

**APPLICATION FOR
GUIDING OR INSTRUCTING AN OUTDOOR ACTIVITY PERMIT**
(for **Parks and Protected Areas in Kananaskis Country**,
the **Ghost River Area** and **Fish Creek Provincial Park**)

Definition: *Anyone who guides or instructs persons on recreational trips in Provincial Parks and Recreation Areas for a fee paid by client(s) is considered a commercial guide or instructor and must obtain a Guiding or Instructing an Outdoor Activity Permit.*

PERMIT APPLICATIONS WITH ATTACHMENTS (FEES, INSURANCE, BUSINESS LICENCE, POST-SEASON REPORT, etc.) WHICH ARE SUBMITTED LESS THAN **60 DAYS** IN ADVANCE MAY NOT BE PROCESSED BY YOUR DESIRED START UP DATE.

REQUIREMENTS AND PROCESS FOR OBTAINING A PERMIT

1. **APPLICATION FORM** (Attachment #1)
Complete the enclosed **application form in full, including Fee Schedule and Activities / Location Form**. Make certain that you include specific location sites (i.e. trail names and activities, i.e. *hiking, cross-country skiing*). Please check and complete the appropriate box on the Fee Schedule page based on the completed Activities and Location Form)

Please Note: To quicken the response time for application referrals (*New Locations/Activities having to be sent to field offices for review*), as well as to hasten the application process time, a slight change has been made to the attached:
“ACTIVITY AND LOCATION” Form. Please choose the appropriate

check box  before listing your Activities and Locations. (see Attach.#1)

2. **FEES** (Attachment #2)
Effective January 29, 2007 - see attached **Fees Schedule**

NEW: As of November 2017

Guiding fees may now be paid online using a credit card. If you wish to utilize this option, please check the appropriate box on page 6 of this document. Once your application has been reviewed and the fee confirmed, we will contact you to initiate the online payment. Your permit will not be issued until payment has been received.

Cheques/Money Orders are to be made out to the “**Government of Alberta**” and must be received by Parks Division prior to a permit being issued.

Please Note: Fees will be determined by:

Length of Permit:

Day: Date Specific

Week: Up to 7 consecutive days

Month: Up to 30 consecutive days

Annual: Greater than 30 days and up to one calendar year.

Number of Locations: Specifies the number of locations within the Management Area that will

be utilized by the permit holder during the term of the permit. The name of the locations approved will be listed on the permit.

Number of Activities: Specifies the number of activities that the permit holder is authorized to conduct during the term of the permit. The approved activities will be listed on the permit.

The Federal Goods and Services Tax (GST) will be applied to all fees.

3. LIABILITY AND INSURANCE REQUIREMENTS

Include proof of your Company's LIABILITY INSURANCE POLICY (i.e. Certificate of Insurance covering all activities you plan to conduct in Parks and Protected Areas.)

A permit will not be issued until proof of liability insurance is provided to Parks Division. Applicants are required to submit an Insurance Certificate from their insurance company. The Department name shall be listed as a Certificate Holder on your insurance document. **Do not list the Department as an additional insured.**

The applicant/permittee shall secure and maintain the following insurance coverage for the length of the permit:

General Liability Insurance coverage in an amount not less than \$2,000,000 inclusive per occurrence, in accordance with the Alberta Insurance Act against bodily injury and property damage including loss of use thereof.

- Certificates of insurance shall provide that such insurance shall not be terminated or expire prior to the completion of the activity.
- Where required by provincial legislation, coverage under the Worker's Compensation Act and General Regulation.

4. CERTIFICATION REQUIREMENTS (Attachment #3)

A Guiding or Instructing an Outdoor Activity Permit issued by Alberta Environment and Parks requires that guides and instructors to be certified in certain skill areas before guiding/instructing clients in certain higher risk activities. As a requirement to ensure that guides/instructors are certified to guide/instruct these activities, proof of certifications will be requested by the Department before a permit will be issued.

Some companies have many guides while other companies may have only one. For companies with more than one guide, only proof of the lead guide certifications need be provided. However, all guides within that company must have the same certification levels if they are to conduct those activities which the Department requires certifications for. Certifications of all guides must be current and up to date when guiding and/or instructing clients.

Note

Prior to a permit being issued, a valid copy of the required certificate or a letter from a certifying organization indicating the certification of the individual, will be required for certain skills.

5. KANANASKIS IMPROVEMENT DISTRICT BUSINESS LICENCE

In Kananaskis Country, businesses are required to obtain a business licence from the Kananaskis Improvement District. For further information on the business licence requirements and applications, contact the Kananaskis Improvement District, Kananaskis Office at (403) 591-7774.

6. SIGNATURES

PLEASE NOTE: Your application will be reviewed by the Department. If approved, you will be sent an unsigned permit for you to review. PLEASE SIGN (UNSIGNED PERMIT) AND RETURN PERMIT TO THE CANMORE OFFICE. The Permit is not valid until it is signed by the Permit Coordinator. A copy of the permit with both signatures will be returned to the operator.

7. POST-SEASON REPORT (see Attachment #4)

Alberta Environment and Parks requires permit holders to submit a Post-Season Report when their permit expires. A Post-Season Report (*for previous operating year*) must be submitted to the Division before a new permit is requested. Individual Activities and Locations must be identified for each day (one line per day) that you operate.

RENEWAL/AMENDMENTS OF PERMIT

- **No renewal notice will be sent out to permittees.**
- **Additions and Amendments to permit locations and activities will not be considered once a permit is signed (validated) unless a mistake has been made by the department.**

Please forward your permit application: fees (*according to fee schedule and choice of payment*), insurance, certification requirements, (*according to your activities level of risk*), and Post-Season Report to:

**Guiding and Instruction Permits
Alberta Environment and Parks
Suite 201, 800 Railway Avenue
Canmore, Alberta, T1W 1P1**

OR DELIVER TO:

**Alberta Environment and Parks
2nd Floor, Canmore Provincial Building**

OR EMAIL TO: Kananaskis.Approvals@gov.ab.ca

For further information on Guiding and Instruction Permits, please send an email to Kananaskis.Approvals@gov.ab.ca or call 403-678-5508.

**APPLICATION FOR
GUIDING OR INSTRUCTING
AN OUTDOOR ACTIVITY PERMIT**

Company Name: _____
(Must be the same name as listed on your Insurance Policy)

Person-in-Charge (Permittee): _____
(This person's name will appear on the permit)

Address (business): _____
(Address permit to be mailed to) Postal Code/Zip: _____

Telephone (business): _____ Home: _____
Cell: _____

E-mail: _____ Fax: _____

Web Site: _____

Other Contact Person *(if applicable)*: _____

ACTIVITY AND LOCATION FORM

APPLICATION TYPE: Please check appropriate box below (*Check only one*)

<p><u>NEW APPLICATION</u> (<i>List Locations/Activities Below</i>)</p>	<p>Please check here ___ <input type="checkbox"/></p>
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<p><u>RENEWAL APPLICATION</u> (<i>no changes from previous year</i>)</p>	<p>Please check here ___ <input type="checkbox"/></p>
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<p><u>RENEWAL</u> (<i>I wish to keep all my approved previous Activities and Locations</i>)</p> <p><u>& as well, I would like TO REQUEST A CHANGE:</u> To include any NEW and/or DELETE any previous Activities and Locations</p> <p><u>Please Indicate:</u> NEW LOCATIONS and List these by Type of Activity and Location as usual; <u>Follow By</u>, if required, DELETE LOCATIONS and List these by Type of Activity and Location as usual.</p>	<p>Please check here ___ <input type="checkbox"/></p>
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COMPLETE THIS SECTION AFTER CHECKING APPLICATION TYPE ABOVE

(You must be specific and give exact trail location name(s).

i.e. Do not generalize by requesting, for example, all trails located in Bow Valley Provincial Park)

COMPLETE THIS SECTION WITH SPECIFIC INFORMATION

Type of Activity	Specific Location of Activity: (Trails, Facilities)
<p>1. _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>2. _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

3. _____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
4. _____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
5. _____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Please send completed:

- Application
- Post-Season Report
- Insurance
- Certifications

Select Payment Method:

- Cheque/Money Order (included with application) **OR** Online Credit Card

TO: Guiding and Instruction Permits
 Alberta Environment and Parks
 Suite 201, 800 Railway Avenue
 Canmore, AB
 T1W 1P1

For further information contact the Permit Office at kananaskis.approvals@gov.ab.ca.

PERMIT FEE SCHEDULE

Attachment #2

(Please check and complete the appropriate boxes)

Cheques/Money Orders are to be made out to the “**Government of Alberta**”.

<u>Length of Permit</u>	(Please <i>Choose one</i>)	<u>Basic Fee</u> <u>(including 5% GST)</u>	<u>Total Amount</u>
Day		\$ 63.00	
Week		\$105.00	
Month		\$157.50	
Annual		\$262.50	
*Number of Locations			
	(Please <i>Choose one</i>)		
Up to 10		0.00	
Up to 30		\$ 52.50	
Up to 50		\$105.00	
Up to 100 (Max)		\$157.50	
**Number of Activities			
	(Please <i>Choose one</i>)		
Up to 2		0.00	
Up to 5		\$105.00	
Over 5		\$157.50	
	*Note: Up to a maximum of \$525.00 (includes GST)	Basic Fee (including GST)	

Please Note: Expiry date of Permit will coincide with Expiry Date of your Liability Insurance

Non-Commercial Organizations: A no fee permit will be issued to non-commercial organizations providing that participants of the activity are not charged a fee to participate in the activity and the guide or instructor does not receive any remuneration for the service(s) rendered.

Length of Permit:

- Day: Date Specific
- Week: Up to 7 consecutive days
- Month: Up to 30 consecutive days
- Annual: Greater than 30 days and up to one calendar year.

***Number of Locations:** Specifies the number of locations within the Management Area that may be utilized by the permit holder during the term of the permit. The name of the locations must be listed on the permit.

****Number of Activities:** Specifies the number of activities that the permit holder is authorized to conduct during the term of the permit. The approved activities must be listed on the permit.

All fees listed above include the Federal Goods and Services Tax (GST).

Attachment #3

CERTIFICATION REQUIREMENTS

The following activities require certifications as indicated.

Activity	Certification Required	Certifying Body
First Aid (All guides require this)	First Aid Certificate from a recognized certifying body. i.e. St. John's Standard First Aid Certificate or higher level.	St. John's Ambulance Canadian Red Cross
Mountaineering <ol style="list-style-type: none"> 1. Backcountry Ski Touring/Ski Mountaineering 2. Alpine 3. Rock 	<ul style="list-style-type: none"> • ACMG Ski Guide or Mountain Guide or equivalent* • ACMG Alpine Guide or Mountain Guides or equivalent*(includes ice-climbing) • ACMG Rock Guide or Mountain Guide or equivalent* 	Association of Canadian Mountain Guides
<p>* Equivalencies can include: IFMGA Guides from another country or, a review of a course content to determine if it meets or exceeds Association of Canadian Mountain Guides (ACMG) standards. Apprentice Guides must be supervised by a Mountain or Speciality Guide in their given area, and must follow ACMG scope of practice.</p>		
<u>Hiking/Backpacking</u> Hiking Backpacking	<ul style="list-style-type: none"> • The Outdoor Council of Canada or Interpretive Guides Association certification will be the standard base requirement for Hiking, with A.C.M.G. being the top level requirement, or equivalent. • Group or Leadership Courses will be considered on a case-to-case basis. 	Association of Canadian Mountain Guides Outdoor Council of Canada Interpretive Guides Association

<p>Swift Water</p> <ol style="list-style-type: none"> 1. Kayaking 2. Canoeing 3. Rafting 	<ul style="list-style-type: none"> • Alberta Whitewater Association or equivalent • Alberta Recreational Canoe Association or equivalent • Professional Rafting Outfitters Association of Alberta or equivalent <p><u>Note:</u> Guides and instructors must be certified to guide or instruct in the class of water they are guiding or instructing on.</p>	<p>Alberta Whitewater Association</p> <p>Alberta Recreational Canoe Association</p> <p>Professional Rafting Outfitters Association of Alberta</p>
<p>Snowshoeing</p> <ol style="list-style-type: none"> 1. Designated trails in non-avalanche terrain. 2. Simple Terrain 3. Challenging or Complex Terrain (ATES) 	<ul style="list-style-type: none"> • No current certification required • Canadian Avalanche (Minimum) Association Level 1 • Canadian Avalanche Association, Level II or Higher, working within their Scope of Practice as laid out by the C.A.A. 	<p>No current certification required.</p> <p>Canadian Avalanche Association</p> <p>Canadian Avalanche Association</p>
<p>Cross-Country Skiing</p> <ol style="list-style-type: none"> 1. Simple Terrain 2. Challenging or Complex Terrain (ATES) 3. Designated Trails 	<ul style="list-style-type: none"> • Canadian Avalanche (Minimum) Association Level 1. • Canadian Avalanche Association, Level II or Higher, working within their Scope of Practice as laid out by the C.A.A. • Canadian Association of Nordic Ski Instructors or equivalent (skiing only) 	<p>Canadian Avalanche Association</p> <p>Canadian Avalanche Association</p> <p>Canadian Association of Nordic Ski Instructors</p>
<p>Equestrian</p> <ol style="list-style-type: none"> 1. Commercial Trail Riding 2. Other Equestrian Activities 	<ul style="list-style-type: none"> • Meet the requirements of the Commercial Trail Riding Regulation of the <i>Public Lands Act</i>. • No certification required. 	<p>Alberta Equestrian Federation (no formal certification)</p>

Cycling <ul style="list-style-type: none"> • Road Touring • Mountain Bikes 	No certification required.	Alberta Bicycle Association (no certification)
Orienteering	No certification required.	Alberta Orienteering Association (no certification)
Nature Observation <ul style="list-style-type: none"> • Photography • Birdwatching • Wildlife Observation • Drawing/Painting • Nature Crafts 	No certification required.	Federation of Alberta Naturalists (no certification)
Swimming <ul style="list-style-type: none"> • Learn to swim • Lifesaving 	Certification will be as set by the Red Cross and Royal Lifesaving Society.	Red Cross Royal Lifesaving Society YMCA/YWCA
Fishing <ul style="list-style-type: none"> • Guiding 	No certification (Fishing Licences required)	Fish and Wildlife Division
Hunting <ul style="list-style-type: none"> • Guiding 	No Certification (Licenses as required)	Alberta Professional Outfitters Society
Boating <ul style="list-style-type: none"> • power boats • sailing • sailboarding • water skiing • para sailing • river tours • rowing 	Pleasure Craft Operator Card for power boats	Canadian Coast Guard. Alberta Sailing Association Alberta Water Ski Association
Canoeing (non swift water)	Alberta Recreational Canoe Association Certification or equivalent	Alberta Recreational Canoe Association
Kayaking (non swift water)	Alberta Whitewater Association or equivalent	Alberta Whitewater Association
Rafting (non swift water)	Canadian Red Cross	Canadian Red Cross
Rafting (swift water)	Canadian Red Cross and Professional River Outfitter's Association (PROA)	Canadian Red Cross and Professional River Outfitter's Association (PROA)

<p>Aviation</p> <ul style="list-style-type: none"> • Hang Gliding • Hot Air Ballooning • Ultra-light Aircraft • Sky Diving <p>NOTE: all of the above must have permission to use controlled air space.</p>	<ul style="list-style-type: none"> • No certification required. • No certification required. • Commercial ultra-light exam. • Flight instructors rating certification required. 	<p>Alberta Aviation Council Transport Canada, Aviation Licensing Branch.</p> <p>Canadian Association of Professional Skydivers (CAPS) Canadian Sports Parachuting Association.</p>
<p>Scuba Diving</p>	<p>Instructor level certificate from one of the accredited diving organizations.</p>	<p>Alberta Scuba Diver's Council or PADI.</p>
<p>Off-Road Vehicles</p> <ul style="list-style-type: none"> • ATVs • Snowmobiles • Motorcycles 	<p>ATV Rider Safety Course for Quads. Snowmobile Safety Course</p>	<p>Alberta Safety Council</p>
<p>Fitness</p> <ul style="list-style-type: none"> • Jogging • Distance Running • Fitness trails 	<p>No certification required.</p>	<p>Athletic's Alberta</p>
<p>Automobiles</p> <ul style="list-style-type: none"> • Rallies • Meets • Motorcycle trails 	<p>No certification required.</p>	

<u>Safety/Rescue Training:</u>		
Avalanche Education	<p>AST-I Course-CAA Level I (confined to Simple Terrain) or, ACMG Ski or Mountain Guide (no terrain limitations) or, CAA Level II Professional member (no terrain limitations).</p> <p>AST-II Course-CAA Level II-Professional member or ACMG Ski or Mountain Guide (no terrain limitations). Assistant Guides must be supervised by Mountain Guide or Specialty Guide in their given area and must follow ACMG scope of practice.</p>	<p>CAA/ACMG</p> <p>CAA/ACMG</p>
First Aid Education	<p>First Aid Instructor Certification from a recognized certifying body. i.e. St. John's, Red Cross, etc.</p>	<p>St. John's Ambulance, Canadian Red Cross, etc.</p>
Swiftwater Rescue Education	<p>Swiftwater Instructors Certification</p>	<p>A recognized Swiftwater Rescue certifying body.</p>
Nature Skills Training		
<ul style="list-style-type: none"> Survival 	<p>No certification required on designated trail systems.</p>	

GUIDING OR INSTRUCTING AN OUTDOOR ACTIVITY PERMIT

POST-SEASON REPORT

The information that you provide will help the managers of the Department monitor land uses and also provide information that can help us to prevent user conflicts. Please answer questions as completely as possible.

Please note that failure to adequately complete and submit your Post-Season reports will result in your permit not being renewed.

DATE: _____

- 1. Permit Number: _____
2. Business/ Company Name _____
3. Name of Contact: _____
4. Mailing Address: _____
Street Address: _____
City/ Town: _____ Postal Code: _____
Phone Number(s): _____ Fax: _____

5. Please also complete that attached SUMMARY OF OPERATIONS and return both to:

Kananaskis.approvals@gov.ab.ca

OR

Alberta Environment and Parks
Guiding and Instruction Permits
Suite 201, 800 Railway Avenue
Canmore, Alberta
T1W 1P1

For further information contact the Permit Office at kananaskis.approvals@gov.ab.ca.

*Only indicate locations used which are approved on your permit. All locations/activities used in Provincial Parks and Protected Areas must be approved by the Department.

SUMMARY OF OPERATIONS

Date of Outing Year 20__	Activity	Location (i.e. Protected Area/Trail/Facility)	Number of Clients and Guides
Examples:			
June 1, 2005	Hiking	Peter Lougheed Provincial Park- Upper Lake Parking Lot Upper Lake Trail	15
June 2, 2005	Mtn. Biking	Bow Valley Provincial Park- Barrier Dam Day Use Area Stoney Trail	10
June 3, 2005	Canoeing	Spray Valley Provincial Park- Driftwood Day Use Area Spray Lakes	4