

Commercial Trail Riding Applicant Information and Instructions

A Commercial Trail Riding (CTR) Annual Permit from Alberta Environment and Parks (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 or recreation area. In the interest of providing greater commercial certainty, Parks Division may consider providing a CTR 5 Year Letter of Commitment to an Operator in certain circumstances. If a CTR 5 Year Letter of Commitment is provided to an Operator, CTR Operations must still apply for annual renewal of CTR Annual Permits.

Permit applications with attachments (fees, insurance, CTR End of Season Summary of Operations, etc.) must be submitted at least 90 days prior to the desired start date.

CTR Annual Permit:

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

Complete the CTR Annual Permit Application (Appendix B) in full. Ensure that you include specific location sites (i.e., trail names) and check the appropriate line in the Fee Schedule (Appendix C).

Please note: For straight renewals with minor changes, (e.g., adding or subtracting trails from previous year) please indicate renewal and only add the changes to the CTR Annual Permit Application Form (Appendix B).

In addition to completing the CTR Annual Permit Application, an applicant who is applying for the first time for a Commercial Trail Riding Annual Permit on lands in the Parks system must provide proof of:

- Ownership or leasing of sufficient number of horses and equipment for the trail riding operation, and
- The applicant has 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
- It is recommended that Operators follow the 2011 Minimum Standards and Best Practices For Trail Riding Document developed by the Alberta Outfitters Association

2. Fees (Appendix C):

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

Fees will be determined by the requested length of the permit. The Federal Goods and Services Tax (GST) will be applied to all fees.

3. Liability and Insurance Requirements:

The Operator shall, at its own expense and without limiting its liabilities herein, insure its operations under a contract of general liability insurance, in accordance with the Alberta Insurance Act, in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal

injury and property damage including loss of use thereof *and shall not exclude injury to participants.*

The Operator shall provide Parks Division with acceptable evidence of all required insurance with the CTR Annual Permit Application (Certificate of Insurance Form completed by the Insurance Company), and shall promptly provide Parks Division with a certified true copy of each policy upon request. All required insurance, except automobile liability, shall be endorsed to provide Parks Division with 30 days advance written notice of cancellation.

The Operator and the Operator's subcontractors shall have Workers Compensation coverage, when the Workers' Compensation Act applies, and, if applicable, shall upon demand by Parks Division deliver to Parks Division a certificate from the Workers' Compensation Board showing that the Operator and the Operator's subcontractors are registered and in good standing with the Workers' Compensation Board.

4. Certification Requirements:

A Commercial Trail Riding Annual Permit issued by Parks Division requires that guides and instructors are to be qualified 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 current and up-to-date certifications for First Aid for all guides must be submitted with your application, prior to a permit being issued. It is recommended that CTR Operators conform to the standards set by the Alberta Outfitters Association Minimum Standards and Best Practices for Trail Riding.

5. Signatures:

Please Note: Your application will be reviewed by Parks Division. If approved, you will be provided with a copy of the permit for review and signature, which must be returned to the issuing Regional Coordinator. Please sign (unsigned permit) and return permit to the appropriate regional office. The Permit is not valid until it is signed by Parks Division. A copy of the permit with both signatures will be returned to the Operator.

6. CTR End of Season Summary of Operations (Appendix D):

Parks Division requires Operators to submit a CTR End of Season Summary of Operations report by **December 31** of the permit year. Parks Division must have the previous CTR End of Season Summary of Operations before a new permit will be issued or reviewed. Individual activities, locations and numbers of stock, clients and staff must be identified for each day (one line per day) that you operate.

7. CTR Annual Permit Application – Renewal

To renew your CTR Annual Permit, complete the CTR Annual Permit Application (Appendix B) and submit at least 90 days prior to your requested start date. Your operations and any other related activities will then be reviewed to ensure that they were consistent with the terms and conditions of this agreement, your CTR Annual Permit and all other relevant authorizations from the preceding year. If our review confirms satisfactory performance, a new CTR Annual Permit and other necessary authorizations may be issued to you for the next operating season.

8. Expiry or Amendments of CTR Annual Permits:

No expiry notice will be sent out to Operators.

Changes to permit locations and activities will only be considered during your CTR Annual Permit renewal.

The expiry date for all permits will be **March 31** of the following year unless otherwise specified. No permit will be issued for a period exceeding twelve months or the term of your liability insurance policy.

Please forward your CTR Annual Permit application, fees, insurance, certification requirements and CTR End of Season Summary of Operations to your regional CTR coordinator (Appendix F).

CTR 5 Year Letter of Commitment:

In the interest of providing greater commercial certainty, Parks Division may consider providing a CTR 5 Year Letter of Commitment in certain circumstances. Renewal of the CTR Annual Permit is still required by any CTR Operator under a CTR 5 Year Letter of Commitment.

To be considered for a CTR 5 Year Letter of Commitment, CTR Operators must meet all requirements identified in the Commercial Trail Riding Permit Terms and Conditions (Appendix G), and demonstrate satisfactory performance the preceding 3 years before a CTR 5 Year Commitment is considered. In addition, the CTR Operator s must submit:

- A CTR 5 Year Operating Plan (Appendix E) in a form and manner acceptable to Parks Division
- A CTR End of Season Summary of Operations (Appendix D). This must be completed on an annual basis for each year of the five year commitment, by the dates specified.
- Current Certificate of Insurance (endorsed to provide Parks Division with 30 days advance written notice of cancellation)
- Valid First Aid certificate for all guides the upcoming year
- Submit the annual fee if not paid for in advance

1. Renewing CTR Annual Permits under a CTR 5 Year Letter of Commitment:

CTR Operators must still apply for annual renewal of CTR Annual Permits under a CTR 5 Year Letter of Commitment.

On or before December 31 of each year in the term of the CTR 5 Year Commitment, the Operator must submit:

- CTR End of Season Summary of Operations (Appendix D) of its operations and activities on Park lands
- CTR Annual Permit Application (Appendix B)
- Written notification setting out any significant changes or deviations from the CTR 5 Year Operating Plan (Appendix E)
- Current Certificate of Insurance (endorsed to provide the Department with 30 days advance written notice of cancellation)
- Valid First Aid certificate for all guides for the upcoming year
- The annual fee if not paid for in advance

2. Requirements and Renewal Process for a Renewed CTR 5 Year Letter of Commitment:

The CTR Operator may at any time during the last 2 years of the 5 year commitment apply for a renewed CTR 5 Year Letter of Commitment, for an additional 5 years if the CTR Operator has conducted operations in a manner satisfactory to Parks Division during the 3 preceding years. If a new 5 Year Letter of Commitment is granted during the 4th or 5th year, the previous CTR 5 Year Letter of Commitment will expire, and a renewed CTR 5 Year Letter of Commitment will begin.