

## 2010/11 SALMON

### CONTACTS:

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<b>PFLU Category F Program Lead:</b>	Andria Charette	604-666-1640
<b>Or Aboriginal Fisheries Strategy (AFS):</b>	Anna Benke	604-666-7114
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Regional Resource Manager	Jeff Grout	604-666-0497
Salmon Officer	Kelly Binning	604-666-4902
<b>Salmon Catch Monitoring Unit (CMU):</b>	Bruce Patten	250-756-7279 or
(Logbook Clearance; Nil reports; Head bags)	Shelee Hamilton	250-756-7279
		250-756-7053 Fax
	Robert Houtman	250-729-8385
<b>Service Bureau &amp; e-Logs:</b>		
Archipelago Marine Research (AMR)	Linda Daniels	250-383-4535 Gen.
	Jennifer Toole	250-383-0103 Fax
	Toll Free	877-280-3474
Electronic Monitoring (DFO)	Ron Goruk	250-756-7392
	Carmen McConnell	250-756-7272

### QUICK LINKS:

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### NEW FOR 2010

**May 20 Update:** Area F Head Bags EXEMPT LIST received from Rob Houtman and circulated to PFLU staff.

**Mar 22 Update:** Issuance of salmon licences for all areas with Schedule II and Transport conditions (only) started. Salmon licences will need to be replaced when full salmon conditions are available and prior to any salmon harvesting. Please advise the fish harvester of this requirement.

Gear	Area	Issuance Date	Notes/Status
Seine	A (north)	June 24 2010	Full conditions of licence
Seine	B (south)	June 24 2010	Full conditions of licence
Gill Net	C (north)	May 17 2010	Full conditions of licence
Gill Net	D (south)	June 7 2010	Full conditions of licence
Gill Net	E (south)	July 14 2010	Full conditions of licence
Troll	F (north)	May 14 2010	Full conditions of licence
Troll	G (south)	April 13 2010	Full conditions of licence
Troll	H (south)	July 14 2010	Full conditions of licence
All gear	All Areas	March 22 2010	Sched II & Transport COLs only

**Tuna reporting requirements.** The Western and Central Pacific Fisheries Commission (WCPFC) requires DFO to provide information about any Canadian vessels that wish to harvest tuna west of 150 degrees west longitude. Vessel owners must complete a questionnaire available from a PFLU or at: <http://www.pac.dfo-mpo.gc.ca/fm-gp/licence-permis/index-eng.htm>.

Completed questionnaires & vessel photographs may be accepted at any PFLU. The handling of completed questionnaires is very time sensitive. Upon receipt, **immediately** scan the questionnaire & vessel photo and e-mail to: [Cynthia.Johnston@dfo-mpo.gc.ca](mailto:Cynthia.Johnston@dfo-mpo.gc.ca); [Lauren.Donihee@dfo-mpo.gc.ca](mailto:Lauren.Donihee@dfo-mpo.gc.ca); [Robert.Jones@dfo-mpo.gc.ca](mailto:Robert.Jones@dfo-mpo.gc.ca)

Send the original documents by internal mail to the Pelagics Resource Manager Cynthia Johnston, RHQ mail drop 1420.

### **LICENCE CATEGORY**

A salmon licence, category A, N or FA, is required to commercially harvest salmon. Salmon, category A, licence eligibilities are limited entry and vessel-based. Category FA and N licence eligibilities are party based and must be designated to a commercially registered fishing vessel that meets established length restrictions. Category N licence eligibilities are held by the Northern Native Fishing Corporation (NNFC). Category FA is communal commercial licence eligibilities where an Aboriginal group is the licence eligibility holder.

Vessels authorised to fish under the authority of a salmon licence are also permitted to fish for Schedule II species according to the conditions of each licence, transport fish caught by other vessels and be designated to fish under the authority of a category Z licence.

### **HEAD BAGS: FREEZER TROLLERS - ALL AREAS (F, G, H) - RETENTION AND DELIVERY OF CHINOOK & COHO SALMON HEADS**

Instructions regarding the retention and delivery of Chinook and Coho salmon heads are again being incorporated into all troll licence conditions for 2010. Some area F vessel owners will be exempt from this condition; a list showing which area F vessels are exempt will be sent to PFLU's by Rob Houtman in May 2010.

#### **All Area F,G,H Trollers that meet ALL of the following conditions need head bags:**

- i) Renewing in person at a PFLU (i.e. do not mail out any head bags)
- ii) Intend to fish in 2010 season,
- iii) Intend to fish for Chinook and/or coho,
- iv) May freeze some of their catch, and
- v) Any Area G and/or Area H licence **OR**
  - an Area F licence that IS NOT ON the "exempted" list (list received May 20<sup>th</sup>).

Link to Area F Exempt List:

<N:\Commercial\Salmon\2010\Area F Forms\Head Bags - Area F Exempted 2010 Licences.doc>

Rob Houtman at the Salmon Catch Monitoring Unit is providing a stock of head bag packages to each PFLU. Please contact Doug Herriott ([Doug.Herriott@dfo-mpo.gc.ca](mailto:Doug.Herriott@dfo-mpo.gc.ca)) by email for head bag supplies. For more information fish harvesters may call DFO toll-free at 1-866-483-9994.

## **LICENCE CATEGORY BACKGROUND**

Salmon has been a limited entry vessel based fishery since 1969.

In 1996 under the Pacific Salmon Revitalisation Plan, area and gear selection were introduced in the salmon fishery. Salmon licensed vessel owners selected a gear and area for each licence eligibility. Gear selections were seine, gillnet or troll. Gear selection was permanent. Area selections for seine were area A or B, for gillnet, areas C, D or E and for troll, areas F, G or H. A vessel may hold only one licence eligibility per area. Area licensing has been a feature of salmon management for the past 10 years with area selections processes in 1996, 2000, 2006 and 2007. Initial area selection was for a four year period. The majority of the Commercial Salmon Advisory Board advised that, given all the uncertainties, area reselection proceed in 2007 for an indefinite period. The majority also recommended that net areas select in March and April and the troll fleets in September and October. For complete information on 2007 area selection; i.e. FAQ's, summary of process, letter to all salmon vessel owners and historical catch data see: [http://www.pac.dfo-mpo.gc.ca/ops/fm/Licensing/salmon07\\_e.htm](http://www.pac.dfo-mpo.gc.ca/ops/fm/Licensing/salmon07_e.htm)

Licence stacking was also introduced in 1996 as a method to decrease the number of vessels actively participating in the fishery while allowing vessel owners to fish in more than one area or with more than one gear.

## **SALMON DEMONSTRATION FISHERIES BACKGROUND**

Since 2005, the Department has been working with commercial salmon fleets and First Nations to implement share based management approaches in the salmon fishery consistent with Pacific Fisheries Reform and the Pacific Integrated Commercial Fisheries Initiative (PICFI). The Department implemented salmon demonstration fishery projects to explore different options and determine which reforms might work. Creative and innovative solutions have been discussed and have already been implemented for some fleets (for reports on some of these projects see: [http://www.pac.dfo-mpo.gc.ca/species/salmon/policies/default\\_e.htm](http://www.pac.dfo-mpo.gc.ca/species/salmon/policies/default_e.htm)).

In 2008, the retention and delivery of Chinook and Coho salmon heads was incorporated in the area F troll licence conditions. Out of 284, 171 area F vessel owners were exempt from this condition and 113, who were selected randomly, will be required to comply.

In 2009, troll licence conditions again included the retention and delivery of Chinook and Coho salmon heads. Some area F vessel owners are exempt from this condition; Area F Unexempt list:  
[N:\Commercial\Salmon\2009\Area F licences UNexempt List 2009 \(for Head Bag sampling\).xls](#)

The Salmon Catch Monitoring Unit (CMU) provided each PFLU head bag packages (25 bags, labels and instructions) which were to be provided to troller vessels according to conditions specified by the CMU.

## **LICENCE FEES**

Salmon licence fees are available at full fee and reduced rates. Annual licence fees are based on the length of the vessel. Reduced fee eligibilities must be held on vessels owned by aboriginal individuals. Fees are not applicable to communal commercial licenses.

Cheques and Money orders are to be made payable to the **RECEIVER GENERAL FOR CANADA**.

	<b>Vessels under 9.14m</b>	<b>Vessels 9.14m and over</b>	<b>Seine Vessels</b>
Aboriginal	\$ 380.00	\$ 650.00	\$ 2670.00
Non-Aboriginal	\$ 430.00	\$ 710.00	\$ 3880.00

### **LICENCE APPLICATION AND ISSUANCE**

Commercial applications must be completed and submitted with the appropriate fees, in person or by mail, to a Pacific Fishery Licence Unit (PFLU) by March 31 2011 to maintain the licence eligibility whether fishing will take place or not.

Prior to licence issuance, vessel owners and/or licence eligibility holders must ensure that:

- a) Any Ministerial conditions placed on the licence eligibility have been met
- b) Any conditions of the previous year's licence have been met, such as:
  - i. Submission of all harvest logs or a nil report for 2009 (for further information contact the Salmon Catch Monitoring Unit at (250) 756-7279 or (250) 729-8385); and
  - ii. Submission of all fish slips for 2009 (for further information contact the Regional Data Unit at (604) 666-2716).

The vessel owner(s) or any authorised representative may sign the application form. Where the vessel owner is a company or an Aboriginal group, the PFLU must have on record a copy of either a Confirmation of Signing Authorities or an Amendment to Confirmation of Signing Authorities form advising who the signing authorities for the company are.

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### **VESSEL REPLACEMENT (Category A only)**

A salmon licence eligibility may not be split from other vessel based licence eligibilities. Replacement vessels for salmon licence eligibilities where no stacking is involved remain at exact overall length or smaller of the existing vessel.

Licences eligible for a temporary vessel replacement (e.g. total loss of vessel) will not be permitted to be stacked.

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### **2010 SALMON LICENCE AMENDMENT**

If salmon vessel owners/licence eligibility holders applied for and were issued their 2010/11 licence prior to the conditions for their specific area being finalized, they were issued a licence which only permitted retention of Schedule II species and Transporting. Once the conditions for their specific area have been finalized, they may apply to amend their licence conditions in order to allow for the retention of salmon.

Amendment request forms are available at:

N:\Commercial\Forms\APPLS\10\2010 (A) Amendment App.doc

Prior to the issue of a licence amendment, **vessel owners/licence eligibility holders must ensure:**

- Any Ministerial conditions placed on the licence eligibility are met.
- Any conditions of licence such as submission and approval of logbooks have been met.
- They return the original licence documents issued for 2010 to a DFO office. Please have the

office you are returning your licence documents to contact the Pacific Fishery Licence Unit nearest them to advise that your licence documents have been turned in.

Note that the Salmon Catch Monitoring Unit does not track/advise regarding e.g. catch under Schedule II conditions only – contact GMU for Schedule II logbook confirmation.

Link to Replace a Licence for Full Conditions:

**Replacing an Early Issuance Schedule II/Transport with Full Conditions**

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### **STACKING**

Processing of salmon licence eligibility stacking applications ends May 31. Stacking applications are not accepted from June 01 to November 30, annually.

A salmon licence may not be split from other licence eligibilities.

Different gear and area licence eligibilities may be combined on one vessel. That is, one vessel may have a salmon gillnet licence eligibility and a salmon troll licence eligibility. Multiple licence eligibilities of the same gear may be stacked on one vessel, as each licence eligibility will have a different area. A vessel may not hold more than one licence eligibility for the same area.

An area change request may only be made at the time of submission of an application for licence stacking and the area change may only be made for the licence eligibility that is being stacked. The owner of the receiving vessel must make the request by completion of the applicable section on the form.

Reduced fee category A licence eligibilities may be stacked with either another reduced fee licence eligibility or a full fee licence eligibility, but the receiving vessel must be owned by an aboriginal person.

Category N licence eligibilities may be stacked with any category A licence eligibility, full fee or reduced fee, or another category N licence eligibility, in compliance with all stacking rules except that they will not be tied to the other salmon licence eligibility. Stacking a category N licence eligibility does not result in a change of licence area for the category N licence eligibility.

Category F licence eligibilities may be stacked with any category A or category N licence eligibility or another category F licence eligibility, in compliance with all stacking rules except that they will not be tied to the other salmon licence eligibility. Stacking deadline dates may vary for category F licence eligibilities due to the sign off dates of communal or contribution agreements. Stacking a category F licence eligibility does not result in a change of licence area for the category F licence eligibility.

For the purpose of stacking licenses, a single salmon licence eligibility may be stacked to a vessel that is up to 30% longer in overall length than the overall length of the vessel from which the licence eligibility is being removed.

Salmon licence eligibilities that are tied to other licence categories may be stacked, but the additional 30% in overall length is not applicable and the salmon stacking cannot result in the stacking of other licence categories, except where permitted for that licence category.

### **Stacking or Vessel Replacement Application Requirements:**

Both vessels are required to have a survey either on record or submitted with the application. Commercial vessel surveys must be dated after May 01, 1989 and conducted by a Marine Surveyor in accordance with current Fisheries & Oceans Canada Vessel Measurement Guidelines. Only original surveys are accepted.

If the salmon licence eligibility has been issued, licence documents and validation tabs issued in respect of the vessel must be returned with the application.

If the vessel being replaced or from which the stacked salmon licence eligibility originated has been designated for limited entry category Z licence eligibilities, those licenses must be returned and redesignated to a suitable vessel at the time of application. Unlimited category Z licence eligibilities must be returned and cannot be redesignated.

Once the application has been approved, the eligibility will be moved to the record of the receiving vessel and a letter confirming the approval will be sent to the vessel owners and agent where applicable. Replacement licence eligibility will be issued only if the licence eligibility had already been issued.

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## **APPLICATION RECEIPT AND VERIFICATION**

### **RECEIPT**

- ☐ Record the date received.
- ☐ Record information under the **DFO USE ONLY** sections.
- ☐ Ensure that the submitted cheque is filled in correctly:
  - o Signed
  - o Has a current date - i.e. **NOT** Post-dated nor Stale-dated (more than 6 months old)
  - o written value matches numeric value
  - o payable to **RECEIVER GENERAL FOR CANADA**
- ☐ Write the VRN or FIN and the licence tab number(s) on the back of the cheque.

**VERIFY:** *Application information should be verified by checking party and vessel records in PLS at the same time as you are reviewing the application.*

### **Ensure that the:**

- ☐ application is for the current year. (Any previous year commercial application in renewal status must be renewed prior to the current year).
- ☐ vessel owner(s)/licence eligibility holder or any authorized representative has printed and signed his/her name, dated the application; in the case of a company or Aboriginal group, a recorded signing authority has signed the application.
- ☐ applicant's address is complete.
- ☐ release instructions have been completed
- ☐ Ministerial conditions placed on the licence eligibility have been met.

If the application is not complete (i.e. missing information on the application, renewal fees, signature etc.) contact the applicant (via telephone) to advise and make arrangement to have the necessary

information completed by them. (i.e. via facsimile or in person)

If the matter cannot be dealt with in the next day or so of receiving the application, a letter should be written to the applicant advising that the application cannot be processed because requirements have not been met. A form letter can be found under N:\Commercial\Letters\ApplicationIncomplete.doc

Staple a copy of the letter to the **top** of the application. Place a **HOLD** comment on the vessel or party record to advise staff an application is in the holding basket. End the comment once the licence is issued.

If the address on the application differs from the address in PLS, make the appropriate changes to PLS. Write a comment on the bottom of the application indicating the changes made and your initials. Use the **DFO USE ONLY** section of the application for any comments you add. Send a letter to the client to advise that the address has been changed. The form letter can be found under N:\Commercial\Letters\Changeofaddress.doc [return to top](#)

### CLEARANCE AND NIL REPORTS

A Clearance date is required in order to proceed with issuing a salmon licence. Clearance requirement goes back to the 2005 season. If logbook clearance has not been granted (there is no date in the Clearance field), refer to the comments on record and follow the instructions given.

Logbooks are purchased through AMR. However, there are some salmon harvesters who take place in DFO's Electronic Monitoring program. Salmon harvesters provide their catch data to Carmen McConnell of DFO in Nanaimo (250-756-7272) rather than AMR. Just like for paper logbooks, a clearance date will be provided by Bruce Patten or Rob Houtman in the Clearance section. *If there is no clearance date provided and the salmon harvester advises that he takes part in Electronic Monitoring, have them contact Carmen McConnell directly for clearance (not AMR).*

#### **Example Scenarios for paper logbooks from AMR:**

If the applicant has not fished:

A Nil report is required. N:\Commercial\Salmon\2010\Salmon Nil Catch Report.doc

- Have the applicant complete this form and fax to 250-756-7053 (SCMU). Call either Bruce Patten/Robert Houtman (see contacts list above) and they will provide a clearance date.
- In order to streamline 2009 licence issuance, Licence Officers can receive blank logbooks from fish harvesters and forward to:

Science Branch  
Escapement and Fisheries Data Unit,  
Fisheries and Oceans Canada |  
3190 Hammond Bay Rd.  
Nanaimo, BC V9T 6N7  
Attn: Bruce A. Patten or Rob Houtman

If you contact Bruce Patten or Rob Houtman and advise that you have the Nil report then they can clear the licence right away (make a note on the application form, identifying who gave

clearance and record the date).

If the licence was fished but the logbook has not been submitted:

- The entire logbook must be submitted to the service provider AMR or can be handed over to us and mailed to Bruce Patten or Rob Houtman at the Science Branch address above.

If the licence was fished but no logbook has been purchased:

- The vessel owner must obtain a logbook from AMR.  
Clearance will be given once the logbook has been submitted.

If the applicant contests that he or she has submitted their logbook already, you can refresh the clearance screen by validating the record on PLF022 by:

- Clicking on transactions
- Issue a licence
- Validate
- Click to CANCEL to return to PLF022
- Click on Clearances and see if there is a date.

If the fish harvester has lost their logbook, a statutory declaration must be completed and submitted to AMR or to the Salmon Catch Monitoring Unit (Bruce Patten/Rob Houtman). If there was no fishing (i.e. a Nil Report was submitted), then the statutory declaration does NOT need to be notarized. However, if fishing took place (i.e. data recorded in the logbook), then the statutory declaration must be notarized. The statutory declaration form is available at the following:  
N:\Commercial\Forms\Salmon\Lost Logbook Statutory Declaration - Letter Size.pdf, as well as in the Salmon handout folder at the front counter (Van PFLU). Once verified, the CMU will give a clearance date.

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### **ENTERING A PAYMENT INTO A PARTY ACCOUNT**

*Verify and process the fee payment (e.g. credit cards, cheques etc.) prior to issuing the licence! For instructions on entering payment into an account for issuance of more than one licence, refer to N:\PFLU Manual\Part One\Revenue.doc*

### **PLS ISSUE INSTRUCTIONS – CATEGORY A, N or F**

For F or N licence eligibilities the designated vessel must meet the established length restrictions. Licence eligibilities may be designated to a vessel up to 6” longer than the MVL.

**Please be sure to select/review the appropriate PLS issuance instructions below prior to issuance**

### **LICENCE ISSUANCE SALMON - Early Issuance - Schedule II & Transport Conditions Only**

*Early Issuance - used from April 1 when we do not yet have the full conditions of licence, and are issuing salmon licences with Schedule II and Transport conditions only, e.g. so these vessels may continue fishing for Dogfish & Lingcod or undertake/continue Transporting operations.*

- Go to Vessel Screen
- Search on VRN or vessel name
  - Verify vessel information on screen
- Click on Eligibilities Held
- The Status must be Valid
- Click on the “i” button beside the correct ‘A’ Licence E.g. AT/1234
- Click on Licence Issues
- Click on “i” button for correct licence that has “RENEWAL” for the applicable year  
(Any previous year application in renewal status must be renewed prior to the current year)
- Click on “CLEARANCES” - On PLF022 – Licence Issuance Specifics
  - Check for DATE of salmon catch monitoring clearance – if there is a date filled in the date field column then OK to issue, if no date then read the explanation provided and advise the fish harvester of the problem. Logbooks should have been purchased, completed & submitted to AMR.
    - For further information contact AMR or the Salmon Catch Monitoring Unit (telephone numbers given in contact header).
    - For Electronic Monitoring, the contact is Carmen McConnell of DFO.
- Click on the down arrow next to the licence issue template (do not change the licence eligibility template) and select one of the following as appropriate:
  - '2010 Salmon Troll - Sched II & Transport' template for Troll
  - '2010 Salmon Gillnet - Sched II & Transport' template for Gillnet
  - '2010 Salmon Seine - Sched II & Transport' template for Seine
- Click on Save
- Click on Transactions
- Click on Execute
- Click on Calculate Fees
- Enter the Amount Received (bottom left hand corner)
- Enter Payment Form (Cash/ Credit Card/ Cheque/ Money Order/ Account)
- Enter Reference # (cheques, money orders)

- Enter the FIN
  - if FIN is not known, click on the arrow key to the right of the FIN field. A quick search screen PLF050 will open for you to search for the FIN by name or add in a new party
- Click on OK
- Click on Validate
- Click on Complete
  - If the following error message pops-up, click on OK & ignore
    - it means that the DF/LC has already been issued for 2010
  - \*\*\* There is a valid Secondary Licence for \*\*\*
  - \*\*\* this Eligibility that has not been \*\*\*
  - \*\*\* checked off as Returned. \*\*\*
- Click on Print All or Click on Preview to view licence and/or conditions and then Print
- **IMPORTANT:** If the licence eligibility has a Dogfish or Lingcod comment (or both),
  - a) on the Vessel screen click 'Licences Issued' to see if the DF or LC is issued for 2010
  - b) if not, then link to the following procedures to create the appropriate quota holder off the primary licence in PLS (DF & LC) Quota Tracking Records.doc

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### **LICENCE ISSUANCE SALMON – with Full Conditions**


*Used when full conditions are available, and you are not replacing an Early Issuance licence.*

- Go to Vessel Screen
- Search on VRN or vessel name - Verify Information on screen
- Click on Eligibilities Held - the Status must be Valid
- Click on the “i” button beside the correct ‘A’ Licence E.g. AT/1234
- Click on Licence Issues
- Click on “i” button for correct licence that has “RENEWAL” for the applicable year  
(Any previous year application in renewal status must be renewed prior to the current year)
- Click on “CLEARANCES” - On PLF022 – Licence Issuance Specifics
  - Check for DATE of salmon catch monitoring clearance – if there is a date filled in the date field column then OK to issue, if no date then read the explanation provided and advise the fish harvester of the problem. Logbooks should have been purchased, completed & submitted to AMR.
    - For further information contact AMR or the Salmon Catch Monitoring Unit (telephone numbers given in contact header).
    - For Electronic Monitoring, the contact is Carmen McConnell of DFO.
- Click on Transactions
- Click on Execute - Issue a Licence
- Click on Calculate Fees
- Enter the Amount Received (bottom left hand corner)
- Enter Payment Form (Cash/ Credit Card/ Cheque/ Money Order/ Account)
- Enter Reference # (cheque/money order number)
- Enter the FIN
  - if FIN is not known, click on the arrow key to the right of the FIN field. A quick search screen PLF050 will open for you to search for the FIN by name or add in a new party
- Click on OK

- Click on Validate
- Click on Complete
 

If the following error message pops-up, click on OK & ignore - it means that the DF/LC has already been issued for 2010	*** There is a valid Secondary Licence for *** this Eligibility that has not been *** checked off as Returned.	*** *** ***
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- Click on Print All or Click on Preview to view licence and/or conditions and then Print
- **IMPORTANT:** For salmon Troll licences (area F, G, H) picked-up in person at a PFLU - check to see if this vessel requires a head bag package
- **IMPORTANT:** If the licence eligibility has a Dogfish or Lingcod comment (or both),
  - a) on the Vessel screen click 'Licences Issued' to see if the DF or LC is issued for 2010
  - b) if not, then link to the following procedures to create the appropriate quota holder off of the primary licence in PLS [\(DF & LC\) Quota Tracking Records.doc](#)

**REPLACING AN EARLY ISSUANCE LICENCE:** *To replace a licence that was previously issued with partial conditions and has been returned, & to replace with a new licence with full conditions:*

- Click on vessels screen
- Search on the VRN
- Click the **Eligibilities Held** button (ensure the licence year corresponds to the new year)
- Click the  button for the licence eligibility in question
- Click the **Licence Issues** button & verify
- Check the **Licence Returned** box (licence document must be returned to a PFLU)
- Click the **Replace** button
- Click on the down arrow next to the licence issue template (**do not change the licence eligibility template**) and select the appropriate Full Conditions template **BASED ON THE GEAR TYPE** e.g. TROLL, GILLNET, SEINE:
  - '2010 Salmon Troll All Areas' template for Troll
  - '2010 Salmon Gillnet All Areas' template for Gillnet
  - '2010 Salmon Seine All Areas' template for Seine
- **Click on Save**
- Click **Transactions**
- Click **Execute** button for *Replace a Licence*
- Select **Replace Reason - Licence Issued with Amended Conditions**
- Click the **Calculate Fees** button (however, there are no fees) - click **OK**
- Click the **Validate** button. Override any warnings if they do not pertain to the licence being issued by checking the box
- Click the **Complete** button
 

If the following error message pops-up, click on OK & ignore - it means that the DF/LC has already been issued for 2010	*** There is a valid Secondary Licence for *** this Eligibility that has not been *** checked off as Returned.	*** *** ***
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- Click the **Print All** button to print the licence and conditions
- **IMPORTANT:** For salmon Troll licences (area F, G, H) picked-up in person at a PFLU - check to see if this vessel requires a head bag package
- **IMPORTANT:** If the licence eligibility has a Dogfish or Lingcod comment (or both),  
a) on the Vessel screen click 'Licences Issued' to see if the DF or LC is issued for 2010  
b) if not, then link to the following procedures to create the appropriate quota holder off of the primary licence in PLS (DF & LC) Quota Tracking Records.doc

### **COMMUNAL Salmon (FA ) - Licence issuance (Both Full Conditions & Early Issuance Schedule II & Transport Conditions)**

Prior to issuing a communal commercial salmon licence, contact Anna Benke at (604) 666-7114 or Andria Charette at (604) 666-1640 to ensure that a signed Fisheries Agreement is in place.

- Go to Party Screen
- Search on FIN of the Aboriginal Band
- Click on Signing Officers - verify signing authority.  
    'Umbrella' Aboriginal Groups may have specific signing authority instructions, these can be found as a HOLD comment under the licence eligibility;
- Click on Eligibilities Held - the Status must be Valid for the specified licence eligibility
- Click on the "i" button beside the correct 'FA\_' Licence E.g. FAT/1234
- Check for HOLD comments (e.g. Dogfish/Lingcod quota; Signing Authority)
- Click on Licence Issues

There should only be one licence issue record in **Renewal** status but as Communal Commercial Licences need not be renewed annually to maintain their eligibility there may be more than one licence issue record displayed – be accurate and select the correct licence issue year.

- Click on "i" button for correct licence that has "RENEWAL" for the applicable year
- Click on CLEARANCES - On PLF022 – Licence Issuance Specifics
  - Check for DATE of salmon catch monitoring clearance – if there is a date filled in the date field column then OK to issue, if no date then read the explanation provided and advise the fish harvester of the problem. Logbooks should have been purchased, completed & submitted to AMR.
    - For further information contact AMR or the Salmon Catch Monitoring Unit (telephone numbers given in contact header).
    - For Electronic Monitoring, the contact is Carmen McConnell of DFO.
- Enter the VRN of the designated vessel, click onto the blue i button. Verify the official surveyed length for the vessel, ensure that it is within the MVL of the licence (+6 inches allowed)
  - the designated vessel must be a registered commercial fishing vessel
  - the designated vessel does NOT need to hold any vessel based licence eligibilities

### **FOR 'EARLY ISSUANCE' LICENCES - SCHEDULE II & TRANSPORT ONLY**

Change the licence issuance template as required for Early Issuance licences, i.e. those licences to be issued with Schedule II and Transport Conditions only, because the full salmon conditions are not yet available -

**otherwise DO NOT CHANGE the licence issuance template** and skip to TRANSACTIONS sequence below to issue a licence with full salmon conditions (when available & loaded into PLS).

- Click on the down arrow next to the licence issue template (do not change the licence eligibility template) and select one of the following templates as appropriate:
  - '2010 Communal Salmon Troll - Sched II & Transport'
  - '2010 Communal Salmon Gillnet - Sched II & Transport'
  - '2010 Communal Salmon Seine - Sched II & Transport'
- Click on Save
- Click TRANSACTIONS
- Click EXECUTE beside "Issue a Licence"
- Click CALCULATE FEES
- Click OK – Total Owing should be zero.
- Click VALIDATE - Clear any Manual Checks and Click on OK
- Click COMPLETE
  - If the following error message pops-up, click on OK & ignore - it means that the DF/LC has already been issued for 2010
  - \*\*\* There is a valid Secondary Licence for \*\*\*
  - \*\*\* this Eligibility that has not been \*\*\*
  - \*\*\* checked off as Returned. \*\*\*
- Click PRINT ALL
- Or/
- Click PREVIEW to view licence and then Print
- **IMPORTANT:** For Areas B and H (communal commercial licences only), please immediately contact Rhonda Mair & advise Tab# & VRN (Tel: (250) 756-3371, or by e-mail [Rhonda.Mair@dfo-mpo.gc.ca](mailto:Rhonda.Mair@dfo-mpo.gc.ca))
- **IMPORTANT:** For salmon Troll licences (area F, G, H) picked-up in person at a PFLU - check to see if this vessel requires a head bag package (full conditions only)
- **IMPORTANT:** If the licence eligibility has a Dogfish or Lingcod comment (or both), link to the following procedures to create the appropriate quota holder off of the primary licence in PLS ([DF & LC](#)) [Quota Tracking Records.doc](#)

**REPLACING AN EARLY ISSUANCE COMMUNAL SALMON LICENCE:** *To replace a licence that was previously issued with partial conditions and has been returned, with a new licence with full conditions:*

- Go to Party Screen
- Search on FIN of the Aboriginal Band
- Click on Signing Officers - verify signing authority.
  - 'Umbrella' Aboriginal Groups may have specific signing authority instructions, these can be found as a HOLD comment under the licence eligibility;

- Click on Eligibilities Held - the Status must be Valid for the specified licence eligibility
- Click on the “i” button beside the correct ‘FA\_’ Licence E.g. FAT/1234
- Click the **Licence Issues** button & verify
- Click on the “i” button beside the correct ‘FA\_’ Licence E.g. FAT/1234
- Check the **Licence Returned** box
- Click the **Replace** button
- Click on the down arrow next to the licence issue template (do not change the licence eligibility template) and select the appropriate Full Conditions template BASED ON THE GEAR TYPE e.g. TROLL, GILLNET, SEINE:
  - '2010 Communal Salmon Troll All Areas' template for Communal Troll
  - '2010 Communal Salmon Gillnet All Areas' template for Communal Gillnet
  - '2010 Communal Salmon Seine All Areas' template for Communal Seine
- Click on **Save**
- Click **Transactions**
- Click **Execute** button for *Replace a Licence*
- Select **Replace Reason - Licence Issued with Amended Conditions**
- Click the **Calculate Fees** button (however, there are no fees) - click **OK**
- Click the **Validate** button. Override any warnings if they do not pertain to the licence being issued by checking the box
- Click the **Complete** button
  - If the following error message pops-up, click on OK & ignore - it means that the DF/LC has already been issued for 2010
  - \*\*\* There is a valid Secondary Licence for \*\*\*
  - \*\*\* this Eligibility that has not been \*\*\*
  - \*\*\* checked off as Returned. \*\*\*
- Click the **Print All** button to print the licence and conditions
- **IMPORTANT:** For salmon Troll licences (area F, G, H) picked-up in person at a PFLU - check to see if this vessel requires a head bag package
- **IMPORTANT:** If the licence eligibility has a Dogfish or Lingcod comment (or both), link to the following procedures to create the appropriate quota holder off of the primary licence in PLS (DF & LC) Quota Tracking Records.doc

### PLS INSTRUCTIONS – STACKING

If a licence has been issued and you will be stacking, ensure that the licence documents and validation tabs issued in respect of the vessel are returned with the application.

- Click on Vessels Screen
- Query a search on the VRN for the **TO** Vessel listed on the form
- Verify all information
- Cancel query (F7)
- Query a new search on the VRN for **FROM** Vessel
- Verify all information
  - Click on button Eligibilities Held
  - Click the “i” button next to the Salmon licence eligibility that is to be Stacked

- Check Comments/Addendums/Clearances
- Click on Licence Issues
- Click the “i” button next to the correct licence template that has either a “Valid” status or a “Renewal” status depending whether renewed for current year or not
- Check Returned box if licence documents returned
- Verify all information
- Check Comments/Addenda/Clearances
- Click on Transactions button
- Click on Permanent Transfer or Nomination
- Click Radio button to V for ‘Vessel’ and enter VRN of vessel
- Under Licence Eligibilities Section, click the black arrow under the Description
- Choose the correct licence eligibility to transfer, Press OK
- Click on Calculate Fees – reconcile any fees if any required
- Click on Validate – go through the manual checks/clearances
- Click on Complete

Official Documents: If the licence was already renewed for this year, a replacement licence document showing the new vessel will print out.

Send a confirmation letter to both vessel owners (to and from vessels) and agent (if one was used). A copy of the letter is located N:\Commercial\Letters\Vessel Replacement\STACKING.DOC

## STACKING - AREA CHANGES

To Change the Area of a Stacked licence:

**(if licence was not issued for current year)**

- Go to Vessel Screen
- Search on VRN or vessel name
  - Verify Information on screen
- Click on Eligibilities Held
- Click on the “i” button of the salmon licence eligibility in question.
- Click on Licence Issues
- Click on the “i” button of the salmon licence issue record
- Change the area from the drop down list
- Click on Renewal (bottom left of screen)
- A new application with the new area will generate.
- Print

To Change the Area change of a Stacked licence:

**(if licence was issued for current year)**

- Go to Vessel Screen
- Search on VRN or vessel name
  - Verify Information on screen
- Click on Eligibilities Held
- Click on the “i” button on the salmon licence eligibility.

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- Click on Licence Issues
- Click on the “i” button of the salmon licence issue record
- Click on Replace
- Change the area from the drop down list
- Click Save
- Click on Transactions
- Execute Replace a licence
- Select a replacement reason (Area Changed)
- Click Calculate fees
- Click Validate
- Click Complete
- A new licence and conditions will be ready for printing

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