

# GUIDED/OUTFITTER ACTIVITY BUSINESSES PART I - APPLICATION INSTRUCTIONS MOUNTAIN NATIONAL PARKS OF CANADA

Anyone wishing to operate a guided/outfitter activity in a national park in Canada is required to apply to Parks Canada for a business licence. "Business" is defined as any trade, industry, employment, occupation, activity or special event carried on in a park or on Parks Canada-administered lands or waters outside of a park, for profit, gain, fund raising or commercial promotion, and includes an undertaking carried on in a park by a charitable organization, or by an organization or individual on a non-profit basis.

The following procedure is for **guided¹/outfitter² activity** businesses wanting to operate in a national park. It is not applicable if you are seeking a replacement licence. A separate application form is available for this purpose. Please contact your local Parks Canada office for further information on this process. All employees that will be conducting Guided Trips will be required to obtain a Guide Identification Card (see "Guide Identification Application Form Part IV") and carry this card at all times while guiding. The form and procedure are appended to this document.

A separate application is available if you are seeking licensing as a new business in any other area other than guided/outfitter activities. We ask that you contact your local Parks Canada office to obtain the application form.

#### 1. APPLICATION: How to apply for a licence to conduct a guided or outfitter activity in a national park

- (a) Complete the Guided/Outfitter Activity Business Licence application form in full. Detailed information is necessary for Parks Canada to conduct an accurate evaluation of your application. If sufficient details are not provided, we will be unable to complete a review of your application.
- (b) Submit the completed application form, including all requirements in the documentation checklist.

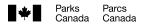
Completed applications can be sent to:

Guided Business Liaison, Mountain Parks Realty and Municipal Services Jasper National Park of Canada PO Box 10 Jasper, Alberta TOE 1E0

guidelicences-permispourguide@pc.gc.ca

#### 2. REVIEW: Parks Canada review process of a Guided/Outfitter Activity Business Licence application

(a) Receipt of Application: On receipt of your application, Parks Canada will review your submission for completion. Incomplete applications may be returned to you to provide further information or documentation.





<sup>&</sup>lt;sup>1</sup> **Guide:** An individual who provides guiding services in natural/cultural areas of interest or provide local knowledge, technical skill and leadership to allow clients to participate in various day or overnight activities. A guide does not typically outfit their clients with equipment and/or supplies. A guide may be the business licence holder or be the employee of a business licence holder.

<sup>&</sup>lt;sup>2</sup> Outfitter: A company that holds the business licence and will hire qualified guides to conduct trips on their behalf, under their company name. The owner/operator of the outfitting company may also work as a qualified guide. The company may outfit clients with equipment and/or supplies.

- > SUMMER applications must be submitted prior to September 1<sup>st</sup>. (For the purpose of this application process, summer is defined as April 1<sup>st</sup> to October 31<sup>st</sup>.)
- ➤ WINTER applications must be submitted prior to March 1<sup>st</sup>. (For the purpose of this application process, winter is defined as November 1<sup>st</sup> to March 31<sup>st</sup>.)
- (b) Review/Evaluation: All applications will be evaluated and a recommendation for approval or denial will be forwarded to the Field Unit Superintendent, who makes the final decision based on this recommendation. Applicants will be contacted in the time frames indicated below. This review period recognizes the need for timely review in order to allow businesses to operate in the season following their application.
  - Park personnel will review summer applications and will contact proponents by December 1st.
  - Park personnel will review winter applications and will contact applicants by June 1st.

#### 3. DECISION: Field Unit Superintendent's Decision

a) If the guided/outfitter activity business licence is approved: your business licence will be issued and become valid for the summer or winter season following approval. Any/all conditions imposed on the licence will be clearly defined and appended. The term of the licence cannot exceed one year and will expire on March 31 following the date of issuance.

If, at any time during the term of your licence, the parameters under which you are operating your business change, such as sale or transfer of the business, change in name or location, change to the nature of the business, or additions to the business, you <u>must inform Parks Canada immediately</u>.

b) If the guided/outfitter activity business licence is denied: you will be advised, in writing, of the reason(s) for the decision in as timely a manner as possible.

You will be notified of the decision in the manner that you have indicated in Part II of the "Guided/Outfitter Activity Business Licence Application".

4. PAYMENT: If the application is approved, applicable fees for a Guided/Outfitter Activity Business Licence

☐ Licence Category (per park)	\$ 64.25
☐ Outfitter (per park)	\$ 213.00
☐ Resident Outfitter (per park)	\$ 42.75
☐ Guide ID Card (per guide)	\$ 8.75

While payment is not required until a determination is made on your application, payment for each activity will be payable prior to issuance of a guided/outfitter activity business licence.

#### 5. QUESTIONS: If you have questions about applying for a business licence

Chelan Egilson, Guided Business Liaison for the Mountain Parks Realty and Municipal Services Jasper National Park of Canada PO Box 10 / 607 Connaught Drive Jasper, Alberta T0E 1E0 780-852-6188 / guidelicences-permispourguide@pc.gc.ca

#### A successful application will conform with the following legislation/documents:

- > Canada National Parks Act and the National Parks of Canada Businesses Regulations
- Parks Canada Guiding Principles and Operational Policies
- Management Plan applicable to the park in which you are applying to conduct business (<a href="https://parks.canada.ca/">https://parks.canada.ca/</a>)

#### The following information is required as part of your application submission:

- Completed Business Licence application form (Part II)
- Copy of Certificate of Incorporation or Business registration. Note: if your business is not incorporated or if you do not have a business registration number, this does not apply.
- Proof of insurance Commercial general liability insurance with "His Majesty the King, in Right of Canada, as represented by the Minister of Environment for the purpose of the Parks Canada Agency" as an additional insured in such amounts as a prudent operator should maintain. Note: If you do not currently have insurance, we will accept a letter from your insurance carrier advising that the required coverage has been requested, and that a policy will be issued pending approval of your business licence application.
- ➤ Completed Guide ID Application Form (Part V) with documentation or certification relevant to your ability to carry on the business activity (for requirements see Activity Guide Grid, Part IV)
- > Emergency Response Plan

#### Please provide any additional information you feel may be relevant in helping us assess your application:

- Describe how your proposed activity will contribute towards Parks Canada's goals of conservation, restoration and connecting visitors with nature
- Describe ways in which the group's impact on the park's natural and cultural resources will be limited
- > Describe how the health and safety of your clients, other park users and park staff will be maintained
- Describe how impacts and conflicts with other park users' activities and wilderness experiences will be limited
- > Describe how potential effects on park facilities and facility maintenance will be reduced



## **GUIDED/OUTFITTER ACTIVITY BUSINESSES PART II - BUSINESS LICENCE APPLICATION FOR MOUNTAIN NATIONAL PARKS OF CANADA**

Proposed Start Date of Operation:

Legal Business Name:		RMATION			
Operating Name:					
Business Owner Name:					
Lessee/Property Owner Name	(where a	pplicable):			
If you are not the owner of the premise of your business licence. Contact your					d to execute a sublease prior to issuance of the formation regarding this process.
Street Address:					
Mailing Address:					
E-Mail Address:					
Website:					
Phone:	Cell:			Fax:	
Preference for notification of de	ecision (c	heck one): Mail □	E-mail □	Fax □	
PART B: GENERAL INFORMA application)	TION: <i>(if</i> )	∕ou require more spac	ce, please a	attach a deta	ailed description to the
Type of Business:					
Application Type (check all app	licable):	New Business □	New Act	:ivities □	New Locations □
Activity Application Guide (Part I) y		γ, πο τοι στο πιτι τι το μπι 3			





APPENDIX A: ACTIVITY CHART							
Check off all activities you are proposing	g and the pa	ark in which	n you plan t	o offer the	activity.		
	BNP	YNP	KNP	JNP	GNP	MRNP	WLNP
Trail Running							
Backpacking							
Day Guiding							
- Day Hike							
- Winter Hike / Snowshoeing							
- Cross-country Skiing							
Mountaineering:							
- Ski							
- Alpine							
- Rock							
- Top Roping							
Horse:							
- Day Rides							
- Sleigh or Carriage Rides							
- Multi-Day							
Biking:							
- Road-Based Cycling							
- Mountain Biking (Summer)							
- Fat Biking (Winter)							
Aquatic:							
- River							
- Lake							
- Angling							
- Scuba Diving							
Other:		П		П	П		

#### APPENDIX B: LEVEL OF ACTIVITY TABLE

In order to adequately assess your application, Parks Canada requires information on areas where you plan to conduct your trips in order to identify routes/areas, activity detail and level of activities proposed. A *Level of Activity Table* must be completed for <u>each</u> <u>activity</u> in each park that you are planning to operate. Where a list of official trail names is unavailable, a map depicting the route must be appended, highlighting specific area(s) of operation for each park you are proposing to operate in.

ACTIVITY 1	FABLE #												
Activity													
	pecifics on:												
	ark/Site/Area	а											
	ctivity												
Typical Da	ay at This												
Location													
Include:													
	rip objective												
	Designated tr												
	name/numbe												
	attach map if	f											
	ınknown)												
	rip start and	end											
	me												
	Points of inter												
	Guide-to-clier	nt											
	atio												
	ransportation												
	Parking/stagir	ng											
	ireas												
	unch stops,												
	vernight												
	ccommodat	ions											
	e.g.,												
C	ampground,												
	ostel, ACC h	iut,											
	odge) For water-bas	- a al											
	ctivities: bod												
	of water, put-												
	n water, put- n/take-out												
	ocations												
IC	Jeanons												
			1										
Month of	Operation	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Proposed #	Year 1												
of guided trips/month	Subsequent												

#### Route Map

When staging area or trail name unknown (e.g., unofficial trails, approach line to objective), please submit a KML/KMZ (Google Earth) file or attach a detailed map marked with intended routes.

PART C: DOCUMENTATION CHECKLIST	
Please enclose and check off only the documentation that is applicable	
□ *Detailed business licence application outlining all proposed active □ *Proof of insurance – Commercial general liability insurance with the represented by the Minister of Environment for the purpose of the Parameters	" <u>His Majesty the King, in Right of Canada, as</u>
in such amounts as a prudent operator should maintain. Note: If you letter from your insurance carrier advising that the required coverage has a pending approval of your business licence application.	been requested, and that a policy will be issued,
□ *Copy of Certificate of Incorporation or Business Registration Not not have a business registration number, this does not apply.	e: if your business is not incorporated or if you do
<ul> <li>□ *Copy of documentation or certification relevant to your ability to</li> <li>□ *Application for Guide Identification Cards (Part V)</li> </ul>	carry on the business activity
□ *Emergency Response Plan	
□ *Map of Service Area(s) (when trail names are not applicable)	
*Indicates that documents <i>must</i> be included with your application. Failu application as incomplete.	re to provide this information will deem your
PART D: APPLICANT SIGNATURE	
I HEREBY VERIFY AND CONFIRM that all information provided is tru business licensing conditions, and further, that I, save harmless CANADA, His Successors and assigns against and from expenses, claims and demands whatsoever (including necessary legal made against CANADA, or which CANADA may sustain, pay or incur at in connection with or arising out of this licence or anything done or mai and occupancy of Crown lands by the aforementioned.	, shall at all times indemnify and all actions, suits, damages, losses, charges, I costs) which may hereafter be brought or the instance of a third party as a result of or
Applicant Signature:	Date:
GOVERNMENT OF CANADA PRIVACY NOTICE	
The information you provide is collected under the authority of section 8 of the business operations permits in various Parks Canada sites. Participation in perpersonal information will prevent you from offering services within Parks Canada s	rmit applications is voluntary. Refusal to provide
The information you provide will be used to issue a permit to a business operato Canada sites to ensure that activities are consistent with the guidelines and propolicies and corporate priorities. The information may also be used for purposes. However, these additional uses and/or disclosures of your personal decision being made about you.	cedures which comply with applicable legislation, r policy analysis, research and/or evaluation
Your personal information is administered in accordance with the section 8 of the other applicable laws. You have the right to the protection of, access to, and described in Personal Information Bank Resource use permits PC PPU 071. Insti	correction of your personal information, which is

described in Personal Information Bank Resource use permits PC PPU 071. Instructions for obtaining this information are outlined in the government publication entitled *Info Source*, which is available at the following web site address: <a href="https://www.infosource.gc.ca">www.infosource.gc.ca</a>

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at <a href="https://www.priv.gc.ca/en/report-a-concern/file-a-formal-privacy-complaint/file-a-complaint-about-a-federal-institution/">https://www.priv.gc.ca/en/report-a-concern/file-a-formal-privacy-complaint/file-a-complaint-about-a-federal-institution/</a>

Office Use Only	
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Data completed application and decomportation received by park	
Date completed application and documentation received by park	





### GUIDED / OUTFITTER ACTIVITY LICENCE, PART IV

ANNEX I: Parks Canada Agency Guide Grid for Hiking, Nordic and Backpacking

Licence Category	Licence Type	Guide Class	Interpretation Requirement	Safety Standard	First Aid	Terrain Guidelines	Group Size	Business Licence Stipulation <sup>1</sup>	
		Professional Guide*	IGA Professional Accreditation	2-day Group Management Course <sup>2</sup>	Standard 1st Aid including CPR (16 hrs)	Single day trips on designated trails and other PCA approved non-technical areas.		All companies must employ a minimum of 1 Professional guide, the remainder must be Apprentice level and the ratio cannot exceed more than 3 Apprentices per	
		(either combination)	IGA Basic	ACMG Hiking Guide	80 hrs (ACMG standard)	diodo.		Professional	
	Hiking or Winter Hiking	Combination		Certification (Apprentice or	stanuaru)	Off-trail hiking must be approved by PCA and led by	12+	Businesses are confined to operating April 1-Oct 31 unless specific areas/activities are applied for and approved.	
	or Snowshoe			Full Hiking Guide)		Professional level guides.  Winter hiking/Snowshoeing must be approved by PCA	guide	At least one guide in each group must carry equipment capable of emergency	
Land-Based Day Guide		Apprentice Guide*		and occur in ATES Class 1		communication.  Wildlife safety and local reporting protocols			
	Maligne Canyon Icewalk	JPCIA <sup>3</sup> guide qualification and member in good	IGA Basic	1-day group management course (part of	Standard 1st Aid including CPR (16 hrs)	As outlined by JPCIA	12+ guide	At least one guide in each group must carry equipment capable of emergency communication	
		standing		JPCIA)				Wildlife safety and local reporting protocols	
	Cross-country Ski		IGA Basic	CANSI level 1	Standard 1st Aid including CPR (16 hrs)	Track-set trails or skier set trails in ATES Class 1 terrain only.	12+ guide	At least one guide in each group must carry equipment capable of emergency communication	
								Wildlife safety and local reporting protocols	

<sup>&</sup>lt;sup>3</sup> Jasper Professional Canyon Icewalk Association



 $<sup>^{\</sup>mathrm{1}}$  These must not be taken as a full suite of stipulations; see General and Activity-specific conditions.

 $<sup>^{2}</sup>$  Guides who have taken the 1-day group management course prior to April 2009 will be "grandfathered".





Licence Category	Licence Type	Guide Class	Interpretation Requirement	Safety Standard	First Aid	Terrain Guidelines	Group Size	Business Licence Stipulation <sup>41</sup>
Land-based Multi-day Guide	Backpacking	Professional Guide* (ACMG)	IGA Basic	ACMG Hiking Guide Certification	80 hrs Wilderness 1st Aid (ACMG standard)	Single or multi-day trips on designated trails and other previously PC-approved non-technical areas.	9+ guide	At least one guide in each group must carry equipment capable of emergency communication  Wildlife safety and local reporting protocols

\* Professional Hiking guide means either: Association of Canadian Mountain Guides (ACMG) Hiking Certification (ACMG Apprentice Hiking Guide or full Hiking Guide) AND Interpretive Guides Association (IGA) Basic certification AND membership in the ACMG; Or IGA Professional Interpreter certification AND completion of the IGA 2-day Group Management<sup>2</sup> course (or equivalent) AND membership in the IGA AND ten (10) CPD (core professional development) hours. \*\*Apprentice guide means: IGA Apprentice level certification AND completion of the IGA 2-day Group Management<sup>2</sup> course (or equivalent) AND membership in the IGA AND ten (10) (core professional development) hours.



 $<sup>^{</sup>m 1}$  This must not be taken as a full suite of stipulations, see general and activity specific stipulations





# ANNEX II: Parks Canada Agency Guide Grid for Horse, Aquatic-based, Mountain Biking, Canyoneering, Mountaineering and Traction Kiting

Licence Category	Licence Type	Interpretation Requirement	Safety Standard	First Aid	Terrain Guidelines	Group Size	Business Licence Stipulation <sup>1</sup>
	Horse Outfitter Day Rides				Single day trips on designated trails.	10 + guide	
Horse	Sleigh or Carriage Rides	IGA Basic	Appropriate combination of training, knowledge, and experience for the activity as assessed by the employer.	including CPR (16 hrs)	Carriage rides on specific routes or roadways in accordance with traffic regulations. Sleigh rides on specifically approved routes.	Dep't on vehicle	At least one
	Horse Outfitter Multi-day			Wilderness 1 <sup>st</sup> Aid	Multi-day trips on designated trails/campsites in accordance with Backcountry quota system and graze limits.		guide in each group must carry equipment capable of emergency communication.
	River		Jasper National Park River Outfitters Association (JNPROA) Standard		Specific, approved river stretches and put in/take-outs.	Don't on	
Aquatic-	Lake		Accreditation by an appropriate agency, depending on type of craft, or skills assessed by employer.	riate of craft, Standard byer. 1st Aid	Specific, approved, road-accessible lakes	Dep't. on craft used	Wildlife safety and local reporting protocols
hased	Angling	- IGA Basic	Appropriate standard for lake or river or both.	including CPR (16 hrs)	As per fishing regulations	9 + guide	F
	Scuba		For instruction: PADI or NAUI instructor cert.; for guide: PADI or NAUI Dive Master.		Roadside lakes with appropriate facilities. In Banff NP, Two Jack and Minnewanka only.	PADI or NAUI guidelines	



<sup>&</sup>lt;sup>1</sup> This must not be taken as a full suite of stipulations, see general and activity specific stipulations

<sup>&</sup>lt;sup>5</sup> Party size for Jasper National Park is 20 guests and 38 horses. For backcountry lodges the limits are identified in the License of Occupation based on the trail and the capacity of the facility.





Licence Category	Licence Type	Interpretation Requirement	Safety Standard	First Aid	Terrain Guidelines	Group Size	Business Licence Stipulation <sup>1</sup>
Mountain Biking (Includes Fat Biking)	Mountain Biking	IGA Basic	Professional Mountain Biking Association Level 1 (PMBIA Level 1) or equivalent	40 hrs Wilderness First Aid & CPR	Within Scope of the PMBIA Certification	9 + guide	
Canyoneering	Canyoneering	IGA Basic	American Canyoneering Association (ACA) certification or CIC (International Association of Professional CIC canyon guides) certification	Advanced 1st Aid (80 hrs)	Within Scope of the ACA and CIC Certifications	6 + guide	At least one guide in
	Top Roping		ACMG Top Rope Instructor <sup>2</sup> (or Rock Guide or Mountain Guide as per below)	Standard 1st Aid including CPR (16 hrs)	ACMG Terrain Guidelines established for level/type of certification.	9 + guide	each group must carry equipment capable of emergency communication. Wildlife safety and local reporting protocols
	Ski		ACMG Ski Guide <sup>2</sup>		ACMG Terrain Guidelines established for level/type of	Multi-day 9 + guide	
Mountaineering	Alpine	IGA Basic	ACMG Alpine Guide <sup>2</sup>	00 bro	certification.	1 guido	
	Rock		ACMG Rock Guide <sup>2</sup>	80 hrs. (ACMG standard)	ACMG assistant guides are		
	Mountain		Combines the highest standard of Rock, Ski and Alpine categories <sup>2</sup>	. Sandara)	permitted, subject to the ACMG Professional and Terrain Guidelines.		



<sup>&</sup>lt;sup>1</sup> This must not be taken as a full suite of stipulations, see general and activity specific stipulations
<sup>2</sup> Certified guides listed on mountaineering licenses must maintain active membership with the ACMG, or be members in good standing of an IFMGA affiliated national guiding association.





Licence Category	Licence Type	Interpretation Requirement	Safety Standard	First Aid	Terrain Guidelines	Group Size	Business Licence Stipulation <sup>1</sup>		
Traction Kiting	Lakes	IGA Basic	Instructor with IKO (International Kiteboarding Organization) or Professional Air Sports Association (PASA) or equivalent organization	Standard 1 <sup>st</sup> Aid (including CPR)	Within Scope of the IKO guidelines	2 students to 1 guide	At least one guide in each group must carry equipment capable of emergency communication.		
New Activities	Eg. Via Ferrata, Canopy Tours, etc		A stand-alone environmental a	To be assessed against appropriate activity frameworks which may require national assessment.  A stand-alone environmental assessment may be required. Specific guide qualifications will be identified and become requirements of the business licence.					







- In the case of a certification earned abroad, the holder will have to acquire an equivalence / recognition from the appropriate organization among those listed above
- To have a new activity listed in this table or to obtain Parks Canada recognition for a Canadian certification body, contact a member of Visitor Service, Safety, and Activities Team in the Visitor Experience Branch.
- The list of recognized organizations is subject to regular review, based on needs and demands
- Parks Canada employee acting as guide and having responsibilities comparable to those of a third party guide, should meet the requirements of guides holding business licence at the site.
- For more information, contact us at: <a href="mailto:activities@pc.gc.ca">activities@pc.gc.ca</a>





# **PART V: GUIDE IDENTIFICATION APPLICATION FORM MOUNTAIN NATIONAL PARKS OF CANADA**

Legal Name of Business					
Operating Name					
Mailing Address					
Contact Name			Email		
Phone			Cell		
·					
Guide Name (Fir	st & Last)	Summer	Winter	T	ype of Guided Activity
	gency requirements and		apacity of G	Guides, as outl	ations in accordance with Parks ined below,
Authorized Licensee	Signature			_	(Date)
For Apprentice Guides - Name of S	Supervising Guide(s):				
under the federal Privacy Act. This me	ed to respect your privacy. Al	of the purpose for I be asked for your	tion created, he which it is beil consent where	eld or collected b ng collected and e appropriate.	y the Parks Canada Agency is protected how to exercise your right of access to vacy.html
Retu	rn completed & signed Chelan Egilson / gu				sing Office
Office Use Only: Licence is va	ılid in Jasper [	Banff Koo	otenay Yoho	o Waterton	Mt. Revelstoke Glacier
Guide Card	Issue Date:			Issued By:	
	per guide):				

