



# PROCEDURE MANUAL

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## This Procedure Replaces:

4-7-01.05.2 Administrative Guidelines (January 1, 2007)

## Staff and Organizations Affected:

- Wildlife Management Staff
- Regional Managers
- Resident Hunters
- Guide Outfitters

## Reason for this Procedure:

The Ministry has established this procedure to outline the process by which administrative guidelines are to be applied to guide outfitters' quotas.

## PROCEDURE

- 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.
- The regional manager should apply an administrative guideline to the quota of a guide outfitter as follows:
  - the annual quota will apply for five years;
  - up to 30% of the cumulative five-year quota (obtained by multiplying the annual quota by 5) may be harvested in any one year;
  - 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.
- The Low Moose Quota System (LMQ):** for moose only;
  - guide outfitters allocated three or fewer moose in a certificate area over a 5- year period

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- may harvest all of their 5-year allocation in a single year;
- b) guide outfitters allocated four to eight moose in a certificate area over a 5-year period may harvest up to three animals in any one year.
4. 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.
5. 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.
6. 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.



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## 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.

**guide outfitter** - means a person licensed as a guide outfitter; as defined in section 51 of 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.

## Policy Manual Cross-References:

- 4-7-01.03 Harvest Allocation
- 4-7-01.05 Quota
- 4-7-01.11 Commercial Hunting Interests
- 4-7-01.12 Allocation of Previously Unopened Hunts
- 4-7-01.13 Under-Harvest of Allocated Share

## Procedure Manual Cross-References:

- 4-7-01.03.1 Harvest Allocation
- 4-7-01.05.1 Quota

## Other Cross-References:

*Wildlife Act*, RSBC 1996 c.488

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