This Procedure Replaces:

Previous procedure "Administrative Guidelines", January 1, 2007.

Staff, Organizations Directly Affected:

Wildlife Management Staff
Regional Managers
Resident Hunters
Guide Outfitters

Policy Cross-Reference:

Ministry Policy Manual, Volume 4, Section 7
Subsections:
— 01.03 Harvest Allocation
— 01.05 Quota Allocation – Guided Hunting
— 01.11 Commercial Hunting Interests
— 01.12 Allocation of Previously Unopened Hunts
— 01.13 Under-Harvest of Allocated Share

Other Cross-References:

Ministry Procedure Manual, Volume 4, Section 7
Subsections:
— 01.03.1 Harvest Allocation
— 01.05.1 Quota

Purpose:

To outline the process by which administrative guidelines are to be applied to guide outfitters' quotas.

Definitions:

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

"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.

"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.

Procedure:

1. The regional manager should attach an administrative guideline to all quotas that are not equal to a whole number each year. The regional manager may attach an administrative guideline to whole number quotas.

2. The regional manager should apply an administrative guideline to the quota of a guide outfitter as follows:
   a) the annual quota will apply for five years;
   b) up to 30% of the cumulative five year quota (obtained by multiplying the annual quota by 5) may be harvested in any one year;
   c) notwithstanding 2 b) , no more than 5 times the annual quota may be harvested in the five year period.

   NOTE: The annual quota is not to be rounded before being multiplied by 5 to obtain the cumulative 5 year quota.

3. If the annual allowable harvest (AAH) changes at any point over the five year period, the administrative guideline will apply only to the remaining years in the five year period. For example, if the AAH changes after year 1 of a 5 year allocation period, a new 4-year administrative guideline will apply as follows:
   a) the new annual quota will apply for four years;
   b) up to 40% of the cumulative 4 year quota (obtained by multiplying the annual quota by 4) may be harvested in any one year;
   c) notwithstanding 3 b), no more than 4 times the annual quota may be harvested in the four year period.

   NOTE: The annual quota is not to be rounded before being multiplied by 4 to obtain the cumulative 4 year quota.

4. If the AAH changes after year 2 of a 5 year allocation period, a new 3-year administrative guideline will apply as follows:
   a) the new annual quota will apply for 3 years;
   b) up to 50% of the cumulative 3 year quota (obtained by multiplying the annual quota by 3) may be harvested in any one year;
   c) notwithstanding 4 b), no more than 3 times the annual quota may be harvested in the three year period.

   NOTE: The annual quota is not to be rounded before being multiplied by 3 to obtain the cumulative 3 year quota.

5. If the AAH changes after year 3 or 4, a new 2 or 1 year administrative guideline will apply respectively. In either of those years, up to 50% of the cumulative 2 or 1 year quota may be harvested. No more than the cumulative quota may be harvested over the 2 or 1 year period.
   NOTE: The annual quota is not to be rounded before being multiplied by 2 or 1 to obtain the cumulative 2 or 1 year quota.