the administration of the *Wildlife Act*, RSBC 1996, c.488.

non-resident - means a non-resident or non-resident alien as defined in the *Wildlife Act*, RSBC 1996, c.488.

quota - means quota as defined in the *Wildlife Act*, RSBC 1996 c.488.

regional manager - means regional manager as defined in the *Wildlife Act*, RSBC 1996 c.488.

Regional team - means the wildlife section head, the biologists, and any other staff in a regional office who provides input and support in making quota recommendations to the regional manager.

resident - means resident as defined in the *Wildlife Act*, RSBC 1996 c.488.

wildlife section head - means a section head responsible for overseeing regional wildlife staff in a regional office.



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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
- 4-7-01.03 Harvest Allocation
- 4-7-01.05 Quota
- 4-7-01.06 Limited Entry Hunting
- 4-7-01.10 Resident Hunter Priority
- 4-7-01.11 Commercial Hunting Interests

Procedure Manual Cross-References:

- 4-7-01.05.2 Administrative Guidelines

Other Cross-References:

- Wildlife Act* (RSBC 1996 c.488)
- Wildlife Act Commercial Activities Regulation [B.C. Reg. 338/82]