



# **GENERAL INFORMATION FOR OUTFITTING, GUIDING, AND PARKS ACTIVITY**

## **BUSINESS LICENCES**

### **PARKS CANADA YUKON FIELD UNIT**

(Updated March 1, 2012)





## INTRODUCTION

The **Yukon Field Unit** is comprised of Kluane and Vuntut National Parks, and Chilkoot Trail, Klondike (Dawson City) and SS Klondike National Historic Sites. This document explains Parks Canada's Yukon Field Unit's business licence application and review procedures, and guide/outfitter licence requirements for Kluane and Vuntut National Parks and Chilkoot Trail National Historic Site. The business activities at Klondike and SS Klondike National Historic Sites are sufficiently different enough that this application process will not handle them.

The national park business regulations define a business as “*any trade, industry, employment, occupation, activity or special event carried on in 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.*”

People wishing to conduct a business within a Yukon Field Unit national park or historic site must first obtain the appropriate business licence. In order to obtain a business/guide licence, the person or company must first fill out the attached Business Plan - Licence Application Form that details the nature of the proposed business activity. The application form is used to review and evaluate the appropriateness of the proposed business under:

- The National Parks Act and accompanying regulations;
- Parks Canada's Guiding Principles and Operational Policies;
- Site or Park Specific Management Plan(s);
- Land Claim Agreements, Entitlements and Obligations;
- Site or Park Specific Operational Guidelines;
- The Canadian Environmental Assessment Act and/or the Yukon Environmental and Socio-economic Assessment Act; and
- Parks Canada's Framework for Assessing the Appropriateness of Recreational Activities in Protected Heritage Areas.

Activities, which conflict with the direction, provided through these documents would not be allowed or licenced. Ecological and commemorative integrity are Parks Canada's first priority when evaluating business plan proposals. Land claim agreements may also stipulate that protection of fish and wildlife habitat is the first priority.

Business Plan - Licence Application Forms should be submitted well in advance (i.e. 18 months) of the proposed business activity. This lead time is required in order to review, evaluate (i.e., evaluate environmental, cultural and social impacts, conflicts between other users, appropriateness, availability of permits, etc.) and approve or deny the proposed business operation, and provide operators advance notification of various park fees, and restrictions on use etc. A minimum of 30 days time is required to approve business proposals.

For Kluane and Vuntut National Parks: the *Yukon Environmental and Socio-economic Assessment Act* (YESAA) may apply, requiring that you have the Haines Junction Designated Office of the Yukon Environmental and Socio-economic Assessment Board conduct an assessment of your proposed business operation. Details on the *YESA Act* and its associated regulations are available at: <http://www.yesab.ca/>. Obtaining an assessment of your operation, if required, should be done after you business licence application has been submitted and reviewed by Parks Canada.





## PRINCIPLES FOR BUSINESS OPERATIONS IN YUKON NATIONAL PARKS AND HISTORIC SITES<sup>1</sup>

1. The opportunity to do business in a Yukon National Park or Historic Site (YNPHS) is a privilege, not a right owed by the Canadian people or Parks Canada. Nor is it the same opportunity one expects in a free-enterprise economy.
2. Granting business licences assigns certain privileges and opportunities to business operators; but it also confers on the operator unique responsibilities not found outside a YNPHS.
3. All who are privileged to operate a business in a YNPHS share the responsibility for fulfilling the Park's/Site's mandate for ecological and/or commemorative integrity. They fulfill that responsibility by providing quality experiences for visitors with a minimum of impact on the Park's/Site's natural and cultural resources.
4. In return, commercial entrepreneurs have the right to expect the opportunity to realize a reasonable return on investment, reasonable security of tenure and fair and consistent treatment by Parks Canada.
5. Canadian taxpayers have the right to a fair return for the private use of public land and the right to expect that entrepreneurs will pay the full cost of conducting business in a YNPHS.
6. Within the confines of Land Claim Agreements, all Canadians should have equitable access to business opportunities in a YNPHS.

### GENERAL BUSINESS LICENCE REQUIREMENTS

1. Business licences must be renewed each year. Business plans will be reviewed every five years, unless changes to the operation necessitate an additional review. The business plan application and review process should be initiated as early in the year as possible.
2. Licenced businesses must comply with all Parks Canada policies, directives, regulations, guidelines, or other conditions that may be implemented from time to time for park management purposes. Other terms and conditions may be specified on the business licence as required. Failure to comply with any park regulations, guidelines, and conditions etc., may lead to the cancellation of the business licence.
3. The *Yukon Environmental and Socio-economic Assessment Act* requires that outdoor recreational activities that require a business license also require an environmental assessment. The preparation and submission of information for an assessment is required from new operators, or from operators who are planning to undertake new activities beyond the scope of their originally approved business proposals. The *YESA Act* process fulfills the environmental assessment requirement for Kluane and Vuntut National Parks.

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<sup>1</sup> Adapted from the 1996 Banff-Bow Valley: At the Crossroads Summary Report





4. A business licence does not grant the licensee future rights or privileges. **Guide and outfitting opportunities are allocated on a yearly basis and the number of trips allocated to licenced operators, can change from one year to the next.** Land claim agreements can/may provide for business licence/permits, rights of first refusal, quota entitlements, and/or exclusive opportunities for certain business operations.
5. Non-licenced outfitted and/or guided trips should be participatory in nature. Trip preparation (including logistics, food purchase, equipment assembly, transportation and vehicle shuttle etc.) and conduct of the trip (including food preparation, camp set up etc.) **must be shared by all members of the group.** Collecting a set fee (monetary compensation), payable to an individual, group, or organization for conducting, leading, or guiding an unlicensed trip is prohibited. The trip permittee should delegate responsibility (financial and other wise) for various aspects of the trip preparation and conduct.
6. It is the responsibility of commercial operators and guides to keep themselves informed of Parks Canada's policies, procedures and fee schedules etc. Parks Canada will endeavour to hold or attend annual commercial operators meetings (i.e., WTA AGM, Alsek Operators, Chilkoote Operators) to assist operators and guides in keeping informed of changing policies, procedures and fees etc.
7. Unless otherwise easily obtained, licenced operators be they aircraft, outfitters, park activity operators are expected to prepare and submit a season ending summary of the number of business trips made into the park/site, the location of these trips, the number of clients taken, indications or any resource impact or operational concerns, and/or other relevant information that will be useful in managing the park/sites.
8. The Yukon Field Unit's licencing procedures will have to be dynamic to be successful. An annual fall review and update will take place to ensure the licencing process is current and relevant for all parties.

## OUTFITTING LICENCE REQUIREMENTS

1. Outfitter definition: businesses which provide or furnish clients with required equipment, food, clothing and/or gear etc. in order that they might participate in an offered guided day or overnight outdoor activity. Outfitting categories include: angler, hiking, horse and/or llama, dog sled, boating (canoe, raft, kayak, etc.), and mountaineering. Operators providing these services must obtain and possess an outfitter's licence.
2. Before obtaining an outfitting licence, the operator must first complete the attached Business Plan - Licence Application Form. This form is used to evaluate new business plan proposals and/or changes to approved business plans.
3. On the Chilkoote Trail National Historic Site, visitor use is limited to 50 hikers a day entering Canada. Commercial and non-profit trips are allocated according to the "Trip Scheduling Guidelines for Licenced Chilkoote Trail Operators". This document is available from Parks Canada upon request.
4. In Kluane, with the exception of the rafting operators, we have not put restrictions on the number of licenced trips that can take place. We are finding however, that there are more and more companies requesting outfitting licenses. It may be necessary to limit the number of licences and trip permits, and/or to move towards concession type arrangements for outfitters and guides at some point in the future. As an interim measure we are working with new and existing operators and requesting they schedule their trips to minimize crowding and resource impact concerns, and to help ensure a quality visitor experience for all hikers, mountaineers, etc.





## GENERAL GUIDE LICENCE REQUIREMENTS

1. Guide Definition: Individual who provides guiding services in natural/cultural areas of interest or provides local knowledge, technical skill and leadership to allow clients to participate in various day or overnight outdoor activities. Guide categories include: mountaineering, skiing, fishing, rafting, dog sledding, hiking, horse riding and boating. Individuals providing these services must obtain and possess the appropriate guide licence.
2. Guides who provide or furnish clients with required equipment, food, clothing and/or gear etc. in order that they might participate in an offered guided day or overnight outdoor activity must obtain and possess an outfitter's licence (refer to preceding section), or be an employee of a business licenced to outfit in a Yukon Field Unit National Park and/or Historic Site.
3. Guides must first complete the attached Guide Application Form. This form is used to verify a new guide applicant's competency and qualifications. Operators and guides are responsible for ensuring guides keep their competency and qualifications current for subsequent guide permit renewals. Parks Canada can and will ask for documented proof of qualifications from time to time i.e., first aid certification.
4. Once a guide permit wallet card has been issued it must be carried at all times and present it to a park officer upon request if and when asked for verification of leading a licensed operator trip.
5. Employment and Immigration Canada has indicated that if non-resident non-Canadian guides do not accompany the guided group to and from Canada (i.e., if they are simply meeting up with the group in Canada), then they will need to obtain an employment authorization with CEC validation ([www.cic.gc.ca](http://www.cic.gc.ca)). The employment authorization must be obtained before arriving in Canada from a Canadian visa office at a Canadian Embassy. The Immigration Officer in Whitehorse can be reached at Canada Immigration Centre, Suite 215 - 300 Main Street, Whitehorse, YT Y1A 2B5 (phone 888-242-2100).

## GUIDE COMPETENCY AND QUALIFICATION CHECKLIST

All outdoor business activities pose an element of risk to clients or other park visitors. A high degree of leadership and self-reliance is required by guides to conduct trips safely. **Please note that we recommend a maximum client/guide ratio of 6:1.** Park operators must verify (on attached Guide Application Form) that their employees possess the necessary knowledge, skills and abilities to competently provide for the needs of the client. **The Guide Application Form must be completed prior to a guide obtaining (or renewing) their licence from Parks Canada.** Operators must confirm (i.e., sign off) their guides have competency (i.e., knowledge, skills and/or abilities) and qualifications in each of the following areas:

1. Pre-trip and daily group planning.
2. Crisis management and hazard assessment.
3. Ability to detect and correct skill deficiencies and weaknesses of clients, and to adapt programs so that all trip members are able to have an enjoyable experience.
4. Safety and survival knowledge, skills and abilities.
5. A valid St. John Ambulance Standard First Aid and CPR certification (or equivalency).
6. Maintenance and repair of related equipment.
7. Animal hazards, i.e., bear safety.
8. Map and compass use and/or route finding.
9. Site specific trail and/or route selection and description
10. 18 Years of Age





11. Environmental practices, minimal impact camping and sanitation.
12. Search and rescue skills and abilities consistent with the business activity being conducted.
13. Site specific natural, cultural and historical information.
14. Awareness and familiarity of site specific Park Policies, Management Guidelines, Restricted Activities, and/or regulations.
15. Alsek River guides must have run the Alsek at least once, prior to obtaining their licence.
16. Mountain guides (Mountaineering, climbing, skiing, etc.) must have an IFMGA/IVBV/UIAGM Mountain Guide certificate. An ACMG Mountain Guide Certificate is equivalent.

Competency qualification standards will evolve commensurate with the standards-of-care adopted by the Wilderness Tourism Industry.

### **PARK ACTIVITY LICENCE**

Park Activity Definition: Business activities that offer to coordinate, lead, guide, or support clients in their pursuit of various outdoor activities which do not fit into other licence categories. These businesses primarily provide clients the opportunity to sightsee and view natural/cultural attractions and park/site landscapes. The business services generally require a minimal degree of physical participation and as such can depend to a larger degree on motorised transport. These activities maybe multi or single day trips and occur primarily on park built trails and/or roads. Aircraft companies providing access services to clients to/from the Kluane must obtain this type of business licence. Other examples of business activities included in this category are: scuba diving, mountain biking, motor tours, photography etc.

These operators must fill out the attached Business Plan - Licence Application form and detail their specific business operations proposal.

### **LICENCE FEES:**

- Guide licence \$7.80 (for each park/site)
- Outfitter licence \$196.20 (for park/site)
- Outfitter licence \$246.20 (for 2 parks/sites)
- Park Activity Licence \$58.80
- Aircraft licence \$58.80; \$73.80 (2 parks/sites); \$88.80 (3 parks/sites)
- Other (contact Park)

### **GUIDE CATEGORIES:**

- Hiking and Boating Guide
- Rafting Guide
- Horse Guide
- Ski Guide
- Mountain Guide
- Fish Guide

Kluane only Business proposals, applications and payments are to be submitted to:

Kluane National Park and Reserve – Parks Canada  
 P.O. Box 5495  
 Haines Junction, Yukon, Y0B 1L0  
 Phone: 867-634-7250 Fax: 867-634-7208  
 Kluane.info@pc.gc.ca

All other Business proposals, applications and payments are to be submitted to:

Parks Canada Agency  
 Room 205, 300 Main Street  
 Whitehorse, Yukon, Y1A 2B5  
 Phone: 867-667-3910 Fax: 867-393-6701  
 Whitehorse.info@pc.gc.ca

