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## Appendix A. Commercial Trail Riding Applicant Information and Guide<sup>1</sup>

A Commercial Trail Riding (CTR) Permit (single events up to 10-Year terms) from Parks Division is required by anyone who acts as a guide by leading or instructing persons on recreational horseback trips for a fee in a Provincial Park, Wildland Provincial Park or Provincial Recreation Area. If an Operator holds a multi-year Permit, they must still provide annual proof of updated insurance to the Department.

### 1. Commercial Trail Riding Permit Application Form (Appendix B):

To apply for a CTR permit, applicants must complete the application form in Appendix B in full, including identifying specific location sites (i.e., trail names) and indicating the requested permit length. It is recommended applicants submit their application, including all required attachments (fees, insurance certificates, operating plans, etc.) at least 90 days prior to the desired start date.

In addition to submitting an application form, applicants applying for the first time for a Commercial Trail Riding Permit must provide proof of:

- Ownership or leasing of sufficient number of horses and equipment for their proposed trail riding operation, and
- Guided in a Commercial Trail Riding operation in Alberta for at least 3 of the 5 years preceding the application or has equivalent Commercial Trail Riding operation experience satisfactory to Parks Division.

Applicants who are applying for the first time for a 5-Year or greater CTR Permit, must also meet the following criteria:

- Have held a 1-year CTR permit for 3 consecutive years and remaining in good standing with the Crown during that time by demonstrating good practices and meeting all application requirements (e.g., proof of insurance, on time payment, end of season reporting, etc.).

All applicants are encouraged to refer to the most current Minimum Standards and Best Practices For Trail Riding document developed by the Alberta Outfitters Association prior to submitting their application.

Completed applications are to be sent to the contact information for the area, as set out in Schedule E. Failure to complete the application in full, including failing to include all required information and attachments, may result in your application being refused.

### 2. Fees (Appendix C):

The application fee for the permit is determined by the length of the term being applied for, as set out in Appendix C. Fees are to be paid to the “Government of Alberta” by cheque or money order and must be included with the application. Fees must be received by Parks Division prior to the

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<sup>1</sup> This information in this guide provides a general overview of CTR permits and application process. If you have any questions or require additional information please contact the regional CTR Coordinator for your area, as set out in Appendix E.

permit being issued.

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

### **3. Liability and Insurance Requirements:**

Applicants must provide proof of adequate insurance before a permit will be issued. Current minimum acceptable insurance requirements include having general liability policy of at least \$2 million dollars and an automobile policy of at least \$1 million dollars, which is subject to change. If you require further information regarding insurance requirements, contact the regional CTR Coordinator for your area.

CTR operators will also be required to provide up to date proof of insurance each year during the term of their permit. Operators are responsible for maintaining their insurance requirements during the operating season/year. Should certificates expire at any time during the operating year, operators are to provide the new certification to the CTR Coordinator.

Applicants may be required to include a current Clearance Letter from the Workers' Compensation Board (WCB) showing that the applicant and any proposed subcontractors are registered and in good standing with the WCB. CTR operators will also be required to provide a current Clearance Letter each year during the term.

### **4. Certification Requirements:**

Applicants must demonstrate they have the necessary skills and training to conduct the proposed CTR activities. At a minimum, applicants must include proof of current certifications of First Aid for the CTR Operator owner and each lead guide with their application. It is recommended that CTR Operators follow the standards set by the Alberta Outfitters Association Minimum Standards and Best Practices for Trail Riding.

Applicants should be able to demonstrate knowledge of best practices for reducing human-wildlife conflicts as part of their application.

### **5. Issuance of the Permit:**

Once a completed application is received, it will be reviewed by Parks Division staff. If the application is approved, the applicant will be provided with a copy of the permit for review and signature. After review, applicants are to sign the permit and return it to the appropriate regional office. The permit is not valid until it has been signed on behalf of the Province and the applicant has received a copy of the fully signed permit from Parks Division.

### **6. CTR Annual Operating Report (Appendix D):**

CTR operators will be required to submit a CTR Annual Operating Report by **December 31** of each year of the permit term. Current or previous CTR operators who failed to submit CTR Annual Operating Reports as required may have any application for a new or renewed permit refused.

### **7. CTR Permit Application – Renewal**

Current CTR operators may apply to renew their permit by completing an application form in

Appendix B. An application for a renewal should be submitted at least 90 days prior to the expiry date of the current permit to ensure there is no interruption in the permit's term.

Current CTR operators may apply for renewal of the permit. Permits are renewable no earlier than half way through the term of the permit. For example, a 10 year permit is renewable no earlier than 5 years before the expiry date.

In addition to meeting all application requirements for a permit, applicants for a renewal must also be able to demonstrate satisfactory compliance with all of the terms and conditions of their current permit.

Completed applications for renewals are to be sent to the appropriate regional CTR contact as set out in Schedule E. Failure to complete the application in full, including failing to include all required information and attachments, may result in your application being refused.

### **8. Expiry and Amendments of CTR Permits:**

No expiry notice will be sent out to CTR operators. Expiry dates will be shown on the CTR permit and generally occur from the date of permit issuance but may be adjusted depending on specific circumstances.

Changes to permit locations and activities will only be considered during the permit renewal process.