



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

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 **new guided<sup>1</sup>/outfitter<sup>2</sup> 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 is 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 New 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 T0E 1E0

[guidelicences-permispourguide@pc.gc.ca](mailto: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.
  - **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>.)

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<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>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.

- (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 1<sup>st</sup>.
  - Park personnel will review winter applications and will contact applicants by June 1<sup>st</sup>.

## 2. 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 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.

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

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

<input type="checkbox"/> Licence Category (per park)	\$ 61.50
<input type="checkbox"/> Outfitter (per park)	\$ 204.50
<input type="checkbox"/> Resident Outfitter (per park)	\$ 41.00
<input type="checkbox"/> Guide ID Card (per guide)	\$ 8.25

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  
780-820-0665 / [guidelicences-permispourguide@pc.gc.ca](mailto: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 (<http://www.pc.gc.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 registration (if incorporated or registered)
- Proof of insurance – a minimum of \$2,000,000.00 per incident 3<sup>rd</sup> party 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 named insured.
  - *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



## NEW GUIDED/OUTFITTER ACTIVITY BUSINESSES PART II – BUSINESS LICENCE APPLICATION FOR MOUNTAIN NATIONAL PARKS

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:

E-Mail Address:

Website:

Phone:

Cell:

Fax:

Preference for notification of decision (check one): Mail ☐ E-mail ☐ Fax ☐

### PART B: GENERAL INFORMATION: *(if you require more space, please attach a detailed description to the application)*

Type of Business:

Application Type (check all applicable): New Business ☐ New Activities ☐ New Locations ☐

**Detail of Activities:** 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 on the Outfitter/Guided Activity Application Guide (Part I) you feel may be relevant in helping us assess your application.

Number of Employees:

*Each guide must meet all of the qualifications, certifications and competencies required by the Parks Canada Guide Grid (Part IV).*

**APPENDIX A: ACTIVITY CHART**

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

	BNP	YNP	KNP	JNP	GNP	MRNP	WLNP
Trail Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Backpacking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Day Guiding							
- Day Hike	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Winter Hike / Snowshoeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Cross-country Skiing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mountaineering:							
- Ski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Alpine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Rock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Top Roping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horse:							
- Day Rides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Sleigh or Carriage Rides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Multi-Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biking:							
- Road-Based Cycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Mountain Biking (Summer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Fat Biking (Winter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatic:							
- River	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Lake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Angling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Scuba Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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 # \_\_\_\_\_

<b>Activity</b> Include specifics on: <ul style="list-style-type: none"> <li>• Park/Site/Area</li> <li>• Activity</li> </ul>													
<b>Typical Day at This Location</b> Include: <ul style="list-style-type: none"> <li>• Trip objectives</li> <li>• Designated trail name/number (attach map if unknown)</li> <li>• Trip start and end time</li> <li>• Points of interest</li> <li>• Guide-to-client ratio</li> <li>• Transportation</li> <li>• Parking/staging areas</li> <li>• Lunch stops, overnight accommodations (e.g. campground, hostel, ACC hut, lodge)</li> <li>• For water-based activities: bodies of water, put-in/take-out locations</li> </ul>													
<b>Month of Operation</b>		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Proposed # of guided trips/month</b>	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 *only* the documentation that is *applicable*

- ☐ \*Detailed business licence application outlining all proposed activities
- ☐ \*Proof of insurance - a minimum of \$2,000,000.00 per incident 3<sup>rd</sup> party 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 named insured. 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.
- ☐ Copy of Certificate of Incorporation or Business Registration (if incorporated or registered)
- ☐ \*Copy of documentation or certification relevant to your ability to carry on the business activity
- ☐ \*Application for Guide Identification Cards (Part V)
- ☐ \*Emergency Response Plan
- ☐ \*Map of Service Area(s) (when trail names are not applicable)

\*Indicates that documents *must* be included with your application. 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 CANADA, Her 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 CANADA, or which CANADA 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 Government of Canada is committed to respecting 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>

## Office Use Only

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>
<b>Land-Based Day Guide</b>	Hiking or Winter Hiking or Snowshoe	Professional Guide* (either combination)	IGA Professional Accreditation	2-day Group Management Course <sup>2</sup>	Standard 1 <sup>st</sup> Aid including CPR (16 hrs)	Single day trips on designated trails and other PCA approved non-technical areas.	12+ guide	<p>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 Professional</p> <p>Businesses are confined to operating April 1-Oct 31 unless specific areas/activities are applied for and approved.</p> <p>At least one guide in each group must carry equipment capable of emergency communication.</p> <p>Wildlife safety and local reporting protocols</p>
			IGA Basic	ACMG Hiking Guide Certification (Apprentice or Full Hiking Guide)	80 hrs (ACMG standard)	Off-trail hiking must be approved by PCA and led by Professional level guides.		
		Apprentice Guide*	IGA Apprentice Accreditation	2-day Group Management Course	Standard 1 <sup>st</sup> Aid including CPR (16 hrs)	Winter hiking/Snowshoeing must be approved by PCA and occur in ATES Class 1 terrain only.		
	Maligne Canyon Icewalk	JPCIA <sup>3</sup> guide qualification and member in good standing	IGA Basic	1-day group management course (part of JPCIA)	Standard 1 <sup>st</sup> Aid including CPR (16 hrs)	As outlined by JPCIA	12+ guide	<p>At least one guide in each group must carry equipment capable of emergency communication</p> <p>Wildlife safety and local reporting protocols</p>
	Cross-country Ski		IGA Basic	CANSI level 1	Standard 1 <sup>st</sup> Aid including CPR (16 hrs)	Track-set trails or skier set trails in ATES Class 1 terrain only.	12+ guide	<p>At least one guide in each group must carry equipment capable of emergency communication</p> <p>Wildlife safety and local reporting protocols</p>

<sup>1</sup> 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".

<sup>3</sup> Jasper Professional Canyon Icewalk Association





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 1 <sup>st</sup> 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>1</sup> 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	Horse Outfitter Day Rides	IGA Basic	Appropriate combination of training, knowledge, and experience for the activity as assessed by the employer.	Standard 1 <sup>st</sup> Aid including CPR (16 hrs)	Single day trips on designated trails.	10 + guide	At least one guide in each group must carry equipment capable of emergency communication.  Wildlife safety and local reporting protocols
	Carriage rides on specific routes or roadways in accordance with traffic regulations. Sleigh rides on specifically approved routes.				Dep't on vehicle		
	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.	Varies park to park <sup>5</sup>	
Aquatic-based	River	IGA Basic	Jasper National Park River Outfitters Association (JNPROA) Standard	Standard 1 <sup>st</sup> Aid including CPR (16 hrs)	Specific, approved river stretches and put in/take-outs.	Dep't. on craft used	
	Lake		Accreditation by an appropriate agency, depending on type of craft, or skills assessed by employer.		Specific, approved, road-accessible lakes		
	Angling		Appropriate standard for lake or river or both.		As per fishing regulations	9 + guide	
	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>1</sup> This must not be taken as a full suite of stipulations, see general and activity specific stipulations

<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.



Parks  
Canada

Parcs  
Canada



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	At least one guide in each group must carry equipment capable of emergency communication.  Wildlife safety and local reporting protocols
Canyoneering	Canyoneering	IGA Basic	American Canyoneering Association (ACA) certification or CIC (International Association of Professional CIC canyon guides) certification	Advanced 1 <sup>st</sup> Aid (80 hrs)	Within Scope of the ACA and CIC Certifications	6 + guide	
Mountaineering	Top Roping	IGA Basic	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	
	Ski		ACMG Ski Guide <sup>2</sup>	80 hrs. (ACMG standard)	ACMG Terrain Guidelines established for level/type of certification.  ACMG assistant guides are permitted, subject to the ACMG Professional and Terrain Guidelines.	Multi-day 9 + guide	
	Alpine		ACMG Alpine Guide <sup>2</sup>				
	Rock		ACMG Rock Guide <sup>2</sup>				
	Mountain		Combines the highest standard of Rock, Ski and Alpine categories <sup>2</sup>				

<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.



Parks  
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Canada



Licence Category	Licence Type	Interpretation Requirement	Safety Standard	First Aid	Terrain Guidelines	Group Size	Business Licence Stipulation <sup>1</sup>
<b>Traction Kiting</b>	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.
<b>New Activities</b>	Eg. Via Ferrata, Canopy Tours, etc		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.				Wildlife safety and local reporting protocols

- 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: [activites-activities@pc.gc.ca](mailto:activites-activities@pc.gc.ca)



## PART V: GUIDE IDENTIFICATION APPLICATION FORM MOUNTAIN NATIONAL PARKS

Legal Name of Business			
Operating Name			
Mailing Address			
Contact Name		Email	
Phone		Cell	

Guide Name (First & Last)	Summer	Winter	Type of Guided Activity	ID #
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

\*ID # to be filled in by Parks Canada.

### Confirmation of Competency and Employment:

I, \_\_\_\_\_  
(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)

**For Apprentice Guides** - Name of Supervising Guide(s):

#### GOVERNMENT OF CANADA PRIVACY NOTICE

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

### Return completed & signed application form to the Business Licensing Office

Chelan Egilson / guidelicences-permispourgide@pc.gc.ca

**Office Use Only:** Licence is valid in ☐ Jasper ☐ Banff ☐ Kootenay ☐ Yoho ☐ Waterton ☐ Mt. Revelstoke ☐ Glacier

Guide Card Issue Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

Total Received (\$8.25 per guide): \_\_\_\_\_

Licence Expiry Date: \_\_\_\_\_