



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/outfitter activity²** 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 on behalf of your company will be required to obtain a Guide Identification Card (see “Guide Identification Application Form Part V”) 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. How do I 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.

¹ **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.

² **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.

- b) Submit the completed application form, including all requirements in the documentation checklist.
- c) While payment is not required until a determination is made on your application, payment for each activity as outlined in Section 4, will be payable prior to issuance of a guided/outfitter activity business licence. Completed applications can be sent to:

Guided Business Liaison for the Mountain Parks
Realty and Municipal Services
Jasper National Park of Canada
PO Box 10
Jasper, Alberta T0E 1E0
guidelicences-permispourgide@pc.gc.ca

2. What is the review process of my 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.
 - * SUMMER applications must be submitted prior to September 1. Park personnel will review applications and will contact applicants by December 1. (For the purpose of this application process, summer is defined as April 1 through October 31).
 - * WINTER applications must be submitted prior to March 1. Park personnel will review winter applications and will contact applicants by June 1. (For the purpose of this application process, winter is defined as November 1 through March 31).
- b) **Review/Evaluation:** All applications will be evaluated and a recommendation for approval or denial will be forwarded to the Field Unit Superintendents, who make the final decision based on this recommendation. Applicants will be notified in the time frames indicated above. The review period recognizes the need for timely review in order to allow businesses to operate in the season following their application.

A successful application will be consistent with the following legislation and documents:

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

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 registration³
- 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 maintain⁴
- 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:

- 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

³ If your business is not incorporated or if you do not have a business registration number, this does not apply.

⁴ 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.

3. Field Unit Superintendent's Decision: you will be notified of the decision in the manner that you have indicated in Part II of the attached "Guided/Outfitter Activity Business Licence Application"

- 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 and receipt of payment. 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 must inform Parks Canada immediately.

- 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.

4. If my application is approved, what are the applicable fees for business licences?

Licence Category (per park)	\$ 71.25
Resident Outfitter ⁵ (per park)	\$ 47.50
Non-Resident Outfitter ⁶ (per park)	\$ 236.00
Guide ID Card (per guide)	\$ 9.75

5. Who can I talk to if I have questions about applying for a business licence?

Please email the Guided Business Liaison at: guidelicences-permispourguide@pc.gc.ca

⁵ **Resident Outfitter:** An outfitter whose commercial base of operation is located within the park boundary.

⁶ **Non-Resident Outfitter:** An outfitter whose commercial base of operation is located outside the park boundary.

GUIDED/OUTFITTER ACTIVITY BUSINESSES

PART II – BUSINESS LICENCE APPLICATION

MOUNTAIN NATIONAL PARKS OF CANADA

Proposed Start Date of Operation: _____

PART A: COMPANY/OPERATOR INFORMATION	
Legal Business Name:	
Operating Name:	
Business Owner Name:	
Lessee/Property Owner Name (where applicable*): * If you are not the owner of the premise from which you are conducting your business, you may be required to execute a sublease prior to issuance of your business licence. Contact your local Parks Canada office listed in the application instructions for information regarding this process.	
Street Address:	
Mailing Address (include postal code):	
E-Mail Address:	
Website:	
Phone:	Cell:
Preference for notification of decision (check one): Mail ☐ E-mail ☐	
PART B: GENERAL INFORMATION	
<i>(if you require more space, please attach a detailed description to the application)</i>	
Type of Business:	
Application Type (check all applicable): New Business ☐ New Activities ☐ New Locations ☐	
If your company is the on-the-ground operator for a booking agent, please list the names of the booking agents here:	
Anticipated Number of Guides*: * Each guide must meet all qualifications, certifications and competencies required by the Guide Certification Table (Part IV)	
Business Details – Provide a detailed description of your business including past and current operations, how your business will support and enhance the Parks Canada Mandate, as well as any additional information requested in the Application Instructions (Part I) you feel may be relevant in helping us assess your application.	

APPENDIX A: ACTIVITY CHART

Check off all activities you are proposing and the national park(s) in which you plan to offer the activity.

NATIONAL PARK:	Banff	Yoho	Kootenay	Jasper	Mount Revelstoke	Glacier	Waterton Lakes
Land-Based Day Guide							
Day Hike	☐	☐	☐	☐	☐	☐	☐
Trail Run	☐	☐	☐	☐	☐	☐	N/A
Winter Hike or Snowshoe	☐	☐	☐	☐	☐	☐	☐
Cross-Country Ski	☐	☐	☐	☐	☐	☐	☐
Land-Based Multi-Day Guide							
Backpack (Overnight)	☐	☐	☐	☐	☐	☐	N/A
Cycle/Bike Guide							
Road-Based Cycle	☐	☐	☐	☐	☐	☐	☐
Mountain Bike (Summer)	☐	N/A	N/A	☐	☐	☐	☐
Fat Bike (Winter)	☐	N/A	N/A	☐	☐	☐	N/A
Aquatic-Based Guide							
Canoe (Lake)	☐	☐	☐	☐	☐	☐	☐
Canoe (River)	☐	☐	☐	☐	☐	☐	☐
Voyageur (Lake or River)	☐	☐	☐	☐	☐	☐	☐
Kayak (Lake)	☐	☐	☐	☐	☐	☐	☐
Kayak (River)	☐	☐	☐	☐	☐	☐	☐
Paddleboard (Lake)	☐	☐	☐	☐	☐	☐	☐
Paddleboard (River)	☐	☐	☐	☐	☐	☐	☐
Raft (River)	☐	☐	☐	☐	☐	☐	☐
Angling (Lake or River)	N/A	☐	☐	☐	☐	☐	N/A
Scuba (Lake)	☐	☐	☐	☐	☐	☐	☐
Ice Dive (Lake)	☐	☐	☐	☐	☐	☐	☐
Mountaineer Guide							
Top Rope	☐	☐	☐	☐	☐	☐	☐
AST Course Instruction	☐	☐	☐	☐	☐	☐	☐
Glacier Ice Walks	☐	☐	☐	☐	☐	☐	☐
Rock Guide	☐	☐	☐	☐	☐	☐	☐
Alpine Guide	☐	☐	☐	☐	☐	☐	☐
Ski Guide (backcountry)	☐	☐	☐	☐	☐	☐	☐
Horse Guide							
Outfitter - Day Rides	☐	☐	☐	☐	☐	☐	☐
Outfitter - Multi-Day Rides	☐	☐	☐	☐	☐	☐	☐
Carriage Rides (Summer)	☐	☐	☐	☐	☐	☐	☐
Sleigh Rides (Winter)	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐

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 **each activity 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 TABLE # ____ (if completing more than one table)

Activity Include specifics on: • Park/Site/Area • Activity													
Map of Route/Area description must include designated trail names/numbers (attach map if unknown) and bodies of water, as well: • Parking • Transportation • Staging areas • Main access routes • Overnight accommodations • Put in and take locations (for water-based activities)													
Typical Day at This Location Include: • Time of day • Objectives • Points of interest • Group management (guide to client ratio)													
Month of Operation		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Proposed # of trips per month	Year 1												
	Subsequent Years												

ACTIVITY TABLE # _____ (if completing more than one table)													
Activity Include specifics on: • Park/Site/Area • Activity													
Map of Route/Area description must include designated trail names/numbers (attach map if unknown) and bodies of water, as well: • Parking • Transportation • Staging areas • Main access routes • Overnight accommodations • Put in and take locations (for water-based activities)													
Typical Day at This Location Include: • Time of day • Objectives • Points of interest • Group management (guide to client ratio)													
Month of Operation		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Proposed # of trips per month	Year 1												
	Subsequent Years												

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 the applicable documentation:

- ☐ **Detailed business licence application outlining all proposed activities (Part II)** – Include a map of service area(s) when official trail names/numbers are unknown.
- ☐ **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 purposes of the Parks Canada Agency” as an additional insured in such amounts as a prudent operator should maintain.⁷
- ☐ **Copy of Certificate of Incorporation or Business Registration.**⁸
- ☐ **Application for Guide Identification Cards (Part V)** – Include all documentation or certifications for listed guides relevant to their ability to carry on the business activity.
- ☐ **Emergency Response Plan.**

Failure to provide this information will deem your application as incomplete.

PART D: APPLICANT SIGNATURE

I **HEREBY VERIFY AND CONFIRM** that all information provided is true and accurate, that I will comply with the business licensing conditions, and further, that I, _____, shall at all times indemnify and save harmless His Majesty the King, in Right of Canada, His Successors and assigns against and from all actions, suits, damages, losses, charges, expenses, claims and demands whatsoever (including necessary legal costs) which may hereafter be brought or made against His Majesty the King, in Right of Canada, or which His Majesty may sustain, pay or incur at the instance of a third party as a result of or in connection with or arising out of this licence or anything done or maintained hereunder, or arising out of the use and occupancy of Crown lands by the aforementioned.

Applicant Signature:

Date:

GOVERNMENT OF CANADA PRIVACY NOTICE

The information you provide is collected under the authority of section 8 of the *Canada National Parks Act* for the issuance of business operations permits in various Parks Canada sites. Participation in permit applications is voluntary. Refusal to provide personal information will prevent you from offering services within Parks Canada sites.

The information you provide will be used to issue a permit to a business operator for monitoring and controlling activities in Parks Canada sites to ensure that activities are consistent with the guidelines and procedures which comply with applicable legislation, policies and corporate priorities. The information may also be used for policy analysis, research and/or evaluation purposes. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Your personal information is administered in accordance with the section 8 of the *Parks Canada Agency Act*, the *Privacy Act* and other applicable laws. You have the right to the protection of, access to, and 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: www.infosource.gc.ca

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

⁷ 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.

⁸ If your business is not incorporated or if you do not have a business registration number, please include your company's GST number.

GUIDED/OUTFITTER ACTIVITY BUSINESSES
PART IV – GUIDE CERTIFICATION TABLE
MOUNTAIN NATIONAL PARKS OF CANADA
ANNEX I – HIKING, NORDIC SKI, AND CYCLING ACTIVITIES

LICENCE CATEGORY	LICENCE TYPE	INTERPRETATION REQUIREMENT	SAFETY STANDARD	FIRST AID	TERRAIN GUIDELINES	GROUP SIZE	BUSINESS LICENCE STIPULATIONS
Land-Based Day Guide	Day Hike (3-Season) Guide and Trail Run	IGA Professional: Professional Interpreter IGA Apprentice: Apprentice Interpreter ACMG: IGA Basic Knowledge*	IGA: 3-Season Group Management** ACMG: Hiking Guide	IGA: 40hrs incl. CPR ACMG: 80hrs incl. CPR	Designated trails, as well as other PCA-approved non-technical areas***	12 plus guide Trail Run: 6 plus guide in Jasper National Park	All companies must employ a minimum of 1 professional guide, and must maintain a ratio of no more than 3 apprentice guides per professional guides At least one guide in each group must carry emergency communication equipment Wildlife safety and local reporting protocols apply Confined to operating Apr 1 – Oct 31, unless specific areas/activities are applied for and approved
	Winter Hike (4-Season) Guide and Snowshoe	IGA Professional: Professional Interpreter IGA Apprentice: Apprentice Interpreter ACMG: IGA Basic Knowledge*	IGA: 4-Season Group Management** ACMG: Hiking Guide with Winter Travel	IGA: 40hrs incl. CPR ACMG: 80hrs incl. CPR	Designated trails, as well as other PCA-approved non-technical areas in ATES Class 1 terrain, or lower***		All companies must employ a minimum of 1 professional guide, and must maintain a ratio of no more than 3 apprentice guides per professional guides At least one guide in each group must carry emergency communication equipment Wildlife safety and local reporting protocols apply Confined to operating Nov 1 – Mar 31, unless specific areas/activities are applied for and approved

*ACMG guides must provide proof of having completed and passed the IGA Basic Knowledge course. Annual IGA membership renewal not required.

** Group management equivalencies based on established list of approved providers. Courses not yet assessed to be evaluated against IGA course content, determined at field unit level.

*** Off-trail hiking must be approved by PCA and led by ACMG guides.

LICENCE CATEGORY	LICENCE TYPE	INTERPRETATION REQUIREMENT	SAFETY STANDARD	FIRST AID	TERRAIN GUIDELINES	GROUP SIZE	BUSINESS LICENCE STIPULATIONS
Land-Based Day Guide	Nordic Ski	IGA Basic Knowledge <i>for primary work location</i>	CANSI XC Instructor Level 1**	16hrs incl. CPR	Track-set or skier-set trails in ATES Class 1 terrain, or lower	12 plus guide	At least one guide in each group must carry emergency communication equipment Wildlife safety and local reporting protocols apply Road-Based and Mountain Bike, Backpack: Confined to operating Apr 1 – Oct 31, unless specific areas/activities are applied for and approved Nordic, Fat Bike: Confined to operating Nov 1 – Mar 31, unless specific areas/activities are applied for and approved Icewalk: Confined to operating Nov 1 – Apr 30, unless specific areas/activities are applied for and approved
	Maligne Canyon Icewalk		JPCIA member in good standing plus 1-day group management	40hrs incl. CPR recommended	As outlined by the JPCIA		
Land-Based Multi-Day Guide	Overnight Backpack	IGA Basic Knowledge*	ACMG Hiking Guide	80hrs incl. CPR	Designated trails, as well as other PCA-approved non-technical areas	9 plus guide	
Cycling Guide	Road-Based Cycle Guide	IGA Basic Knowledge <i>for primary work location</i>	N/A	16hrs incl. CPR	Specific paved roads	20 plus 2 guides	
	Mountain and Fat Bike Guide		GSMBC or PMBIA Level 1 (Intermediate Coach)	40hrs incl. CPR	Within the scope of GSMBC/PMBIA	9 plus guide	

* ACMG guides must provide proof of having completed and passed the IGA Basic Knowledge course. Annual IGA membership renewal not required.

** CANSI XC Classic Instructor Level 1 accepted for classic-only programs (no skate ski).

LEGEND
ACMG: Association of Canadian Mountain Guides
ATES: Avalanche Terrain Exposure Scale
CANSI: Canadian Association of Nordic Ski Instructors
GSMBC: Global Syndicate of Mountain Bike Coaches
IGA: Interpretive Guides Association
JPCIA: Jasper Professional Canyon Icewalk Association
PCA: Parks Canada Agency
PMBIA: Professional Mountain Bike Instructors' Association

GUIDED/OUTFITTER ACTIVITY BUSINESSES
PART IV – GUIDE CERTIFICATION TABLE
MOUNTAIN NATIONAL PARKS OF CANADA
ANNEX II – AQUATIC ACTIVITIES

LICENCE CATEGORY	LICENCE TYPE	INTERPRETATION REQUIREMENT	SAFETY STANDARD	FIRST AID	TERRAIN GUIDELINES	GROUP SIZE	BUSINESS LICENCE STIPULATIONS
Aquatic-Based Guide	Canoe	IGA Basic Knowledge <i>for primary work location</i>	River: Paddle Canada Intermediate Moving Water Canoe Instructor Lake: Paddle Canada Intermediate Lake Canoe Instructor Voyageur: Paddle Canada Intermediate Big Canoe Instructor	40hrs incl. CPR	River: Specific approved river stretches, put-ins and take-outs Lake: Specific road-accessible lakes, as well as other PCA-approved non-technical areas	10 plus guide	At least one guide in each group must carry emergency communication equipment
	Kayak		River: Paddle Canada Intermediate River Kayak Instructor Lake: Paddle Canada Flatwater River Kayak Level 1 Instructor <u>or</u> Sea Kayak Level 1 Instructor	River: Additional swift water certification required, dependant on waterbody		6 plus guide	Wildlife safety, local reporting and aquatic invasive species protocols apply
	Stand-Up Paddleboard (SUP)		River: Paddle Canada SUP Level 1 River Instructor Lake: Paddle Canada SUP Advanced Flatwater Instructor				Confined to operating Apr 1 – Oct 31, unless specific areas/activities are applied for and approved
	River Raft		Valid membership and training through an accredited provincial river outfitters association, or equivalent	16hrs incl. CPR Additional swift water certification required, dependant on waterbody <i>40hrs incl. CPR recommended</i>		Dependant on vessel	Must follow Transport Canada Small Vessels Regulations (Special-Purpose Vessel Regulations for river rafts)

LICENCE CATEGORY	LICENCE TYPE	INTERPRETATION REQUIREMENT	SAFETY STANDARD	FIRST AID	TERRAIN GUIDELINES	GROUP SIZE	BUSINESS LICENCE STIPULATIONS
	Angling	IGA Basic Knowledge <i>for primary work location</i>	Appropriate combination of training, knowledge and experience, as assessed by the employer	16hrs incl. CPR <i>40hrs incl. CPR recommended</i>	As per PCA fishing regulations	9 plus guide	At least one guide in each group must carry emergency communication equipment Wildlife safety, local reporting and aquatic invasive species protocols apply
	Scuba and Ice Dive		Instruction: PADI, NAUI or SDI Instructor Guide: PADI, NAUI or SDI Dive Master	As per certification body guidelines*	Specific road-accessible lakes with appropriate facilities	As per certification body guidelines	Confined to operating Apr 1 – Oct 31, unless specific areas/activities are applied for and approved Must follow Transport Canada Small Vessels Regulations

* Minimum first aid requirement of 16hrs plus CPR

LEGEND

ACMG: Association of Canadian Mountain Guides
IGA: Interpretive Guides Association
PADI: Professional Association of Diving Instructors
PCA: Parks Canada Agency
NAUI: National Association of Underwater Instructors
SDI: Scuba Diving International

GUIDED/OUTFITTER ACTIVITY BUSINESSES
PART IV – GUIDE CERTIFICATION TABLE
MOUNTAIN NATIONAL PARKS OF CANADA
ANNEX III – MOUNTAINEERING ACTIVITIES

LICENCE CATEGORY	LICENCE TYPE	INTERPRETATION REQUIREMENT	SAFETY STANDARD	FIRST AID	TERRAIN GUIDELINES	GROUP SIZE	BUSINESS LICENCE STIPULATIONS
Mountaineering Guide	AST Instructor Level 1*	IGA Basic Knowledge**	CAA member at the Practitioner or Basic Avalanche Educator level	80hrs incl. CPR	As per CAA Guidelines for Instruction in Avalanche Terrain, in Class 1 terrain or lower only	9 plus guide	At least one guide in each group must carry emergency communication equipment Wildlife safety and local reporting protocols apply
	Top-Rope Instructor		ACMG Top-Rope Climbing Instructor	16hrs incl. CPR	ACMG Terrain Guidelines established for level and type of certification Apprentice: Permitted, subject to the ACMG Professional and Terrain Guidelines		
	Glacier Ice Walk Guide		ACMG Alpine or Ski Guide	80hrs incl. CPR			
	Rock Guide		ACMG Rock Guide				
	Alpine Guide		ACMG Alpine Guide				
	Ski Guide		ACMG Ski Guide				

*ACMG Ski Guide certification is required to teach courses above AST 1 and Companion Rescue Skills.

**ACMG guides must provide proof of having completed and passed the IGA Basic Knowledge course. Annual IGA membership renewal not required.

LEGEND

ACMG: Association of Canadian Mountain Guides
AST: Avalanche Skills Training
CAA: Canadian Avalanche Association
IGA: Interpretive Guides Association

GUIDED/OUTFITTER ACTIVITY BUSINESSES
PART IV – GUIDE CERTIFICATION TABLE
MOUNTAIN NATIONAL PARKS OF CANADA
ANNEX IV – HORSE AND NEW ACTIVITIES

LICENCE CATEGORY	LICENCE TYPE	INTERPRETATION REQUIREMENT	SAFETY STANDARD	FIRST AID	TERRAIN GUIDELINES	GROUP SIZE	BUSINESS LICENCE STIPULATIONS
Equestrian Guide	Outfitter Day Rides	IGA Basic Knowledge <i>for primary work location</i>	Appropriate combination of training, knowledge and experience, as assessed by the employer	16hrs incl. CPR <i>40hrs incl. CPR recommended</i>	Designated trails, as well as other PCA-approved non-technical areas	10 plus guide	At least one guide in each group must carry emergency communication equipment
	Carriage: Specific routes or roadways in accordance with traffic regulations Sleigh: PCA-approved specific routes				Dependant on vehicle	Wildlife safety and local reporting protocols apply	
	Outfitter Multi-Day Rides			40hrs incl. CPR	Designated trails and campsites, in accordance with Backcountry quota system and graze limits	Dependent on park	Confined to operating Apr 1 – Oct 31*, unless specific areas/activities are applied for and approved
New Activities	E.g., Via Ferrata, Canopy Tours, etc.	To be assessed against appropriate activity frameworks, which may require national assessment. A stand-alone environmental assessment may also be required. Specific guide qualifications will be identified and become requirements of the business licence.					

* Sleigh rides confined to operating Nov 1 – Mar 31.

LEGEND

IGA: Interpretive Guides Association
PCA: Parks Canada Agency

GUIDED/OUTFITTER ACTIVITY BUSINESSES
PART V – GUIDE IDENTIFICATION APPLICATION FORM
MOUNTAIN NATIONAL PARKS OF CANADA

PART A: COMPANY/OPERATOR INFORMATION

Legal Business Name:	
Operating Name:	
Contact Name:	
Mailing Address <i>(include postal code)</i> :	
Email Address:	
Phone:	Cell:

PART B: GUIDE INFORMATION

Summer	Winter	Guide Name <i>(first and last)</i>	Type of Guided Activity
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		

☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		

Name of supervising guides (if applicable) _____

Number of work passes required (for guides' personal vehicles) _____

PART C: CONFIRMATION OF COMPETENCY AND EMPLOYMENT

I, _____, _____ of _____
 (Name) (Position/Title) (Company Name)
 do hereby confirm that the following employees are competent, qualified and hold valid
 certifications in accordance with Parks Canada Agency requirements and to act in the capacity of
 Guides, as outlined below, in the Mountain National Parks of Canada.

 (Authorized Licensee Signature) (Date)

Return completed and signed application form to the Guided Business Liaison:

Chelan Egilson, guidelicences-permispourguide@pc.gc.ca

GOVERNMENT OF CANADA PRIVACY NOTICE

The Government of Canada is committed to respect your privacy. All personal information created, held or collected by the Parks Canada Agency is protected under the federal *Privacy Act*. This means that you will be informed of the purpose for which it is being collected and how to exercise your right of access to that information. You will be asked for your consent where appropriate.

<https://www.canada.ca/en/treasury-board-secretariat/topics/access-information-privacy.html>