



## GULF ISLANDS NATIONAL PARK RESERVE BUSINESS LICENSING APPLICATION PROCESS

### INTRODUCTION

The enclosed documents will guide you through the application process for an Interim Business Licence to operate your business within Gulf Islands National Park Reserve. This package includes:

- Background information about the business licensing process
- Application form including terms and conditions
- Insurance information and indemnification
- Trip Log and website information request forms
- Checklist to ensure that you have completed all the necessary steps to ensure trouble-free processing of your application

**Business operators are requested to submit their business licence application by no later than March 31. You will be notified within 30 days of receipt of your application as to whether or not it has been approved.**

Upon approval of your application, your business will appear on our approved list of park operators posted on the park reserve's website. This listing will assist potential park reserve visitors in their trip-planning, as well as providing your business with profile as a Parks Canada-approved service provider. When your license application is approved, you will be sent your business licence – it is important that you ensure to provide a copy of the licence to your staff since they are expected to have it with them while out in the park reserve so that Parks Canada staff can easily verify that you are a licensed operator. An orientation powerpoint presentation will also be sent to you electronically which provides information about the park reserve as well as guidelines and regulations that operators should be respecting under their licence. Under the *General Terms and Conditions* of your business license, you will be responsible for ensuring that all members of your staff have viewed the orientation presentation prior to your operating season in order to ensure that your staff are aware of and fully understand current park management guidelines.

We appreciate your cooperation and support, and look forward to working with you.

Please note that all applications and details arising from them will be held in strictest confidence, subject to any legal or policy obligations to disclose this information. Should you have any questions regarding the application process, please feel free to contact the office at 250-654-4000 or by e-mail at [gulf.islands@pc.gc.ca](mailto:gulf.islands@pc.gc.ca).



## GENERAL INFORMATION

Commercial tour operators operating within a national park are required to obtain a Parks Canada business licence. Through business licensing, Parks Canada can ensure protection of ecosystems and cultural features, a positive visitor experience, public safety and consistency and fairness for commercial operators. The business licensing implementation process is a phased-in process that begins with the official establishment of a national park. It involves background research on industry standards, assessment of whether or not an activity/business is appropriate within the national park, and extensive consultation with commercial operators, industry associations and specialists in a variety of fields.

Many tour operators providing services within Parks Canada's two other national park reserves on the BC coast (Gwaii Haanas NPR and Pacific Rim NPR) will be familiar with this approach to the implementation of business licensing. To the degree possible, Gulf Islands NPR has adopted the activity and guide certification standards already in use by those national park reserves, with adjustments made for the classification of waters and other considerations. Commercial operators will require the following:

- Proof of first aid certifications for their staff operating in the park.
- Proof that all marine vessels are adhering to Transport Canada's standards.
- All operators and their staff must view the orientation package, which will be included with the permit.
- All kayak guides must show proof of certification as day guides or assistant lead guides as a minimum, depending on their operations.
- All operators must provide trip logs to Parks Canada, as a condition of their license. (The information gathered from these logs will help us to assess cumulative impacts of visitor use at specific sites, ensure protection of ecologically and culturally sensitive areas, determine if there is over-crowding at various locations in the park reserve that may affect the quality of your clients' experience in the park reserve and/or that of other users, and will also provide market information that will help us better target our promotional efforts.)

The purpose of issuing a business license is to ensure that commercial activities occurring in Canada's national parks are done in a manner that is consistent with the Canada *National Parks Act* and that the goals and objectives set out in the park reserve's guiding management documents. The definition of a business is "*any trade, industry, employment, occupation, activity or special event carried on for profit, fund raising or commercial promotion in a park, and includes a business operated by a charitable organization*". (National Parks of Canada Businesses Regulations)

### Business licenses are:

- Non-transferable by sale or assignment to another individual or company
- For the use of the applicant specified in the license
- Issued on the basis that the license holder accepts the terms and conditions of the business license
- Issued for the business year (April 1<sup>st</sup> to March 31<sup>st</sup>)
- Issued consistent with the provisions of one or more of the following:
  - *Canada National Parks Act* and regulations made thereunder
  - Gulf Islands National Park Reserve Interim Management Guidelines
  - *Federal Real Property and Federal Immovables Act*

### Business licenses do NOT:

- Assign exclusive use of an area unless specifically noted
- Grant any rights or privileges in any other national park

**Business licenses may be:**

- Suspended or revoked in cases where a licensee or their employees fail to comply with the terms and conditions of the license
- Reinstated when the cause of the suspension has been remedied and/or a new application has been completed and approved by the park superintendent
- Limited to a specific area of the park

**Business license renewal:**

- Is not guaranteed
- Requires completion of an application to renew the business license, preferably by March 31
- Requires payment of applicable fees
- Requires compliance with business license terms and conditions (including insurance coverage)



**FORM A**  
**Gulf Islands National Park Reserve**  
**Business Licence Application**

Year \_\_\_\_ / \_\_\_\_

**COMPANY INFORMATION**

☐ **NEW APPLICANT**

☐ **PREVIOUS LICENCE HOLDER**

Company or Organization Name

Address

City

Province

Postal Code

Phone

Fax

Cell

Email

Website

**PRINCIPALS OF COMPANY/ORGANIZATION**

1.

First Name

Last Name

Title

Phone

Fax

Email

2.

First Name

Last Name

Title

Phone

Fax

Email

3.

First Name

Last Name

Title

Phone

Fax

Email

<b>ACTIVITIES</b> <i>(Please check all that apply)</i>
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<input type="checkbox"/> Hiking	<input type="checkbox"/> Kayak Mothershipping	<input type="checkbox"/> Commercial Bus Tour
<input type="checkbox"/> Cycling *	<input type="checkbox"/> Boat Tours/Charters (shore landing)	Passenger Capacity_____
<input type="checkbox"/> Camping	<input type="checkbox"/> Boat Tours (no shore landing)	<input type="checkbox"/> Arts and Culture Tours
<input type="checkbox"/> Picnicking	<input type="checkbox"/> Water Taxi (See #4 in Form B)	<input type="checkbox"/> First Nations Cultural Experience
<input type="checkbox"/> Kayak Tours	<input type="checkbox"/> Whale-watching	<input type="checkbox"/> Scuba Diving
<input type="checkbox"/> other (please specify):	_____	

*\* No bicycles are allowed on park trails. Cycling in the park refers only to bicycle touring on park reserve roads.*

Mode of access into park (circle all that apply): Passenger Vehicle, Bus, Bikes, Kayaks, Marine Vessel, Walking, Sidney Spit Ferry

Did you have a business licence for this area last year?

YES / NO

**If yes:**

How many clients did you take into the park area last year?

\_\_\_\_\_

How many trips into the park did you make last year?

\_\_\_\_\_

**If no:**

How many clients are you proposing to take into the park area this year?

\_\_\_\_\_

Do you intend to provide interpretation of First Nations culture as part of your activities? Yes/No

If yes, it is highly recommended that you hire interpreters from local First Nations in order to provide your clients with an authentic “voice” and experience. Contact the GINPR office for contact information for First Nations that have ties to the southern Gulf Islands.

Please attach photocopies of the following:

- Any current business license issued by another national park
- Signed Indemnification form (Form C)
- Proof of third party liability insurance, naming Her Majesty the Queen in Right of Canada as insured (sample -Form D)
- Valid Transport Canada certification for any passenger vessels that will be registered for use by the business while operating in Gulf Islands National Park Reserve
- Copies of guide or operator First aid certifications
- Copies of kayak guide certifications through SKGABC, CFOKE, ACSKG or NOLS (United States)

If you had a GINPR business license last year, you must also submit a completed “Form F: Trip Log” for the previous year.

**TYPE AND DESCRIPTION OF EQUIPMENT**

(e.g. vessels or vehicles and their capacities, safety equipment, etc. Attach separate sheet if necessary.)

**SUMMARY OF SKILLS/CERTIFICATIONS/EXPERIENCE OF STAFF**

Please attach information for each staff member who will be supplying the service to the public. This should include copies of any first aid certifications, guiding certifications, boats operations competencies/tickets, specialized education/experience related to the services being provided, etc. For staff you will be hiring after your business license has been granted, you must submit their qualifications for approval prior to their providing services in Gulf Islands National Park Reserve.

Employee #1 Name: \_\_\_\_\_

Employee #2 Name: \_\_\_\_\_

Employee #3 Name: \_\_\_\_\_

Employee #4 Name: \_\_\_\_\_

Employee #5 Name: \_\_\_\_\_

Employee #6 Name: \_\_\_\_\_

Employee #7 Name: \_\_\_\_\_

Employee #8 Name: \_\_\_\_\_

Employee #9 Name: \_\_\_\_\_

Employee #10 Name: \_\_\_\_\_

**IN WHAT AREAS OF GULF ISLANDS NATIONAL PARK RESERVE ARE YOU PLANNING ON PROVIDING SERVICES/CONDUCTING YOUR ACTIVITIES? Please check all that apply.**

*NOTE: maximum overnight group size is 12; maximum day-use group size is 15. This applies at all locations except Sidney Spit, Winter Cove, Georgina Point and Roesland, where larger groups may be permitted with prior authorization. Any groups over 30 people require prior written permission from Parks Canada (**Maximum 50-60 depending on the location**). .*

*Greenburn Lake, Winter Cove, Mt. Warburton Pike, Russell Island, Roesland/Roe Lake, Bennett Bay, Tumbo Island, Dock Island, Georgina Point, East Point and Lot 65 (Little Samuel) are day-use only. Camping is permitted at designated sites only in all other areas of the park reserve.*

**South Pender**

- ☐ Greenburn Lake  
☐ Mt. Norman/Beaumont

**North Pender**

- ☐ Prior Centennial Campground  
☐ Roesland  
☐ Roe Lake

☐ **Prevost Island**

**Saturna Island and  
Adjacent Areas**

- ☐ East Point  
☐ Narvaez Bay/Monarch Head  
☐ Lyall Creek  
☐ Winter Cove  
☐ Mt. Warburton-Pike  
☐ Taylor Point (beach access)  
☐ Cabbage Island  
☐ Tumbo Island  
☐ Lot 65 (Little Samuel)

**Mayne Island**

- ☐ Bennett Bay  
☐ Georgina Point

**Inner Islands**

- ☐ Russell Island  
☐ Portland Island (Princess Margaret)  
☐ Shell Beach  
☐ Royal Cove  
☐ Arbutus Point  
☐ Princess Bay  
☐ Dock Island  
☐ Isle-de-Lis (Rum Island)  
☐ Sidney Spit  
☐ D'Arcy Island

**Vancouver Island**

- ☐ McDonald Campground

☐ My company operates only on the water, but will be traveling through the 200-metre submerged lands components of Gulf Islands NPR in the following areas:

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**I wish to apply for a one-year Business License to operate within Gulf Islands National Park Reserve. I attest that the information that I have included in this application for a business license to operate in Gulf Islands National Park Reserve is accurate.**

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**FORM B**  
**TERMS AND CONDITIONS**  
**Gulf Islands National Park Reserve Business Licence**

Business Name \_\_\_\_\_ Year \_\_\_\_\_ / \_\_\_\_\_

The Applicant is subject to the following terms and conditions:

1. The Licensee, and clients will comply with the **Canada National Parks Act**, its regulations, and all applicable acts, regulations and policies.
2. Guides, Assistant Guides and operator staff will be certified to the appropriate first aid levels based on type of activity: Wilderness first aid or standard first aid in accordance with Guide standards; Standard first aid as a minimum for vessel operators.
3. While in Gulf islands National Park Reserve, all guides and staff of the licensee shall carry a copy of a valid business license, This must be shown to Parks Canada staff upon request.
4. The licensee is to ensure that all guides or clients have a radio or cell phone in good working order. If operating on the water, they should have access to the following marine channels: relevant Canadian Coast Guard frequencies; relevant Telus radiophone frequencies; relevant weather frequencies. **If clients or guides are transported by vessel and left on site, the operator must be available (30 minute maximum response time) to respond to radio or cell requests for assistance or pick-up.**
5. Through the duration of this business license, the Licensee will, at the sole expense of the Licensee, take out and maintain comprehensive general liability insurance in the amount of \$2 million (CDN). Such insurance will provide that the Licensee and Her Majesty the Queen in Right of Canada (hereafter referred to as "Her Majesty"), as additional Insured, are indemnified against all legal liability arising from the death of or injury to any person as well as the loss of or damage to any property, to the extent that liability for these things is connected with the Licensee's use of Gulf Islands National Park Reserve.
  - a. The Licensee's insurance will also provide that in the event of the death of or injury to an employee of one of the Insured under the policy by an event for which the other Insured is or may be liable, such insurance will indemnify the Insured against whom the claim is made or may be made in the same manner as if separate policies had been issued to each Insured.
  - b. The Licensee's insurance shall provide for cross liability, that is to say, that the insurance will indemnify each Insured in the same manner as though separate policies were issued in respect of any action brought against either of the Insured by the other Insured.
  - c. The Licensee's insurance will be issued in a form and by an insurance company or companies satisfactory to the Superintendent and will provide for a minimum of thirty (30) days notice by such company or companies to the Licensee and to Her Majesty of cancellation or amendment of such insurance. The Licensee will provide the Superintendent with the originals, duplicate originals or certified copies of the policies together with written proof, satisfactory to the Superintendent, that the premiums therefore are paid as they become due and payable.
6. The Superintendent, Gulf Islands National Park Reserve may on occasion close an area of the park reserve to public use or transit for public safety or resource management purposes. No person may enter a designated closed area of Gulf Islands National Park Reserve without the written permission of the Superintendent.

7. Subcontracting of services is not permitted. Only the Licensee and their employees may provide services under the business license and only with the vessels approved in the business license application. If a substitute vessel or guide is required, a request for the substitution must be submitted to the Superintendent along with all necessary certification. The substitution is not approved by the Superintendent until the operator receives written confirmation thereof.
8. This business licence expires on **March 31**, \_\_\_\_\_. No automatic expectation of future licensing is implied by this permit.
9. Camping is permitted at designated sites only. Maximum overnight group size is 12; maximum day-use group size is 15. This applies at all locations except Sidney Spit, Winter Cove, East Point, Georgina Point, and Roesland, where larger groups may be permitted with prior authorization. Any groups over 30 people require prior written permission from Parks **(Maximum 50-60 depending on the location)**. Greenburn Lake, Winter Cove, Mt. Warburton Pike, Russell Island, Roesland/Roe Lake, Bennett Bay, Tumbo Island, Dock Island, Georgina Point, East Point and Lot 65 (Little Samuel) are day-use only.
10. Groups are required to practice low impact camping and visitation activities in designated areas only. Stay on designated trails. Garbage must be packed out (not buried). Refer to the guidelines at [www.leavenotrace.ca](http://www.leavenotrace.ca).
11. The operator must submit a trip log (Form F) with their application for the following year's business license.
12. The operator must ensure that clients are oriented and aware of Parks Canada regulations and policies associated with the location of use within the park reserve. Parks Canada will include an orientation presentation with your license. It is a requirement for all operators and guides to view this presentation.
13. The operator staff must inform Parks Canada immediately of any public safety concerns or violations observed within the park reserve.
14. The operator and their staff shall provide all requested information to Parks Canada staff as required and operators are not to impede Parks Canada staff in their normal operations (e.g. use of park staff designated facilities).
15. The operator must ensure guides and clients respect other park reserve users and do not impede enjoyment or access to the park reserve.
16. Guides, the licensee's staff and clients must register and pay for all user fees in effect.
17. Fires are not permitted in the Gulf Islands National Park Reserve except in designated fire rings at McDonald and Prior Centennial campgrounds (the use of CSA approved propane fire rings also allowable at these locations) except during fire bans imposed during periods of Extreme fire danger. When such bans are in effect, they will be posted on the park reserve's website.
18. All vehicles and vessels utilized in the park are to be properly registered and insured, and the operators are to be certified to Transport Canada and the Province of British Columbia standards. Vehicles and vessels are to be operated in designated areas only, utilizing designated facilities.
19. Access is **prohibited** to all islets within the park reserve, as well as to Brackman Island and Georgeson Island. Limited shoreline access is provided on Dock Islet and Lot 65 (Little Samuel) near Samuel Island. For information on these limited access locations, please contact Parks Canada staff.
20. Due to exclusive contract rights won by bid for ferry service to Sidney Island (Alpine Ferry Service), all other operators to Sidney Island providing a transportation service are subject to **obtaining written authorization from Alpine to operate to Sidney Island only during the period outside of the Alpine Ferry operating season (Sept 7 to May 14)**. During Alpine's operating season (May 15th to Sept 6th), operators may not go to Sidney Island under any circumstances (or outside their operating hours) unless they are able to show a letter of permission from Alpine Ferries which expressly permits you to do so.

21. Operators should be aware that Sidney Island is closed to the public to accommodate FN hunting and gathering between November 1st and the end of February each year.
22. First Nations interpretation should be provided by First Nations only.
23. The superintendent may suspend or revoke this business license immediately without notice to the Applicant if in the superintendent's absolute discretion the Applicant is not in compliance with these terms and conditions.

**I agree to the above Terms and Conditions:**

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Name of Applicant (please print)

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Company Name (please print)

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Applicant's Signature

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Date



**FORM C**  
**INDEMNIFICATION**  
**Gulf Islands National Park Reserve**  
**Business License**

You are required to provide proof of third-party liability insurance policy for \$2 million prior to receiving your business license. The policy must satisfy the requirements listed below:

- Through the duration of this permit, the licensee will, at the sole expense of the licensee, take out and maintain comprehensive general liability insurance in the amount of \$2 million. Such insurance will provide that the licensee and Her Majesty the Queen in Right of Canada (hereafter referred to as "Her Majesty"), as additional insured, are indemnified against all legal liability arising from the death of or injury to any person as well as the loss of or damage to any property, to the extent that liability for these things arises out of the licensee's work, activities or negligence connected with the licensee's use of Gulf Islands National Park Reserve.
- The licensee's insurance will also provide that in the event of the death of or injury to an employee of one of the insured under the policy by an event for which the other insured is or may be liable, such insurance will indemnify the insured against whom the claim is made or may be made in the same manner as if separate policies had been issued to each insured.
- The licensee's insurance shall provide for cross liability, that is to say, that the insurance will indemnify each insured in the same manner as though separate policies were issued in respect of any action brought against either of the insureds by the other insured.
- The Licensee's insurance will be issued in a form and by an insurance company or companies satisfactory to the Superintendent and will provide for a minimum of thirty (30) days notice by such company or companies to the Licensee and to Her Majesty of cancellation or amendment of such insurance. The Licensee will provide the Superintendent with the originals, duplicate originals or certified copies of the policies together with written proof, satisfactory to the Superintendent, that the premiums therefore are paid as they become due and payable.

**INDEMNIFICATION CLAUSE** – Owner(s) of business to sign:

\_\_\_\_\_, shall at all times indemnify and save  
*(Name of company/business)*

harmless **HER MAJESTY THE QUEEN IN RIGHT OF CANADA** 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 **HER MAJESTY THE QUEEN IN RIGHT OF CANADA** by a third party as a result of or in connection with or arising out of the company's work or activities under this licence, or connected with the use and occupancy of Gulf Islands National Park Reserve by the company, including any negligence.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date



**FORM D**  
**INSURER'S CERTIFICATE OF INSURANCE**

(This is an **EXAMPLE ONLY** of certificate information required from your insurance company to Parks Canada to be submitted with your business licence. This is not to be used to replace insurer's certificate of insurance.)

**INSURER**

Name \_\_\_\_\_

Address \_\_\_\_\_

**BROKER**

Name \_\_\_\_\_

Address \_\_\_\_\_

**INSURED**

Name \_\_\_\_\_

Address \_\_\_\_\_

**ADDITIONAL INSURED**

Her Majesty the Queen in right of Canada as represented by  
Parks Canada Agency as represented by the Chief  
Executive Officer.

Parks Canada  
2220 Harbour Road  
Sidney BC  
V8L 2P6

This document certifies that the following policies of insurance are at present in force covering all operations of the Insured, in connection with the contract made between the named insured and Parks Canada Agency:

***POLICY***

Type	Number	Inception Date	Expiry Date	Limits of Liability	Deductible
Commercial General Liability					
Other					

Each of these policies includes coverages/provisions as specified in the Insurance Coverage Requirements in this document which form part of this contract and each policy has been endorsed to cover Her Majesty as an Additional Insured. The Insurer agrees to notify Her Majesty and the Licensee in writing 30 days prior to any material change in, or cancellation of any policy or coverage.

\_\_\_\_\_  
Name of Insurer's Officer or Authorized Employee

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ISSUANCE OF THIS CERTIFICATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF PARKS CANADA TO REQUEST AT ANY TIME DUPLICATE CERTIFIED COPIES OF SAID INSURANCE POLICIES.**





## FORM E

### Business Description for Website

Parks Canada will post information about your business on the park reserve's website once your business license has been approved. Please provide a brief (65 words maximum) description of the services your business offers. (Contact information for your business is in addition to the 65 words.)

**Business Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **FAX** \_\_\_\_\_

**Email** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Business Description/Service Offer:** (65 words maximum). Please note that in order to minimize workload, we limit this service to new operators as a one-time only service and reserve the right to make minor revisions to the text as needed. If there are any changes to your company's contact information, please note these above.

### Publications

If you would like to receive a supply of visitor guides to provide to your clients, please indicate the number you require below. (NOTE: All publications are available on the park reserve's website to view online or as a download.)

☐ No thank you

☐ Yes, please send me \_\_\_\_\_ copies of the Visitor Guide.

Other publications are also available:

☐ Yes, please send me \_\_\_\_\_ copies of the Summer Fun Guide (interpretation and events program guide).



# FORM F

## TRIP LOG

**BUSINESS NAME:** \_\_\_\_\_

YEAR:     /    

[illegible]

[illegible]

## TRIP LOG: Comments

**COMMENTS:** (e.g., Did you experience over-crowding at any location? Were there any problems with facilities? Significant wildlife sightings? Suggestions for improvements?)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# Gulf Islands National Park Reserve

## Interim Business Licensing Checklist

This application for an Interim Business License will only be processed if all necessary information has been included and **submitted to the park office by no later than March 31**. Please complete this checklist and send it along with your application.

	✓ or N/A
Application form completed and signed – Form A	
Copies of staff certifications - (we expect that not all certs will be available by March 31, please submit them as soon as you receive them from your staff)	
Terms and Conditions of Licence - Form B	
Indemnification - Form C	
Certificate of Insurance – Issued by insurance company (if faxed directly by insurer, please ensure that your business name is clearly stated on the certificate)	
Form E: Website listing information and request for publications (please indicate if your information differs from previous year)	
Copy of any current business licence issued by another national park	
Form F: Trip Log (must be submitted if you held a GINPR business licence the previous year):	
Proof of valid Transport Canada certification/registration for any passenger vessels	
Application Fee (\$60.00); cheque made payable to the Receiver General for Canada (Please send with licence application)	

Once completed, forward your application to:

**Gulf Islands National Park Reserve  
2220 Harbour Road  
Sidney, BC V8L 2P6**

OR

**Fax: 250-654-4014**