
Rules and Procedures for the Allocation of Non-Resident Bear Licences

2024 to 2026 Allocation Period

Natural Resources and
Energy Development



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1. Introduction

This document describes the rules and procedures by which non-resident black bear licences are allocated to qualifying businesses by the Minister of Natural Resources and Energy Development. These rules and processes are in effect for the allocation period of Jan. 1, 2024, to Dec. 31, 2026.

Allocation agreements are between the Minister of Natural Resources and Energy Development and the outfitting business. Failure to comply with the rules and procedures identified within this document may result in a licence allocation agreement being revoked.

Every effort has been made to ensure the information contained in this document is accurate and free of omissions. However, the Province of New Brunswick assumes no liability for errors or omissions. It is the responsibility of the outfitting business to ensure they obtain the necessary licences and permits to operate their business and that they comply with all relevant legislation.

2. Eligible businesses

The Department of Natural Resources and Energy Development (DNRED) recognizes an outfitter as a business which for financial compensation or reward provides its clients:

- equipment and supplies used in connection with hunting or angling,
- professional guide services,
- food and beverage services, and
- accommodation facilities.

Types of outfitting businesses eligible to receive an allocation of non-resident black bear licences include:

1. Outfitters that provide their clients a complete range of services including hunting related equipment, guide services, meals and rated accommodations.

2. New Brunswick Guide I (Professional) Licence holders who provide the services of an outfitter except they rely on a third-party accommodation provider to host their bear hunting clients.

Eligible business ownership types include sole proprietorship, partnerships, or cooperations.

3. Eligibility criteria

Businesses must meet the following eligibility criteria to apply for, or hold, an allocation of non-resident bear licences.

A. RATED ACCOMMODATIONS

Outfitters are required to operate accommodations rated by a quality assurance program recognized by the Minister of Natural Resources and Energy Development. The accommodation rating system currently recognized for outfitters is the Canada Select Program.

Guide I licence holders who wish to obtain a non-resident bear licence allocation must provide DNRED written proof of having an agreement with a Canada Select rated accommodation provider to host their bear hunting clients.

The agreement letter must state that the accommodation provider will host the bear hunting clients of the Guide I licence allocation holder for the current year and be signed by the owner or manager of the accommodations. Refer to Appendix A for an example of an acceptable accommodation agreement letter.

Accommodations must be rated annually. Licence allocations will not be issued until DNRED has confirmed that outfitter's accommodations or accommodation provider used by a Guide I licence holder are rated.

Non-resident bear hunting clients must be kept at the outfitter's or guide's rated accommodation. Non-rated satellite camps are considered to be ineligible accommodations. These include, but are not limited to tents, trailers, motor homes and accommodations located outside of New Brunswick. Camps located on Crown Land leases are considered an eligible accommodation only if they are a commercial lease. Recreational camp leases do not qualify.

Allocation holders who keep their guests at an ineligible accommodation or who misrepresent their accommodation status are subject to loss of their licence allocation privileges.

B. LICENCE PRIVILEGE CANCELLATIONS

Persons who have been convicted of a major offence, or an equivalent infraction, under provincial or federal natural resource related legislation are not eligible to apply for, or hold, an allocation of non-resident bear licences until such time as their licence privileges are reinstated.

If the major conviction results in a penalty other than a licence cancellation, the period for which they will be ineligible to hold a non-resident bear licence allocation shall be at the discretion of the Minister of Natural Resources and Energy Development.

This eligibility requirement applies to the following Acts and their regulations:

- *Fish and Wildlife Act,*
- *Crown Lands and Forest Act,*
- *Protected Natural Areas Act,*
- *An Act Respecting Unpaid Fines,*
- *Migratory Birds Convention Act (Canada),*
- *Fisheries Act (Canada),*
- *Species At Risk Act, and*
- *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (Canada).*

In the event of a licence privilege cancellation to an existing allocation holder, all allocated bear licences will be forfeited. Redistribution of the affected licences will be at the discretion of the Minister of Natural Resources and Energy Development.

C. OUTSTANDING DEBTS TO DNRED

Outfitters or Guide I licence holders whose accounts are not in good standing with DNRED, according to provincial Acts and Regulations, are not eligible to obtain a non-resident black bear licence allocation until such time as their debt has been resolved. Examples of outstanding debts include unpaid Crown Land leases, harvesting permits and any other sales or services invoiced by the Department.

4. Allocation system overview

DNRED allocates non-resident bear licences for Wildlife Management Zones 1 through 25 in New Brunswick. There is no allocation of licences for zones 26 and 27, which include Campobello, Deer, and Grand Manan Islands.

Licence allocations are issued on a three-year basis and businesses may hold allocations in multiple Wildlife Management Zones at the same time. A minimum percentage of the licences assigned to the allocation holder must be sold or the licence allocation will be reduced.

Allocation holders are able to request additional licences at any time and these licences will be made available depending on supply.

DNRED assesses each allocation holder at the end of the three-year allocation period and adjusts their allocations based on the number of licences sold during that period. In-period licence adjustments may also be made by DNRED depending on licence demand, usage, and availability.

Businesses that receive a licence allocation do not own the wildlife resource nor are any additional rights or privileges granted or implied. Allocated non-resident bear licences are considered the property of the Crown and are not a business asset that can be purchased or sold.

5. Licence requests

Applications are assessed according to the availability of licences in the zone for which the application was made. Zones which have historically seen the greatest use of allocated non-resident bear licences are considered by DNRED to be “high licence demand” zones. At the start of the 2024 to 2026 allocation period these include zones 5,6,7,10,13, and 15. Allocated licences may not be available, or are very limited, in these zones.

In addition, DNRED may designate other zones as “high licence demand” zones, if at any time during an allocation period licence usage increases to the point where allocated licences become unavailable in that zone.

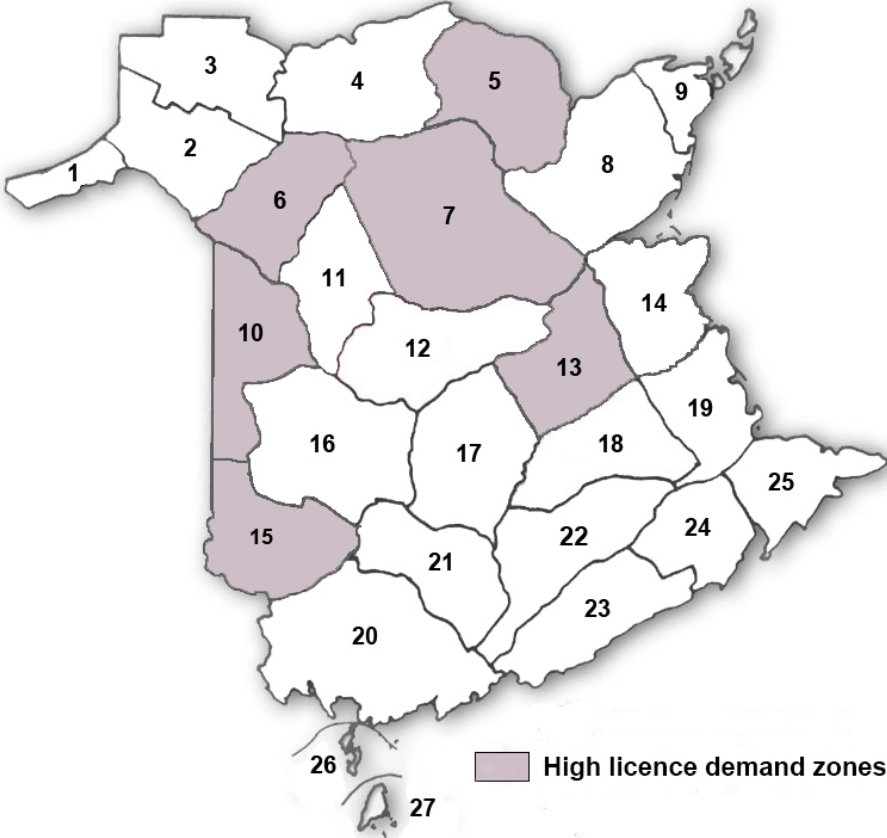


Figure 1: High licence demand Wildlife Management Zones are zones designated by DNRED as having the greatest use of allocated non-resident bear licences. Licence allocations are usually unavailable in these zones, or licences are very limited.

REQUESTS FROM NEW APPLICANTS

New applicants may request an allocation of non-resident bear licences by applying to DNRED using the *Application for non-resident black bear licence allocation form*. This form is available at the Department of Natural Resources and Energy Development web site or by contacting the Draws Administrator at the address provided in Section 12 of this document.

New applicants may request up to 6 licences per zone. Requests for licences made in high licence demand zones, if licences are available, are processed on a temporary basis only. These licences are temporarily assigned for the current calendar year and must be requested each year of the allocation period.

Applications for longer-term allocations may be made in other zones. However, this does not guarantee permanent access to the resource. All allocations are valid only until the end of the current 3-year period. At this time, allocations are evaluated and, depending on licence usage, may be reoffered by DNRED.

New applicants should allow at least four weeks to have their application processed. All applications for non-resident bear licences must be approved by the Minister of Natural Resources and Energy Development.

REQUESTS FROM CURRENT ALLOCATION HOLDERS

Current allocation holders may ask for additional licences by submitting the *Request for additional allocated non-resident bear licences form* to DNRED. This form is available at the Department of Natural Resources and Energy Development web site or by contacting the Draws Administrator at the address provided in Section 12.

An outfitting business which holds an allocation of 5 or fewer licences in a zone may request up to 6 additional licences for that zone. If 6 or more allocated licences are held in a zone, a request for up to 12 additional licences may be submitted for that zone.

Requests for additional licences may be made at any time during the three-year allocation period and are valid until the last day of the fall bear season in the calendar year they were submitted, or until the request is filled. Requests for licences that are made after the end of the fall bear season are applied to the following year.

All requests for licences are subject to review by DNRED who, at its discretion may require the allocation holder to validate the licence request. This is particularly true in cases when an allocation holder requests additional licences for a Wildlife Management Zone where they currently hold unsold licences.

A minimum of 10 business days is recommended to process requests for additional licences.

An allocation holder who wishes to reduce the quantity of licences they have been allocated should contact the DNRED draws administrator.

TEMPORARY LICENCE ASSIGNMENTS

In high licence demand zones requests for additional licences, whether the request comes from an existing allocation holder or a new applicant, are offered on a one-year basis that corresponds to the calendar year in which they were requested.

Such licences are considered to have been temporarily assigned, rather than allocated, and are not added to the original allocation. For example, if in year 1 of an allocation period an allocation holder held 10 licences in a zone and made a request for 4 additional licences, their allocation would consist of 10 licences plus a temporary assignment of 4 additional licences. If the allocation holder required the 4 additional licences again in year 2 or 3 of the allocation period, they must submit a new request for additional licences in each of those years.

In zones which are not high demand, requests for additional licences are added to the licence allocation for the duration of the allocation period and are not treated as a temporary assignment.

Outfitters and guides who are not selling their allocated licences may have a portion of those licences temporarily reassigned to another user, at the discretion of DNRED. This reassignment is based on the current calendar year. The following year, the number of licences available to them will return to the original allocation.

6. Minimum sales requirements

Allocation holders must sell the following licence quantities to maintain their licence allocation at its current level:

1. High licence demand Wildlife Management Zones – 5, 6, 7, 10,13,15

At least 90% of allocated licences must be sold.

2. All other Wildlife Management Zones

At least 70% of allocated licences must be sold.

Licence usage is assessed at the end of every three-year allocation period. Allocation holders who have not met the minimum sales requirement will have their allocation reduced to the average number of licences they sold over the three-year allocation period.

Licences that become available through this process are assigned to a pool of licences that can be requested by existing allocation holders or new applicants. Distribution of these licences is at the discretion of the Minister of Natural Resources and Energy Development.

Minimum sales requirements are applied on a Wildlife Management Zone basis. Allocation holders with licence allocations in multiple zones must meet the minimum licence sales requirement for each zone in which they hold an allocation. Sales of allocated licences in one zone do not count towards the minimum sale requirements of other zones.

7. Changes in licence quotas

The number of licences available for allocation is determined by bear harvest quota calculations conducted by DNRED on a Wildlife Management Zone basis every three years. Quotas determine the maximum number of bears that can be harvested sustainably on a zone-by-zone basis and are calculated based on data such as the zone's bear population estimate, resident bear harvest and non-resident bear harvest success rate.

Quota increases and decreases are applied to a zone's pool of unallocated licences rather than to the licence amounts held by allocation holders. In the event that a quota reduction occurs in a high licence demand zone that does not have a pool of unallocated licences, DNRED will apply the licence reduction proportionately to all allocation holders in that zone.

Non-resident bear licence quotas are divided between licences designated for the non-resident bear draw and those made available to the allocation system. Licence quotas for the 2024 to 2026 allocation period are provided in Appendix D.

8. Use of licences issued to another allocation holder

Allocated non-resident bear licences may only be sold to clients of the business to which they have been allocated. Allocation holders are not permitted to sell, trade, or loan their allocated licences to other persons or businesses.

DNRED, at its discretion, may verify the use of allocated non-resident bear licences to determine which outfitting business used the licence code. This includes, but is not limited to, field checks by conservation officers to determine if the non-resident hunter is using the services of the outfitting business identified on their allocated non-resident bear hunting licence.

If DNRED determines an allocation holder has provided its codes to another allocation holder for their use, both businesses may be subject to loss of their licence allocation.

9. Allocation transfers

When an allocation holder sells their outfitting business their licence allocation agreement ceases to exist, and their allocation of non-resident bear licences returns to the Minister of Natural Resources and Energy Development. If the new owner wishes to obtain an allocation of non-resident bear licences equal to the amount held at the time of the sale, they must make a written request to the Minister within 90 days of the sales transaction date.

Requests must include:

- the names of the businesses involved in the sale and the signatures of the business owners,
- the number of allocated licences involved and the Wildlife Management Zone(s) which they are assigned, and
- legal documentation acceptable to DNRED verifying that the sale of the outfitting business has occurred.

Requests for the transfer of allocated licences are based on the original licence allocation and do not include temporarily assigned licences or partial licence allocations. Upon review of the request, the businesses involved in the transaction will be notified in writing as to the decision made by the Minister. A minimum of 3 to 4 weeks is required to process such requests.

10. Death of an allocation holder

In the event of the death of an allocation holder who is the sole owner of the business which holds the licence allocation, the licence agreement ceases to exist and their allocation of non-resident bear licences returns to the Minister of Natural Resources and Energy Development.

If the business is sold or offered as an inheritance, the new business owner has a 90-day period from the date they took possession of the business to make a written request to the Minister to obtain the allocated licences formerly held by the deceased allocation holder. If such a request is not received during this period, or if the business is discontinued, the licences will be redistributed.

Allocation requests made because of the death of a business owner must be in writing and include:

- the name of the deceased licence allocation holder and their business name,
- the number of allocated licences and the Wildlife Management Zones where they were formerly assigned,
- legal documentation acceptable to the Department of Natural Resources and Energy Development verifying that the request for allocation is from the new owner of the outfitting business, and
- signature of the new business owner and the business name under which they plan to operate.

11. Non-resident bear licence codes

GENERAL INFORMATION

Bear licence allocation codes are required by allocation holders or their clients to purchase non-resident bear licences from the Fish and Wildlife electronic licensing system. During the purchase of an allocated non-resident bear licence, a licence code must be entered into the system to complete the licence transaction. Once a licence code is used it cannot be reused. Each licence code is unique and represents a single allocated non-resident bear licence.

Allocation holders or their clients may purchase allocated non-resident bear licences:

- online at the [Fish and Wildlife licensing page](#),
- at a Service New Brunswick Centre, or
- at an authorized licence vendor location.

DISTRIBUTION OF LICENCE CODES

Licence codes are distributed by the Fish and Wildlife Branch no later than the first week of March once it is determined that the allocation holder has met the eligibility criteria to hold a licence allocation. Licence codes are distributed by mail or e-mail directly to the allocation holder. Licence codes are not provided to allocation holders by phone.

LICENCE CODE FEES

There are no fees to be issued licence codes.

LICENCE CODE FORMAT

25-10-78450

The format for a bear allocation licence code is:

- First two digits: The year for which the licence code is valid.
- Second two digits: The Wildlife Management Zone for which the code and hunting licence apply.
- Final five digits: A random unique number that is specific to that licence code.

TRACKING THE USE OF LICENCE CODES

Allocation holders who have met the required eligibility criteria to hold a licence allocation are provided a master list of their licence codes by DNRED prior to the start of the spring bear season each year. Allocation holders are responsible for tracking the codes they have used to sell licences by manually checking off licence codes from their master list as each code is used. If an allocation holder loses track of the licence codes they have used, they may contact the Fish and Wildlife Branch to request an updated list. Licence codes are randomly generated on a year-to-year basis and are not reusable from one year to the next.

REPLACEMENT OF A USED LICENCE CODE AND REFUNDS

In the event of a hunting trip cancellation allocation holders can request a replacement code for the sold licence(s). Inquiries about replacement codes should be directed to the Draws Administrator of the Fish and Wildlife Branch.

Licence refund requests for cancelled hunting trips are not guaranteed and refund requests are evaluated on a case-by-case basis.

12. Additional information

Additional information regarding non-resident black bear licence allocations is available:

(1) from the [Department of Natural Resources and Energy Development web site](#), keyword search “Bear allocation”, or

(2) by contacting:

Draws Administrator
Allocation and Education Program
Fish and Wildlife Branch
Dept. of Natural Resources and Energy Development
PO Box 6000
Fredericton NB
E3B 5H1
Phone: (506) 453 3826
Fax: (506) 453 6699
E-mail: fw_pfweb@gnb.ca

Appendices

Appendix A

Sample accommodation agreement letter

Northside Motel
Fredericton NB
(506) 222 1234



Jan. 1, 2026

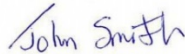
Fish and Wildlife Branch
Dept. of Natural Resources and Energy Development
PO Box 6000
Fredericton NB
E3B 5H1

To whom it may concern:

This is to inform you that Mr. Paul Williams of Back Bear Hunts will be keeping his bear hunting clients at our hotel for the upcoming hunting season. The Northside Hotel is rated with Canada's Star and is a 3 star accommodation.

Mr. William's use of our accommodation is greatly appreciated and we support his endeavour to bring people to the province.

Sincerely,



John Smith
Manager
Northside Motel

SAMPLE

Appendix B

Sample calculation – licence increase at end of allocation period¹

Year 1	Year 2	Year 3
Licence allocation 20	Licence allocation 20	Licence allocation 20
Additional licences requested 0	Additional licences requested 5	Additional licences requested 5
Total licences sold 18	Total licences sold 23	Total licences sold 24

¹ Based on a minimum sales requirement of 90% of allocated licences in a high demand licence zone (WMZ 5,6,7,10,13 or 15).

Step 1: Determine the total number of licences sold over the allocation period.

Year 1: 18 licences
 Year 2: 23 licences
Year 3: 24 licences
 65 licences

Step 2: Determine the total number of allocated licences over the allocation period.

Year 1: 20 licences
 Year 2: 20 licences
Year 3: 20 licences
 60 licences

Step 3: Determine the percentage of allocated licences that were actually sold.

65 licences sold / 60 allocated licences = 108.3% sold

Since the percentage of licences that the allocation holder sold was greater than the 90% minimum purchase requirement, they are not subject to an allocation reduction.

Step 4: Calculate the new allocation amount going into the next allocation period.

The new allocation is determined by finding the average number of allocated licences that were sold each year over the allocation period.

New allocation: 65 licences sold / 3 years = 21.7 licences or 22 licences / year

Appendix C

Sample calculation – licence decrease at end of allocation period¹

Year 1	Year 2	Year 3
Licence allocation 20	Licence allocation 20	Licence allocation 20
Additional licences requested 0	Additional licences requested 0	Additional licences requested 0
	Licences temporarily reassigned by DNRED 2	Licences temporarily reassigned by DNRED 2
Total licences sold 15	Total licences sold 14	Total licences sold 14

¹ Based on a minimum sales requirement of 90% of allocated licences in a high demand licence zone (WMZ 5,6,7,10,13 or 15).

Step 1: Determine the total number of licences sold over the allocation period.

Year 1: 15 licences
 Year 2: 14 licences
Year 3: 14 licences
 43 licences

Step 2: Determine the total number of allocated licences over the allocation period.

Year 1: 20 licences
 Year 2: 20 licences
Year 3: 20 licences
 60 licences

Step 3: Determine the percentage of allocated licences that were actually sold.

43 licences sold / 60 allocated licences = 71.7% sold

Since the percentage of licences that the allocation holder sold was less than the 90% minimum purchase requirement, they are subject to an allocation reduction.

Step 4: Calculate the new allocation amount going into the next allocation period.

The new allocation is determined by finding the average number of allocated licences that were sold each year over the allocation period.

New allocation: 43 licences sold / 3 years = 14.3 licences or 14 licences / year

Appendix D

Non-resident bear licence quotas

2024-2026 NON RESIDENT BEAR LICENCE QUOTAS NEW BRUNSWICK				
Wildlife Mgmt. Zone (WMZ)	Total Number of Non-Resident Licences Available Annually (2024-2026)	Change (+/-) in Total Licence Numbers Available from 2018- 2023 period	Number of Licences Available Through the Random Access Draw	Number of Licences Available for Allocation to Outfitters and Guides
1	70	1	14	56
2	267	47	53	214
3	222	3	44	178
4	237	1	47	189
5	210	8	21	189
6	285	29	28	256
7	520	56	52	468
8	272	63	54	217
9	67	1	13	53
10	183	1	18	165
11	326	12	65	261
12	346	23	69	277
13	173	5	17	156
14	139	-13	28	112
15	262	-35	26	236
16	380	-45	76	304
17	320	44	64	256
18	249	29	50	199
19	97	24	19	78
20	519	-12	52	467
21	187	32	37	150
22	229	-8	46	183
23	230	33	46	184
24	156	-32	31	125
25	106	4	21	85
TOTAL	6051	270	995	5056