



# Allocation Transfer Program (ATP)



## ATP Application and Business Plan Form



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## Background: Allocation Transfer Program (ATP)

Fisheries and Oceans Canada (DFO) supports Aboriginal Organizations' desire for increased economic development opportunities by providing community access to commercial fisheries. The commercial fishery is often the greatest economic opportunity for Aboriginal coastal communities.

The "Allocation Transfer Program" is an on-going program, created in 1994 as a component of the [Aboriginal Fisheries Strategy \(AFS\)](#). The program has historically had a mandate of approximately \$6 million per fiscal year in Pacific Region, however, the annual budget may vary in future. This funding is mainly used to acquire commercial fishing licence eligibilities (licences) and quota from the open market, and then transfer the equivalent commercial fishing capacity to Aboriginal Organizations in the form of "communal commercial fishing licences". In keeping with DFO's overall objective of resource conservation, DFO facilitates the voluntary relinquishment of such licences from the commercial sector, thus, this program does not add to the existing pressure on the resource.

## Eligibility for the Program

There are 3 pre-requisites for Aboriginal Organizations seeking access to licences and quota under the ATP:

- 1) the Aboriginal Organization must have a current AFS Comprehensive Fisheries Agreement (CFA) with DFO, and satisfactory compliance with the terms of their AFS Agreements.
- 2) the Aboriginal Organization must have a satisfactory record of compliance with conservation and fisheries management principles and practices.
- 3) the Aboriginal Organization must submit a completed **ATP Application and Business Plan Form** that demonstrates a viable commercial fishing business plan. (NOTE: Business Plans in alternate formats will also be accepted).

## AFS Contributions for ATP Licences

Aboriginal Organizations that benefit from the annual issuance of ATP licences and quota will be required to re-invest a portion of their profits towards fisheries co-management programs, and set amounts will be detailed in their annual AFS Agreement. AFS refers to these amounts as

- 1) "**Contribution for Use**", which is equivalent to regular commercial licence fees and
- 2) "**Contribution for Projects**", which are set by AFS, based on a percentage of the average potential profits that each licence would bring.

Please contact the ATP Program Officer in Vancouver (noted at the end of this form) to request a current list of the standard Contribution Rates for each licence species.

## **ATP Application Process FAQ:**

### **What is the purpose of the ATP Application and Business Plan Form?**

The purpose of the **ATP Application and Business Plan Form** is to provide a simplified format for Aboriginal Organizations to submit their expressions of interest in communal commercial fishing licences (ATP licences) and quota to DFO. This form can be used instead of a formal Commercial Fishing Business Plan document. (Note: a web-based online application process may be developed in future.)

The form is designed to allow Aboriginal Organizations to demonstrate their readiness to successfully utilize the specific types of commercial licences they are requesting access to. Rather than requiring a formal Commercial Fishing Business Plan document, which can be costly to develop and may require the hiring of outside consultants, we have developed a series of questions that will allow applicants to demonstrate their big-picture plans with regard to increasing their members' involvement in the commercial fishing industry.

### **Can any Aboriginal Organization submit an ATP Application and Business Plan Form?**

No. Only applicants that meet the eligibility requirements noted above can submit an application. ATP access is intended for coastal Aboriginal Organizations that have a Comprehensive Fisheries Agreement with DFO.

### **When should Aboriginal Organizations submit the ATP Application and Business Plan Form?**

New applications will be accepted at any time on an ongoing basis, however, those applications received by **mid May of each year** will be considered for allocations during the current fiscal year, subject to a positive assessment of the application, and the prerequisite of having a Comprehensive Fisheries Agreement in place. Those applications received after mid May might not be considered until the following fiscal year. (The 2010/11 fiscal year spans from April 1<sup>st</sup> 2010 to March 31<sup>st</sup> 2011).

### **Where should Aboriginal Organizations send their completed applications?**

Completed forms should be submitted to the DFO Resource Manager in the local DFO Area office. This is normally the DFO person with whom the Aboriginal Organization negotiates their annual AFS Agreement.

### **Who should we contact if we have questions about how to fill out the ATP Application and Business Plan Form?**

Please contact the DFO Resource Manager in the local DFO Area office first, and discuss your questions and concerns. You can also contact the ATP Program Officer by phone at: 604-666-7114 or via email to: [ATP@pac.dfo-mpo.gc.ca](mailto:ATP@pac.dfo-mpo.gc.ca)

## **How often should Aboriginal Organizations submit the ATP Application and Business Plan Form?**

It is recommended that eligible Aboriginal Organizations submit a new or updated ATP Application and Business Plan Form **every 1 to 3 years**. As long as the previously submitted Business Plan is still current, a new one is not required. However, you may wish to submit an updated plan each year, if you have new information to report that may improve your application, or if you have new or revised requests (i.e. different species, different areas, or more quota requested, etc.)

## **Where do ATP licences come from?**

DFO seeks out the appropriate commercial fishing licences and quota on the open market to support applications which are the most potentially viable. The [licence and quota acquisition process](#) is currently administered by the DFO Pacific Fishery Licence Unit in Vancouver, which acquires licences and quota for several different programs, including the ATP, AAROM, and PICFI. More information on this process can be found on the DFO website at <http://www.pac.dfo-mpo.gc.ca/fm-gp/picfi-ipcip/acquisition-eng.htm>

## **How will DFO determine which Aboriginal Organizations will be offered new allocations of ATP licences and/or quota?**

Applications will be reviewed by an internal DFO Evaluation Team, and prioritized and ranked according to a standard set of criteria.

## **What steps are involved in the assessment of ATP applications at DFO?**

Applications will first be assessed by local DFO Area office staff who will prioritize them according to the standard set of criteria mentioned above. If more information is required on the application, the Aboriginal Organization will be contacted to discuss it and request further details before completing the assessment.

Once all applications received have been assessed, DFO Area staff then provide an ATP Area Priorities List to the AFS office in Vancouver. From there, a region-wide process (including DFO staff from Vancouver office, North Coast, South Coast, and Lower Fraser River Area offices) will compile all Area and Regional Priorities, and develop an initial Regional Allocation Plan for the current fiscal year.

## **How does DFO identify specific licences for each Aboriginal Organization that qualifies for ATP licences?**

The questions in the ATP Application and Business Plan Form are based on the criteria that DFO will use to determine readiness to manage licences. DFO then considers factors such as whether the desired licences are readily available, either from ATP Inventory or on the open market. Specific available licences are then matched with potential recipients, taking into account things such as Maximum Vessel Length (MVL) and designated Area associated with each available licence, the available ATP budget that year, etc. Once specific licences have been identified to fit with the specific business plans outlined in the highest priority applications, an Allocation Plan is developed, which then goes through a series of internal approvals (AFS Manager, Area Directors, Regional Director of TAPD, and Regional Director of Fisheries and Aquaculture Management, etc.).

**How will DFO notify Aboriginal Organizations as to the outcome of the application process?**

Since the ATP is a component of the AFS program, any potential new ATP allocations of specific licences and/or quota will be negotiated with the Aboriginal Organization as part of regular annual AFS Agreement negotiations. Therefore, the DFO Resource Manager in the local area office will be in touch with the Aboriginal Organization to inform them of the status of their ATP Applications.

**Will Aboriginal Organizations be offered all the licences and quota for which they express an interest in their application?**

For applications that receive a positive assessment, in many cases the full range of licences and quota being sought may not be fully satisfied through the initial allocation, however, further allocations may be possible in future years. The availability of ATP licences is also subject to whether the desired licence types are being offered for relinquishment on the open market at the time. In addition, the program has a limited annual budget to buy licences (currently around \$6 million per year), and demand for licences greatly exceeds this budget. For this reason, we ask Aboriginal Organizations to prioritize their requests, indicating which licence type they would prefer to receive first, should the application be approved.

# Part 1: ATP Application Form

All grey boxes to be completed by the Aboriginal Organization

## A. Applicant Information

Aboriginal Organization:		Phone:	
Lead Contact Name:		Fax:	
Position / Title:		E-Mail:	
Mailing Address:		Website:	
List Affiliations (i.e. Tribal Council/Member Bands)			

## B. Licences and Quota being Sought under the ATP

Please list the number of licences being sought (by species), the quantity of quota, and indicate which licences are your first, second, and third priority, etc.

Licence Type / Species	# of Licences Requested	Areas of Interest	Traditional territory? (Y/N)	Quota in % TAC or Pounds	Applicant's Priority
<i>e.g. Halibut</i>	<i>1</i>	<i>Coastwide</i>	<i>Yes</i>	<i>0.297990% (20,000 LBS)</i>	<i>First priority</i>
Salmon Gillnet				n/a	
Salmon Seine				n/a	
Salmon Troll				n/a	
Halibut		Coastwide			
Sablefish		Coastwide			
Rockfish					
Groundfish Trawl					
Schedule II species				n/a	
Dogfish Quota					
Lingcod Quota					
Crab by Trap				n/a	
Prawn & Shrimp by Trap				n/a	
Shrimp by Trawl				n/a	
Herring Gillnet				n/a	
Herring Seine				n/a	
Red Sea Urchin				n/a	
Other (describe)					

### C. Involvement in Other Government Programs

Has the Aboriginal Organization or any of its affiliated Bands applied to, or intend to apply to DFO's PICFI or AAROM programs, or any other government programs that provide funding for fisheries related economic development activities?

Aboriginal Organization	List any other government programs you have applied to or intend to apply to for licences or funding (i.e. AAROM, PICFI, INAC, etc.)

### D. Declaration & Signature

The statements and the information provided in this **ATP Application and Business Plan Form** are an accurate description of our intended interests under the Allocation Transfer Program.

The Aboriginal Organization warrants that the representative who signs this **ATP Application and Business Plan Form** has authority to bind the members of the Aboriginal Organization.

Aboriginal Organization Representative Name	Position / Title	Signature	Date

## Part 2: Commercial Fishing Business Plan Form

*All grey boxes to be completed by the Aboriginal Organization*

### People and Experience

- 1) How many Band members are interested in fishing an ATP licence, and prepared to do so?

Number of Band members Interested in fishing an ATP Licence	Type of Job (e.g. captain, crew member, etc.)

- 2) Please provide brief details about the potential fishermen (captains and crew) and vessels that would fish the ATP Licences, or would be employed as a result of an ATP allocation.

Name of Potential Fisher	Member of which Band?	Relevant Experience	Vessel Name & VRN#

- 3) Do the potential fishermen you identified in above have the appropriate experience and training to fish commercially (i.e. safety, etc.)? Describe how any training needs will be met, along with the associated costs.

*(Note: AFS & the ATP do not fund commercial fisheries training)*

## Current Capacity for Commercial Fishing

- 4) Please list any licences, quota, vessels, gear, or facilities that the Aboriginal Organization or it's members are currently operating. This will help demonstrate the current capacity for commercial fishing.

### Existing Licences and Quota already held by members of your band

Licence Type (species)	Quota Held on the Licence (in % TAC or LBS)	Area	MVL in metres	Licence #
e.g. Halibut Licence	0.297990% TAC (20,000 lbs in 2009 season)	Coastwide	18.94 metres	L 999

### Existing Vessels

Please list the vessels that could potentially be used to fish ATP licences.

Type of vessel	Name of Vessel Owner/Operator	Band	Vessel Name	Overall Length	VRN #
e.g. Fibreglass Gillnetter	John Doe		M/V MISTY MAIDEN	11.52 metres	VRN 12345

### Existing Gear

e.g. 300 crab traps

### Other Existing Assets Related to the Commercial Fishing Business (please specify)

e.g. Facilities, Equipment, Fish Processing Plant, Freezers, Vehicles...

## Leasing Plans

- 5) Would the licences and quota being sought under the ATP be fished by Band members or non-Band members (or a combination of both)?

Licence Type (species)	Licence to be fished by Band Members?		Licence to be fished by Non-Band Members?	
	Yes/No	# of people	Yes/No	# of people

- 6) If experienced Band members are not available to fish the ATP licences, how do you plan on successfully utilizing the ATP licences? (i.e. lease to third parties; have band members trained, etc.)

- 7) If your business plan includes any plans to lease-out potential ATP licences/quota to any specific fisherman or vessel, please complete the following.

Name of Potential Fisher you may lease to	Vessel Name	Vessel Registration Number (VRN)	Number of Potential Staff (Captain and Crew)	
			Aboriginal	Non-Aboriginal

## Administration and Management of Licences

- 8) Describe the process that your organization will use for issuing ATP licences and quota to Band members each year. How will you make community members aware of the opportunity to access each ATP licence? How will you determine who will fish each licence in each year? Is there a licence distribution policy in place? Is there a Fisheries Coordinator in place who could manage ATP licences and quota?

9) Approximately how many people would potentially be employed in an administrative/management capacity as a result of the ATP licence allocations?

Potential number of people employed	Band Member? (Y/N)	Type of Job (e.g. office manager, admin assistant, director, etc.)

10) Please provide brief details about the potential individuals that would handle the administrative side of managing ATP Licences and Quota. (i.e. office manager, administrative assistant, fisheries manager, etc.)

Name of Potential Employee	Job Type	Band Member? (Y/N)	Relevant Experience

11) If specific individuals are not identified to handle the administrative/management tasks involved in managing the ATP licences, please describe your plans to hire/train such staff.

## Financial Projections

12) Summarize the Total Projected Operating Expenses and Revenues for the first year.

<b>Expenses/Costs</b>	<b>(Costs)</b>
Salaries <i>(e.g. staff, captains, crews, maintenance, management, admin)</i>	(\$ )
Training	(\$ )
Harvesting Operations Expenses <i>(e.g. fuel, insurance/licences/permits, supplies)</i>	(\$ )
Business Operations <i>(e.g. office supplies, equipment, overhead)</i>	(\$ )
Catch Monitoring and Reporting	(\$ )
Vessel and Gear moorage, maintenance, repair, storage, upgrades, replacements	(\$ )
Other (please describe)	(\$ )
<b>Total Projected Expenses</b>	<b>(\$ )</b>
<b>Revenues</b>	<b>Revenues</b>
Sales of Fish / Seafood Landings	\$
Lease Fees	\$
Other (please describe)	\$
<b>Total Projected Revenues</b>	<b>\$</b>
<b>Total Projected Profit (Loss)</b>	<b>\$</b>

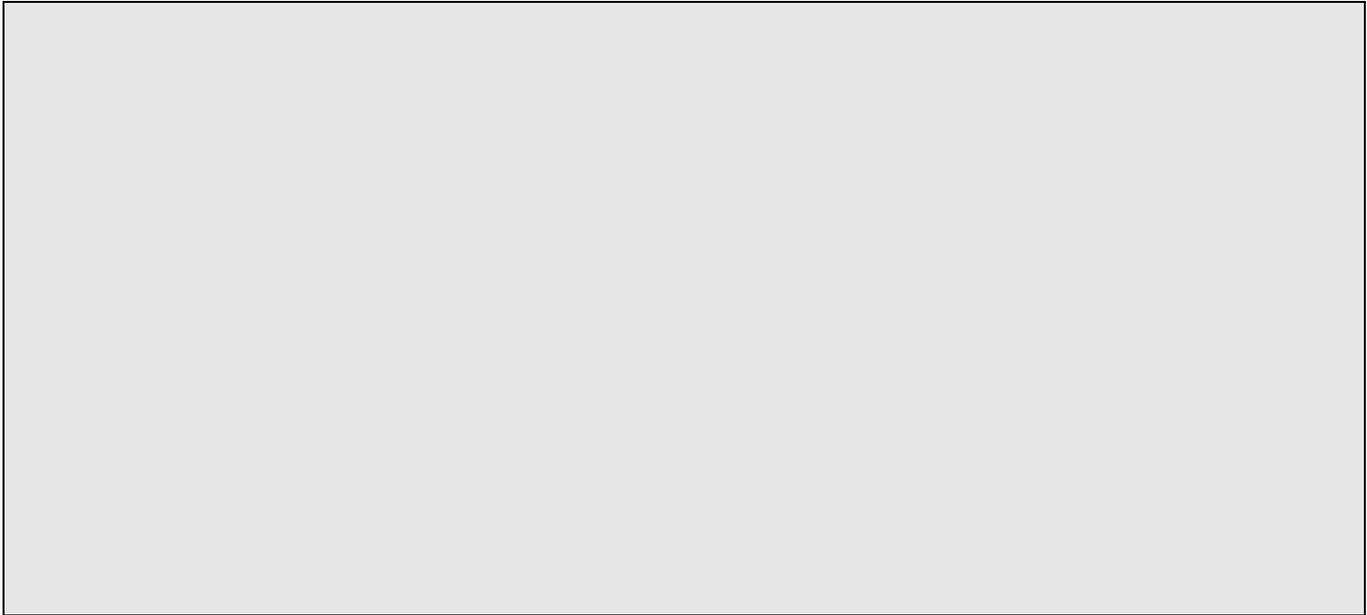
13) Summarize the Total Projected Operating Expenses and Revenues for the next 5 years.

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>List Years:</b>	2011	2012	2013	2014	2015
<b>Profit / (Loss)</b>	\$	\$	\$	\$	\$

14) How would the licence revenues be used by the Aboriginal Organization, or distributed to member Bands or community members?

## Applicant's Comments:

15) Please tell us anything else you feel may be relevant to your ATP Application, which was not covered in the previous questions.



## Part 3: References and Web Links

The following **Internet Web Links** will lead to further information to assist you in developing a Business Plan and may help you in completing this **ATP Application and Business Plan Form**. These documents are also available in paper copy via e-mail or regular postal mail upon request via email to [ATP@pac.dfo-mpo.gc.ca](mailto:ATP@pac.dfo-mpo.gc.ca) or by calling the ATP Program Officer in Vancouver at 604-666-7114.

- [DFO Pacific Region Website](http://www.pac.dfo-mpo.gc.ca/index-eng.htm) <http://www.pac.dfo-mpo.gc.ca/index-eng.htm>
- [Aboriginal Fishing and Treaties in the Pacific Region](http://www.pac.dfo-mpo.gc.ca/abor-autoc/index-eng.htm) <http://www.pac.dfo-mpo.gc.ca/abor-autoc/index-eng.htm>
- [Aboriginal Fisheries Strategy](http://www.dfo-mpo.gc.ca/fm-gp/aboriginal-autochtones/afs-srapa-eng.htm) <http://www.dfo-mpo.gc.ca/fm-gp/aboriginal-autochtones/afs-srapa-eng.htm>
- [Allocation Transfer Program](http://www.pac.dfo-mpo.gc.ca/abor-autoc/atp-ptaa-eng.htm) <http://www.pac.dfo-mpo.gc.ca/abor-autoc/atp-ptaa-eng.htm>
- [Licence Acquisition Process](http://www.pac.dfo-mpo.gc.ca/fm-gp/picfi-ipcip/acquisition-eng.htm) <http://www.pac.dfo-mpo.gc.ca/fm-gp/picfi-ipcip/acquisition-eng.htm>
- [DFO AFS Area Contacts](http://www.pac.dfo-mpo.gc.ca/abor-autoc/contact-eng.htm#Area_contacts) [http://www.pac.dfo-mpo.gc.ca/abor-autoc/contact-eng.htm#Area\\_contacts](http://www.pac.dfo-mpo.gc.ca/abor-autoc/contact-eng.htm#Area_contacts)
- [Fisheries in the Pacific Region](http://www.pac.dfo-mpo.gc.ca/fm-gp/index-eng.htm) <http://www.pac.dfo-mpo.gc.ca/fm-gp/index-eng.htm>
- [Integrated Fisheries Management Plans](http://www-ops2.pac.dfo-mpo.gc.ca/xnet/content/MPLANS/MPlans.htm) <http://www-ops2.pac.dfo-mpo.gc.ca/xnet/content/MPLANS/MPlans.htm>
- [Fisheries Management Contacts](http://www.pac.dfo-mpo.gc.ca/fm-gp/contacts-eng.htm) <http://www.pac.dfo-mpo.gc.ca/fm-gp/contacts-eng.htm>

- [Licensing Information](http://www.pac.dfo-mpo.gc.ca/fm-gp/licence-permis/index-eng.htm) <http://www.pac.dfo-mpo.gc.ca/fm-gp/licence-permis/index-eng.htm>
- [Commercial Catch Statistics](http://www.pac.dfo-mpo.gc.ca/stats/index-eng.htm) <http://www.pac.dfo-mpo.gc.ca/stats/index-eng.htm>
- Annual Licence, Vessel and Quota Valuation Reports (by Stuart Nelson)
  - Report [as at March 31, 2013](http://www.dfo-mpo.gc.ca/Library/351128.pdf) (PDF) <http://www.dfo-mpo.gc.ca/Library/351128.pdf>
  - Report [as at March 31, 2012](http://www.dfo-mpo.gc.ca/Library/348363.pdf) (PDF) <http://www.dfo-mpo.gc.ca/Library/348363.pdf>
  - Report [as at March 31, 2011](http://www.dfo-mpo.gc.ca/Library/344873.pdf) (PDF) <http://www.dfo-mpo.gc.ca/Library/344873.pdf>
  - Report [as at March 31, 2010](http://www.dfo-mpo.gc.ca/Library/342459.pdf) (PDF) <http://www.dfo-mpo.gc.ca/Library/342459.pdf>
  - Report [as at March 31, 2009](http://www.dfo-mpo.gc.ca/Library/338989.pdf) (PDF) <http://www.dfo-mpo.gc.ca/Library/338989.pdf>
  - Report [as at March 31, 2008](http://www.dfo-mpo.gc.ca/Library/335861.pdf) (PDF) <http://www.dfo-mpo.gc.ca/Library/335861.pdf>
  - Report [as at March 31, 2007](http://www.dfo-mpo.gc.ca/Library/334704.pdf) (PDF) <http://www.dfo-mpo.gc.ca/Library/334704.pdf>
  - Report [as at March 31, 2006](http://www.dfo-mpo.gc.ca/Library/325686.pdf) (PDF) <http://www.dfo-mpo.gc.ca/Library/325686.pdf>
- AFS Standard Contribution Rates for Communal Commercial Licences are available upon request at the phone number or email address noted below.

**For further information please contact the ATP Program Officer in Vancouver office at 604-666-7114 or via email to [ATP@pac.dfo-mpo.gc.ca](mailto:ATP@pac.dfo-mpo.gc.ca)**