



## NEW BUSINESSES PART I - APPLICATION INSTRUCTIONS POINT PELEE NATIONAL PARK

Anyone wishing to operate a business in a national park in Canada is required to apply to Parks Canada for a business licence “Business” is defined as any trade, industry, employment, occupation, activity or special event carried on in a park or site or on Parks Canada-administered lands or waters outside of 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.

The following procedure is for **new** businesses wanting to operate in a national park. It is not applicable if you are seeking a replacement licence. A separate application form is available for this purpose. Please contact your local Parks Canada office for further information on this process.

### 1. How do I apply for a licence to conduct business in a national park?

- (a) Complete the business licence application in full. Detailed information is necessary for Parks Canada to conduct an accurate evaluation of your application. If sufficient details are not provided, we will be unable to approve your application.
- (b) Submit the completed business licence application form, including all requirements in the documentation checklist.
- (c) While payment is not required until a determination is made on your application, payment for each activity as outlined on page 3, item #4, will be payable prior to issuance of a business licence/.

Completed applications can be sent to:

**Meaghan Ruston**

Parks Canada / Government of Canada  
407 Monarch Lane, Leamington, ONT, N8H 3V4  
[meaghan.ruston@canada.ca](mailto:meaghan.ruston@canada.ca)

### 2. What is the process for review of my business licence application?

- (a) **Receipt of Application:** Parks Canada will review your submission for completion. Incomplete applications may be returned to you to provide further information or documentation.
- (b) **Review/Evaluation:** All applications will be evaluated and a recommendation for approval or denial will be forwarded to the Park Superintendent, who makes the final decision based on this recommendation. Further to Parks Canada [Service Standards](#) for business licence/permit applications, we will make every attempt possible to ensure you are advised of our decision within fifteen (15) working days of receipt of your application.

A successful application will:

- ✓ **Be consistent with the following legislation/documents:**
  - ✓ [Canada National Parks Act](#)

- ✓ Management Plan applicable to the park in which you are applying to conduct business (<https://www.pc.gc.ca/en/pn-np/on/pelee/info>)
- ✓ **Please provide any additional information you feel may be relevant in helping us to assess your application:**
  - ✓ Describe how the health and safety of your clients, other park users and park staff will be maintained, Please include a Covid-19 Safety Plan

**3. Field Unit Decision: you will be notified of the decision in the manner that you have indicated in Part II of the attached “New Businesses - Business Licence Application”**

- a) **If the business licence application is approved:** your business licence will be issued and become valid on receipt of payment. Any/all conditions imposed on the licence will be clearly defined and appended. The term of the licence cannot exceed one year and will expire on March 31, following the date of issuance. If, at any time during the term of your licence, the parameters under which you are operating your business change, such as sale or transfer of the business, change in name or location, change to the nature of the business, or additions to the business, you must inform Parks Canada immediately.
- b) **If the business licence is denied:** you will be advised, in writing, of the reason(s) for the decision in as timely a manner as possible.

**4. If my application is approved, what are the applicable fees for business licences?**

<input type="checkbox"/> Restaurant	<b>\$ 98.10</b>
<input type="checkbox"/> Photography	<b>\$ 58.80</b>
<input type="checkbox"/> Guide/ Hike Leader	<b>\$ 58.80</b>

**5. Who can I talk to if I have questions about applying for a business licence?**

Meaghan Ruston  
 Parks Canada / Government of Canada  
 407 Monarch Lane, Leamington, ONT, N8H 3V4  
[meaghan.ruston@canada.ca](mailto:meaghan.ruston@canada.ca)

NEW BUSINESSES  
PART II - BUSINESS LICENCE APPLICATION FOR  
POINT PELEE NATIONAL PARK

Proposed Start Date of Operation: (enter date)

**PART A: COMPANY/OPERATOR INFORMATION**

Legal Business Name:

Operating Name:

Business Owner Name:

Street Address:

Mailing Address:

E-Mail Address:

Website:

Phone:

Cell:

Fax:

**Preference for notification of decision (check one):** Mail  E-mail  Fax

**PART B: GENERAL INFORMATION: (if you require more space, please attach a detailed description to the application)**

Type of Business:

Detail of services and/or merchandise provided:

Indicate the area of the park where your business will be operating. Where a legal description is not available, a map may be required highlighting specific area(s) of operation for each park you are proposing to operate in:

Is your company the on-the-ground operator for a booking agent?  Yes  No  
If yes, please list the names of the booking agents here:

**PART C: DOCUMENTATION CHECKLIST**

Please enclose and check off *only* the documentation that is *applicable*

- \*Detailed business licence application outlining all proposed activities
- \*Proof of insurance - a minimum of \$2,000,000.00 per incident 3<sup>rd</sup> party liability insurance with “Her Majesty the Queen, in Right of Canada, as represented by the Minister of Environment for the purpose of the Parks Canada Agency” as an additional insured. If

you do not currently have insurance, we will accept a letter from your insurance carrier advising that the required coverage has been requested, and that a policy will be issued, pending approval of your business licence application. Proof of insurance will be required prior to business licence issuance.

**\*Copy of Certificate of Incorporation or Business Registration**

***For Food Truck Operators***

Food inspection documentation

**\*Indicates that documents *must* be included with your application. Failure to provide this information will deem your application as incomplete.**

**PART D: APPLICANT SIGNATURE**

**I HEREBY VERIFY AND CONFIRM** that all information provided is true and accurate, that I will comply with the business licensing conditions, and further, that I, \_\_\_\_\_, shall at all times indemnify and save harmless CANADA, Her Successors and assigns 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 CANADA, or which CANADA may sustain, pay or incur at the instance of a third party as a result of or in connection with or arising out of this licence or anything done or maintained hereunder, or arising out of the use and occupancy of Crown lands by the aforementioned.

**Applicant Signature:**

**Date:**

**GOVERNMENT OF CANADA PRIVACY NOTICE**

The Government of Canada is committed to respecting your privacy. All personal information created, held or collected by the Parks Canada Agency is protected under the federal [Privacy Act](#). This means that you will be informed of the purpose for which it is being collected and how to exercise your right of access to that information. You will be asked for your consent where appropriate.

<https://www.canada.ca/en/treasury-board-secretariat/topics/access-information-privacy.html>

**Office Use Only**

Date completed application and documentation received by Point Pelee National Park

NEW BUSINESSES  
PART III – DETERMINATION  
(Office use only)

Decision required by: (enter date)

<b>REVIEW TEAM RECOMMENDATION TO THE SUPERINTENDENT: (attach completed functional review template if required)</b>	
<input type="checkbox"/> <b>YES, issue business licence with general and specific terms and conditions</b>	
<input type="checkbox"/> <b>YES, issue business licence with general and specific terms and conditions with the following mitigations to also be addressed by proponent:</b>          	
<input type="checkbox"/> <b>Deny application based on the following rationale:</b>          	
<b>Field Unit Signature</b>	
<b>Date</b>	