



## TOURISM LICENSING IN THE NORTHWEST TERRITORIES

# *A Guide for Tourism Operators*





This Guide will help lead you through the licensing and renewal processes for your Tourism Operator Licence. While we hope that it will answer many of your questions, it is not an official legal document, and there is no guarantee that it will reflect all of the various legal processes involved in tourism licensing in the Northwest Territories.

It is in your best interest to rely on the *Tourism Act* (which can be found online at <http://www.justice.gov.nt.ca/PDF/ACTS/Tourism.pdf>) and the *Tourism Regulations* (at <http://www.justice.gov.nt.ca/PDF/REGS/TOURISM/Tourism.pdf>) when you are looking for further information about anything contained in this guide.

*The Government of the Northwest Territories disclaims any liability in negligence or otherwise for any loss or damage which may occur as a result of reliance upon the material contained in this Guide.*

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# Contents

Section 1: Tourism Act Overview	1
Section 2: The Application Process	2
2:1 Multi-Regional Licensing	7
2:2 The Consultation Process	8
2.3 Terms and Conditions	10
2:4 Refusal	11
2:5 Failure to Deliver Trips	13
Section 3: Renewal Process	15
Section 4: Amendments	16
Section 5: Transfers	17
Section 6: Responsibilities and Restrictions	18
Section 7: Suspension and Cancellation	19
Section 8: Appeals	20
Section 9: Tourism Special Management Areas	21
Section 10: Appendices	22
Contacts	
Application Flow Chart	
Application for a New Tourism Operator Licence	
Application for an Amendment to a Tourism Operators Licence	



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# Section 1: Tourism Overview

The *Tourism Act* and Regulations govern the tourism industry in the Northwest Territories and are administered by the Department of Industry, Tourism and Investment.

The Northwest Territories (NWT) has an active tourism industry. From its early roots, offering primarily fishing and hunting services, this industry has grown to include over 400 companies providing a broad array of direct visitor services. Many additional businesses such as gift shops and restaurants also serve both visitors and locals alike.

Today, the tourism industry association, NWT Tourism, is the Destination Marketing Organization for the NWT and delivers marketing programs on behalf of the Government of the Northwest Territories (GNWT). NWT Tourism's Vision Statement is to develop a dynamic partnership of industry and government in support of our vital, viable and sustainable industry by marketing tourism and providing support to tourism operators and communities in the NWT in a fair and equitable manner.

## **Terms Used in this Guidebook:**

### *Industry, Tourism and Investment (ITI):*

The GNWT Department of Industry, Tourism and Investment (ITI) develops and implements NWT tourism strategies with partners in the tourism industry. ITI supports and participates in global marketing of tourism, and develops, operates, and maintains public tourism facilities and parks infrastructure. The *Tourism Act* helps ITI fulfill this mission.

### *Tourism Act and Tourism Regulations:*

The *Tourism Act* and *Tourism Regulations* are the legislation that oversee the licensing of Tourism Operators in the NWT.

### *Licence Administrators:*

Licence Administrators are responsible for making decisions with respect to Tourism Operator Licences, such as reviewing licence applications, issuing licences, suspending or cancelling licences, and completing any required consultation processes. For the most part, ITI Regional Superintendents serve as Licence Administrators.

### *Regional Tourism Officers:*

Regional Tourism Officers deliver programs and services to NWT Tourism Operators on behalf of ITI. They are responsible for enforcing the *Tourism Act* and Regulations.

### *Tourism Operators:*

A Tourism Operator is a person who is licensed to offer guided commercial tourism activities in the NWT.

### *Tourism Operator Licence:*

A licence issued under the *Tourism Act* for guided commercial tourism activities.

The Licence Administrator and Regional Tourism Officers are available to guide you through the application process for your Tourism Operator Licence.

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# Section 2: The Application Process

## APPLICATION FOR A TOURISM OPERATOR LICENCE

### *Do I require a Tourism Operator Licence?*

If you offer **guided commercial tourism activities** in the NWT, you are a Tourism Operator according to the *Tourism Act*, and need a Tourism Operator Licence.

Eligibility requirements to hold a Tourism Operator Licence are outlined in the *Tourism Regulations*, which complement the *Tourism Act*. Criteria that will disqualify applicants are also described in the Regulations.

### *Services meeting these three criteria require a licence:*

**Guided:** a “guided” service means that the Tourism Operator, or someone that is employed by the Tourism Operator, has a certain level of control over clients as they carry out their activities.

**Commercial:** a “commercial” tourism activity is one in which the Tourism Operator accepts compensation in exchange for the activity offered.

**A Tourism Activity:** a “tourism activity” generally refers to a recreational or cultural activity designed specifically for visitors to an area.

#### **For example:**

- Taxi operators do not require a Tourism Operator Licence because their service meets only two of the three criteria: Guided and Commercial. They do not provide a Tourism Activity.
- Hotels do not require a Tourism Operator Licence because their services meet only two of the three criteria: Commercial and Tourism Activity. Room or equipments rentals are not guided activities.



**If you offer guided commercial tourism activities including tours and trips you will need a licence.**

### *How do I obtain a licence?*

- The first thing you need to do is complete a Tourism Operator Licence application form. You can download one from the ITI website (<http://www.iti.gov.nt.ca/tourismparks/tourismoperatorlicensing.shtml>) or get one from any ITI Regional office. You will also find one at the back of this Guide.
- Once you have completed your application form, you must submit it, along with the appropriate non-refundable fee (see page 9), to the Licence Administrator responsible for the main Region in which you hope to operate.

Note: The Licence Administrator will need to consult with Aboriginal organizations and existing Tourism Operators in your proposed area of operation. The Licence Administrator may also consult with other individuals or groups who may be impacted by your proposed activities. See Section 2.1 Consultation Process.

### ***What type of information will I need to complete my application?***

The more information you provide on your Tourism Operator Licence Application, the easier it is for the Licence Administrator to assess your application.

You should be prepared to provide:

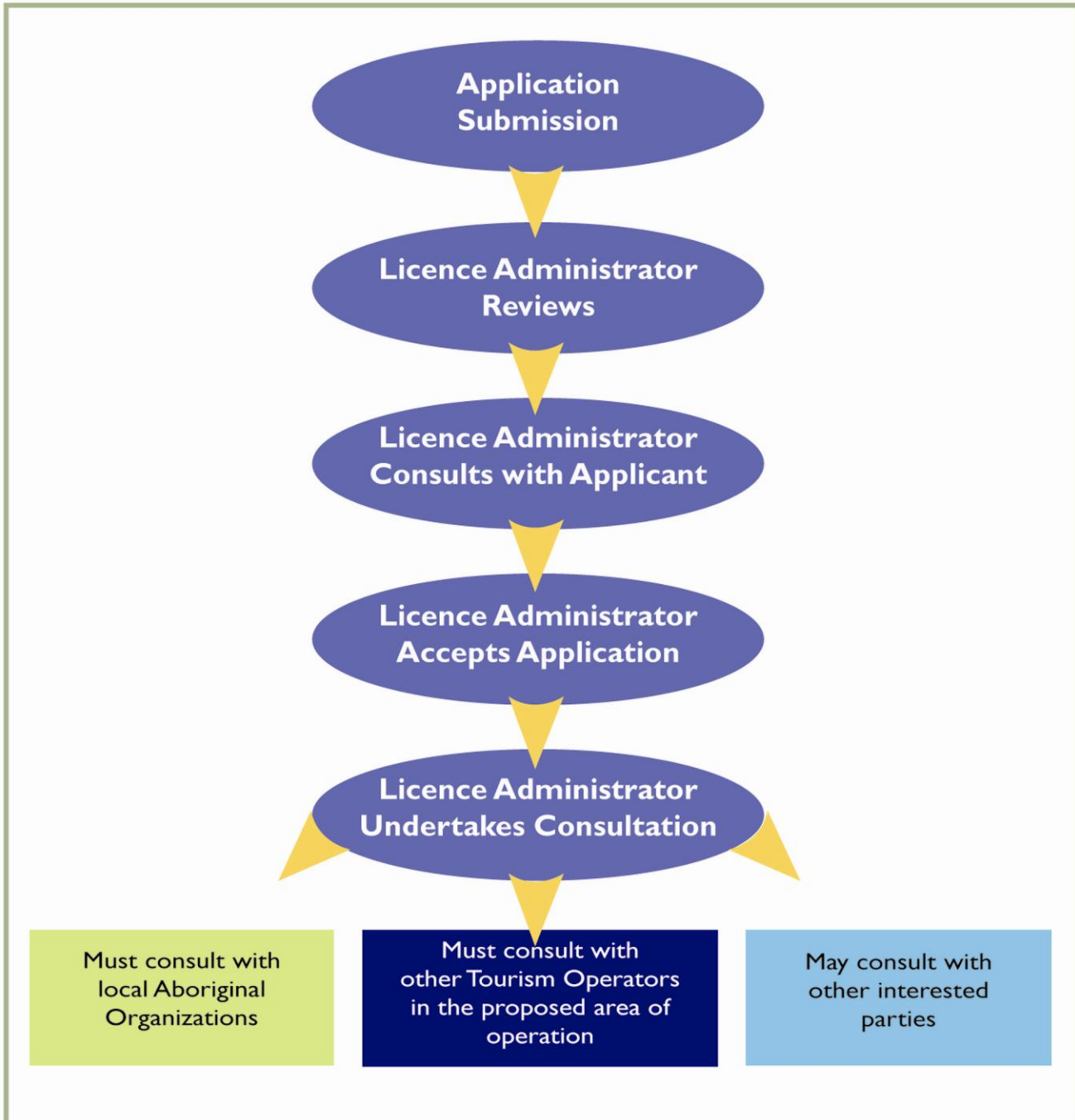
- The specific tourism activities you intend to provide;
- The exact location and time period in which each activity will take place. Coordinates, maps, the names of lakes and rivers, and other such information will all be helpful to the Licence Administrator;
- List of equipment that will be used in providing the tourism activity;
- Details of safety practices you will be incorporating in providing tourism activities;
- The full name of each of your guides and employees;
- Public liability insurance for at least \$1 million CDN. If you are not currently insured, you must provide written confirmation from your insurance company that you will be insured if your application is approved;
- A copy of your incorporation documents if your business operation is incorporated; and
- A declaration from you that you have other required licences. (For example, a Big Game Outfitter Licence or a Municipal Business Licence if these are required).

Tourism staff from the ITI Office in your Region are available to help you complete the application process properly. This may involve:

- Ensuring your application meets the requirements of the *Tourism Act* and Regulations.
- Advising you on how to improve the application. (For example, how to describe your proposed area of operation.)
- Guiding you through the consultation process or explaining any modifications required on your application.

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# The Application Process



## THE ISSUING OF A LICENCE

When the application process is complete (including the consultation process – see Page 10), the Licence Administrator will notify the applicant that:

- **A licence will be issued** if the Licence Administrator is satisfied that the applicant is eligible to hold the licence, that the proposed activities are reasonably safe and will not have a negative impact on the environment. Furthermore, the Licence Administrator will need to be satisfied that the proposed activity will not unreasonably conflict with the activities of existing Tourism Operators in the area or interfere with the traditional or current use of the proposed area of operation, including traditional Aboriginal use.
- **An application will be denied** if any of the above criteria are not met. An application may also be denied if the applicant or any of his or her officers or employees has been convicted of offences under the *Tourism Act* and Regulations or any other NWT or Canadian Acts and Regulations respecting the use or possession of firearms or governing fish, wildlife, the environment or a species at risk.
- If the Licence Administrator feels that an application should be refused, the Licence Administrator will give notice of intent to refuse the application. The applicant will then have 30 days to respond in writing. The Licence Administrator will then make a final decision about issuance of the licence within 15 days.

Once your application is approved by the Licence Administrator, your Tourism Operator Licence will be issued in two parts. A Tourism Operator Licence is incomplete without both Parts A and B.

**Part A** is a certificate for you to display in your place of business (see Appendix 11-2 Forms).

**Part B** outlines the detailed information specific to your licence. It includes the activities for which you are licensed, the area(s) in which you may conduct them, your operating season, equipment used, names of guides, etc. (See Appendix 11-2 Forms).

### ***How long will my licence be good for?***

- Unless it is cancelled or suspended, a licence is valid until March 31 following its date of issue.

### ***Will I need to renew my licence?***

- Your licence must be renewed annually. You cannot place your licence on hold for a year. Section 3 of this Guide outlines the renewal process.

### ***What are the application costs?***

The application fees differ depending on what the application is for.

AMOUNT	APPLICATION
\$500	New Licence
\$300	Significant Amendment to Licence
\$150	Renewal of Licence
\$0	Insignificant Amendment to Licence

Fee Payment

(a) In Cash to the Licence Administrator.  
(b) By Cheque, Money Order or Credit Card Payable to the Government of the Northwest Territories

***Please note that the application fee is for processing an application and not for the licence itself. This means the fee is non-refundable, even if the application fails to receive approval.***

### ***What is a Significant Amendment?***

A significant amendment is a major change to the area you operate in or the activities you offer.

A clear example of a significant change would be if you offer snowshoeing trips in the winter and want to begin offering canoe trips in the summer.

Your ITI Licence Administrator or Regional Tourism Officer can help you determine whether a proposed change is significant and will require a fee.

### ***What is an Insignificant Amendment?***

If you offer snowshoeing trips in an area and wish to add a cross-country skiing component in the same area, this would be an insignificant change and no fee is required.

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## Section 2:1: Multi-Regional Licensing

There are some tourism operators who offer guided tours in more than one region. Once you send in your application to your regional Administrator, he/she will be responsible for contacting the other regions.

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### Renewal

If this is a renewal application and you have been licensed by the other region(s) the year before and there are no changes, the other Administrator will contact the lead region to give approval.

The lead Administrator can then issue the Tourism Operator License on behalf of the other region(s).

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### New Application

If this is a new application, it is up to the Administrators in the other region(s) to conduct consultation, see Section 2:3 The Consultation Process.

Once the consultations have been approved, the Administrator(s) from the other region(s) will notify the lead region that the application has been approved.

The lead Administrator can then issue the Tourism Operator License on behalf of the other region(s).

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## 2.2: The Consultation Process

If there is an objection to a particular aspect of your proposed activities, a Tourism Officer may ask you to address the concerns by amending a portion of your application.

Consultation is a very important part of the application process:

- Before your Tourism Operator Licence can be issued, the Licence Administrator must consult with Aboriginal organizations in the proposed area of operation.
- Existing Tourism Operators in the area must also be consulted.
- The Licence Administrator may also consult with the local band council, municipal council or any other individuals or groups that the Licence Administrator considers may be impacted by your proposed tourism activities.

### **Consultation Timelines**

The Licence Administrator will initiate the consultation process within 15 days of receiving your application. Consulted parties will have 30 days to respond.

You will receive a list of the parties being consulted and are free to meet with them to present your case and answer questions directly.

If there are concerns or objections to your application, the Licence Administrator will send them to you in writing and give you 21 days to respond.

Once you have addressed the issues raised, the Licence Administrator will decide to issue your licence, send your application for more consultation or deny your application.



### **Will I need to go through the consultation process every year?**

- Consultation is only for new licences, and licences undergoing significant changes. Once you have your Tourism Operator Licence, you will not need to go through the consultation process for your annual renewal unless there are significant changes to your licence.

# The Consultation Process



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## 2.3: Terms and Conditions

Your Tourism Operator Licence is subject at all times to any terms and conditions placed on it by the Licence Administrator.

When attaching terms and conditions to a licence, the Licence Administrator will consider information gathered during both the application and consultation processes.

For example:

- Conditions to protect the natural, cultural and historical environment of your operating area.
- Restrictions on the number of persons who can participate in a tourism activity at any time.

As a Tourism Operator, you will need to comply with these additional terms and conditions placed on your Tourism Operator Licence.

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## 2.4: Refusal

Your application can be refused for the following reasons:

### 1. Failure to Comply

A licence administrator may refuse to renew a tourism operator's licence if:

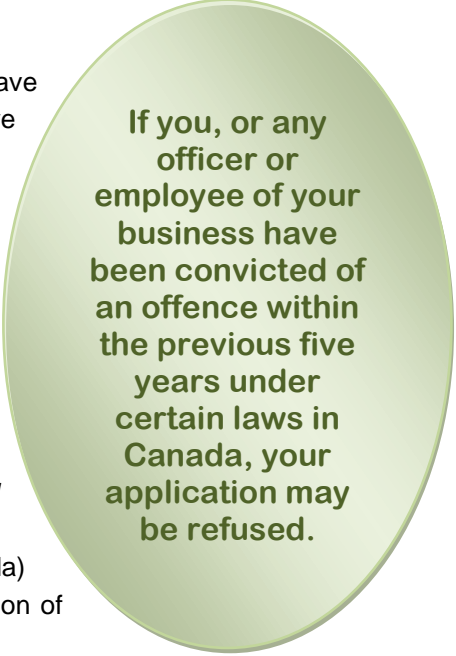
- You are not conducting the tourism activity in accordance with the Tourism Act, the regulations or any other enactment or bylaw applicable to the tourism activity; or
- You or your employee(s) fail to comply with this Act, the regulations or an order of a tourism officer.

### 2. Failure to provide information

- You have failed to satisfy the Licence Administrator of the existence of your eligibility, business permits or liability insurance.
- You have provided false information to the Licence Administrator.

### 3. Illegal Activity

- You, or any officer or employee of your business, have been convicted of an offence within the previous five years under the following laws:
  - *Travel and Tourism Act*
  - *Public Health Act*
  - *Wildlife Act*
  - *Forest Protection Act*
  - *Fisheries Act (Canada)*.
  - *Historic Sites and Monuments Act*
  - *Migratory Birds Convention Act*
  - *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act*
  - *NWT Archaeological Sites Regulations (Canada)*
  - *Criminal Code* respecting the use or possession of firearms.
  - Any other law of Canada or another country governing fish, wildlife, the environment or a species at risk.



**If you, or any officer or employee of your business have been convicted of an offence within the previous five years under certain laws in Canada, your application may be refused.**

### 4. Safety or Conflict

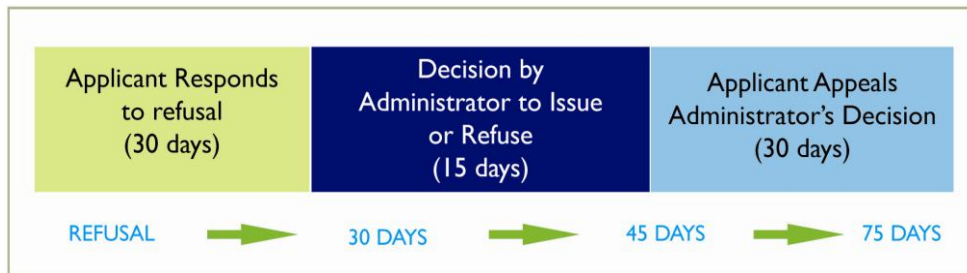
- The Licence Administrator becomes aware of safety issues which could impact on tourist health and welfare.
- Your proposed activity will conflict or interfere with existing tourist operations.
- There is a significant change to the area or activities endorsed on the licence.
- You are unable to acquire the required public liability insurance.
- There will be unreasonable conflict or interference with traditional or current use of the area.

## 5. Environment

- Your proposed activity will have a negative impact on the environment.

## 6. Notification of Refusal

- If your application is going to be denied, the Licence Administrator will notify you and explain why. You will have 30 days to respond to the Licence Administrator.
- You may be able to work with your Licence Administrator to change or revise your application to satisfy any concerns; however, your Licence Administrator will need to make a final decision on your application within 45 days of sending you the original Notification of Refusal.
- If your application is denied, you will have 30 days to appeal the Licence Administrator's decision by writing to the Minister of ITI (see Section 8 Appeals).



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## 2.5: Failure to Deliver Trips

In situations where a tourism operator has been repeatedly found to be unable to deliver services at even a minimum standard of quality, it is in the best interests of the tourism industry that the operator's licence not be renewed. However, specific grounds must exist before a renewal may be refused.

In situations such as these, an investigation should be launched by a tourism officer. While it is not the responsibility of ITI to intervene in third party business transactions, the officer should determine whether the failure to deliver services is related to an overall inability to operate.

The results of the investigation will lead the officer to one of three conclusions:

1. A determination that the situation is a dispute between third parties in which it would be inappropriate for ITI to intervene;
2. A determination that the situation contains unique circumstances which could be avoided in the future through an order by the officer, or an amendment to the terms and conditions on the licence; or
3. A determination that the situation is indicative of an overall inability of the operator to competently deliver services to any clients.

How the Licence Administrator will proceed will depend upon which of the three conclusions are reached.

### Third Party Disputes:

If the tourism officer concludes that the failure to deliver/reimburse is a dispute between two third parties, it would be inappropriate for ITI to become involved.

This situation may arise where the operator could deliver the product, but the client has become dissatisfied with what is offered.

In such cases, when complaints are received by ITI, the response should encourage the parties to seek independent legal advice and/or resolve the matter themselves.

### Orders of an Officer

If the officer determines that an order of an officer or an amendment to the licence would eliminate further problems in the future, then the officer should issue the order or recommend to the Licence Administrator that amendments to the licence be made. Should the situation then arise again, the licence renewal would be refused based upon the failure to obey the order of an officer or comply with the terms and conditions of the licence.

This situation may arise where circumstances beyond the operators control have arisen which make it impossible to deliver services, such as the creation of a protected area in the operator's area of operation, or a hunting ban on a species the operator is licensed to outfit. In this case, the licence

could be amended to alter the area of operation or remove the banned species. Further an order could be made to cease the scheduling of all future trips until such time as the area re-opens or the hunting ban is lifted.

Section 19 of the *Tourism Act* provides the grounds for which an officer can issue a compliance order:

A tourism officer may, in writing, order a tourism operator or an employee of a tourism operator responsible for the immediate charge of a tourism activity, to take the steps that the tourism officer considers necessary to comply with the endorsements, terms or conditions of the licence or with this Act, the regulations or any enactment or bylaw applicable to the tourism activity, or to stop an activity or rectify a situation that constitutes a risk to the safety of persons, property or the environment, as the case may be, where the tourism officer finds

- (a) that the tourism operator or employee of the tourism operator is not complying with the endorsements, terms or conditions of the licence;
- (b) that the tourism activity is not being conducted in accordance with this Act, the regulations or any enactment or bylaw applicable to the tourism activity; or
- (c) that, in the opinion of the tourism officer, the tourism activity is being conducted in a manner that poses a risk to the safety of persons, property or the environment, or the equipment used in conducting the tourism activity poses such a risk.

#### Inability to Operate

If the investigation leads the officer to conclude that the business is unable to operate and competently deliver product despite continuing to collect payment and book trips, then the officer could reasonably conclude that there are legitimate safety concerns for potential clients.

Many guided packages in the NWT take place in remote and dangerous areas, and arguably, a complete lack of resources on the part of an operator would allow a Licence Administrator to legitimately conclude that the operator cannot safely provide the advertised services.

In such a situation, the operator should be advised that ITI will not provide legal advice; however, the failure to return deposits could lead to significant legal consequences. The parties should be encouraged to seek independent legal advice to resolve this dispute.

Further, if the financial instability is found to be so severe that it would be unreasonable to expect that the operator can offer services in a safe manner, the operator should be advised that the Licence Administrator will consider a refusal to renew the licence.

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## Section 3: Renewal Process

Your Tourism Operator Licence must be renewed each year before March 31. A “Renewal Application for a Tourism Operator Licence under the *Tourism Act*” will be provided to you each year.

Unless there are significant changes to your operation, you do not need to go through an application process again. You will need to submit the Renewal Application to ITI, along with a fee of \$150.

### ***Changes to Administrative Information***

Changes to the administrative information on your Tourism Operators Licence (such as your mailing address or contact information) must be communicated to your Licence Administrator within 60 days of the change.

### ***Refusal to Renew Licence***

The Licence Administrator will refuse to renew your licence if:

- You are ineligible to renew or hold a licence.
- You do not have the required public liability insurance.

The Licence Administrator may refuse to renew your licence if:

- You have not complied with all the terms and conditions of your Tourism Operator Licence;

Note: The same reasons for refusal of an application (See Section 2.3 Refusal) also apply to a renewal.



**You cannot add new Tourism Activities to your Tourism Licence without applying to amend your licence.**

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## Section 4: Amendments

You can request an amendment to your Tourism Operator Licence at any time to:

- Change your operating area;
- Change the terms and conditions of your licence;
- Change the activities offered; or
- Transfer your licence to a new operator.

To make changes to your Licence, you must submit an Application to Amend a Tourism Operator Licence to the Licence Administrator. If the amendment is deemed “significant” by the Licence Administrator, a fee of \$300 is required.

### *Consultation*

If the amendment you request is deemed significant, the Licence Administrator is required to complete the consultation process (See Section 2.1 The Consultation Process).

### *What is a significant amendment?*

A significant amendment is a major change to the area you operate in or the activities you offer.

A clear example of a **significant** amendment would be if you offer snowshoeing trips in the winter and want to begin offering canoe trips in the summer. If you offer snowshoeing trips in an area and wish to add a cross-country skiing component in the same area, this would be an **insignificant** amendment.

Your ITI Licence Administrator or Regional Tourism Officer can help you determine whether a proposed amendment is significant.



**Changes to the administrative information on your Tourism Operators Licence must be communicated to your Licence Administrator within 60 days.**

### *Your responsibility*

You cannot change any of the activities or areas of operation on your Tourism Operator Licence without amending your licence.

### *Approval*

The amendment would be approved if the Licence Administrator is satisfied that the proposed activities are reasonably safe and will not have a negative impact on the environment. The Licence Administrator will also need to be satisfied that the proposed activity will not unreasonably conflict with the activities of existing Tourism Operators in the area or interfere with the traditional or current use of the proposed area of operation, including traditional Aboriginal use.

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## Section 5: Transfers

### *Transfer of your licence to another operator*

The request to transfer a Tourism Operator Licence to a new operator may be subject to a right of first refusal of an Aboriginal organization, if required under a Land Claims or Interim Measures Agreement in your area.

Your Licence Administrator or Regional Tourism Officer can assist you in determining whether the transfer of your licence would be subject to a right of first refusal by an Aboriginal organization.

Notwithstanding any rights of first refusal, the transfer of a Tourism Operator Licence to a new operator will be treated as an amendment to the licence. In most cases, transfers will be considered insignificant amendments; however, in some circumstances, the transfer of a licence may constitute a significant amendment and require an application, the payment of a fee and consultation (See Section 4 Amendments).

### *Appeal*

You have the right to appeal any decision to refuse your transfer request (see Section 8 Appeals).

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# Section 6: Responsibilities and Restrictions

## ***Operator Responsibilities***

As a Tourism Operator, licensed under the *Tourism Act*, you are required by law to:

- Ensure that all of your activities are carried out in the manner that is consistent with the description provided on your Tourism Operator Licence;
- Ensure that all of your activities are carried out in the manner that complies with the *Tourism Act* and Regulations;
- Obtain and maintain public liability insurance for a minimum amount of \$1,000,000;
- Provide your licence, and proof of public liability insurance, upon request by a Regional Tourism Officer;
- Allow a Regional Tourism Officer to inspect the equipment used in your business upon request;
- Display Part A of your Tourism Operator Licence at your main place of business;
- Provide notice to the Licence Administrator of any changes to your administrative information within 60 days following the changes;
- Report without delay any offence or incident that contravenes the *Tourism Act* and Regulations or any other NWT or Canadian Acts or Regulations respecting the use or possession of firearms or governing fish, wildlife, the environment or species at risk. (See Section 2.3 Refusal)

## ***Prohibitions and Restrictions***

- Only the holder of a Tourism Operator Licence may advertise or offer guided commercial tourism activities in the Northwest Territories.
- The *Tourism Act* and Regulations prohibit you from:
  - Knowingly advertising or making claims in a manner that will mislead the public or allow anyone else to do so, on your behalf.
  - Operating contrary to the *Tourism Act* or any other applicable legislation.

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## Section 7: Suspension and Cancellation

***Your Tourism Operator Licence can be cancelled or suspended for the following reasons:***

- Failure to comply with the *Tourism Act* or Regulations.
- Expiration, cancellation, or suspension of your insurance.
- Breaching any terms or conditions of your Tourism Operator Licence

### ***Suspension:***

If the Licence Administrator has reason to **suspend** your licence, you will be notified in writing with:

- The reason for the suspension;
- The length of the suspension period; and
- The terms and conditions that you will need to meet in order to lift the suspension.

### ***Cancellation:***

If the Licence Administrator has reason to **cancel** your licence, you will be notified in writing with:

- The reason for the cancellation; and
- The date after which you will be able to reapply for a Tourism Operator Licence.

### ***14 Days to Respond:***

If your Licence Administrator thinks that it is necessary to suspend or cancel your licence, you will be notified in writing and will have 14 days to respond to this notification, after which your Licence Administrator will make a final decision.

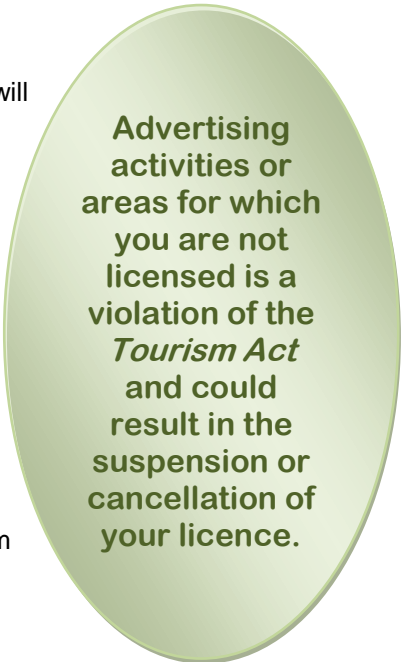
### ***Order of an Officer***

In circumstances where it would be unreasonable to wait for the end of a 14-day notice period, you may be ordered by a Regional Tourism Officer to immediately suspend any activities. (For example, if the health and safety of either an operator, their staff or their clients were at stake.)

If your Tourism Operator Licence is suspended or cancelled, you must return the licence to your Licence Administrator along with any other certificates related to it.

### ***Appeal***

You have the right to appeal a decision to suspend or cancel your licence to the Minister of ITI. (See Section 8 Appeals.)



**Advertising activities or areas for which you are not licensed is a violation of the *Tourism Act* and could result in the suspension or cancellation of your licence.**

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## Section 8: Appeals

You have the right to appeal to the Minister of ITI any decision by your Licence Administrator not to:

- Issue your new licence;
- Renew your licence;
- Amend your licence; or
- Transfer your licence.

You also have the right to appeal to the Minister of ITI any decision by your Licence Administrator to suspend or cancel your licence.

### ***How to appeal:***

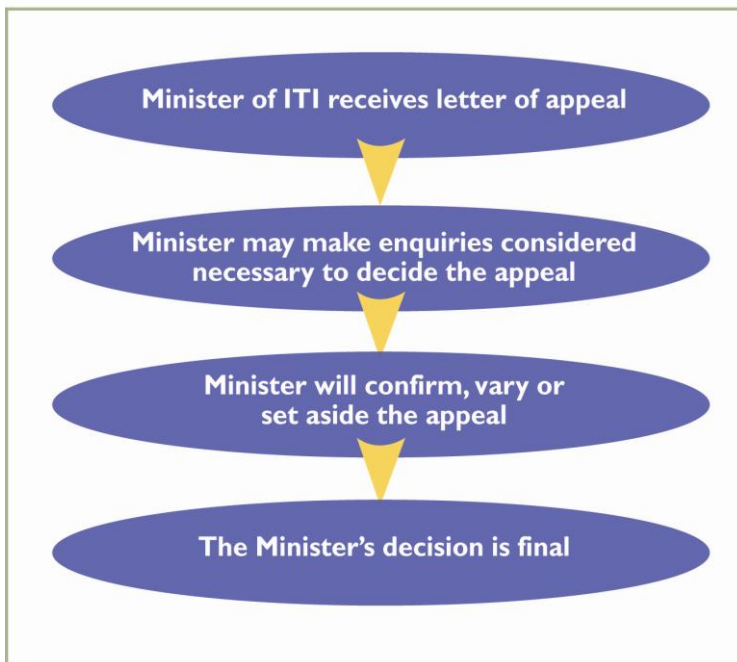
Your appeal must be made in writing to the Minister of ITI.

Your letter of appeal should clearly identify:

- your name and address;
- the name of your business,
- your licence number (if you have one)
- a description of the decision being appealed; and
- the grounds for your appeal.

To ensure a timely and accurate decision, your appeal should be as specific and detailed as possible.

### ***The Appeal Process:***



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## Section 9: Tourism Special Management Areas

### *What are Tourism Special Management Areas?*

The *Tourism Act* allows the Minister of ITI to establish a Tourism Special Management Area (TSMA) anywhere in the NWT.

Once an area is designated as a TSMA, limitations or restrictions can be placed on the number of Tourism Operators or the nature of tourism activities permitted in the area.

TSMAs can only restrict or prevent guided commercial tourism activities in a particular area. They do not affect or restrict the access or activities of the general public.

### *Consultation*

In deciding to establish a TSMA, the Minister must consult, in writing, with Aboriginal organizations whose rights or the rights of its members may be affected, and with any Tourism Operators licensed to operate in the proposed area.

The Minister may also consult with:

- Band councils.
- Municipal councils; or
- Any other person or administrative body having a recognized interest in the proposed area.

TSMAs are not a form of land withdrawal, nor can they be used to protect land as a GNWT-sponsored area under the *NWT Protected Areas Strategy*.

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# Section 10: Appendices

## CONTACT US

### *ITI Headquarters*

Director of Tourism and Parks

Department of industry, Tourism and Investment

Government of the Northwest Territories

P.O. Box 1320, Yellowknife, NT X1A 2L9

Tel: (867) 873-7903

Fax: (867) 873-0163

**EMAIL:** [tourismact@gov.nt.ca](mailto:tourismact@gov.nt.ca)

### *Contact Information for Licence Administrators:*

**Dehcho Region** (Fort Simpson):

Telephone: (867) 695-7520

**Inuvik Region** (Inuvik):

Telephone: (867) 777-7237

**North Slave Region** (Yellowknife)

Telephone: (867) 920-3230

**Sahtu Region** (Norman Wells):

Telephone: (867) 587-7170

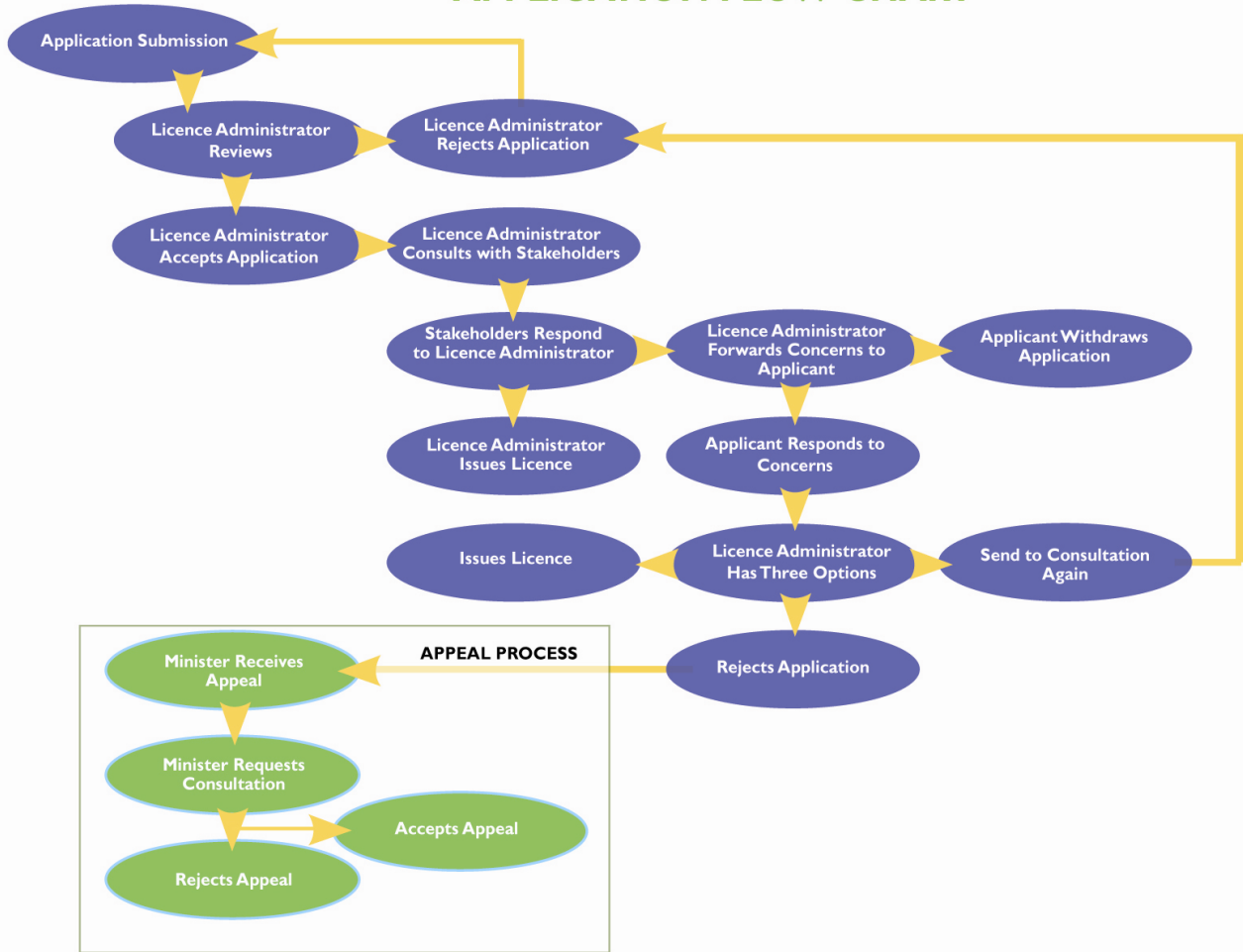
**South Slave Region** (Fort Smith):

Telephone: (867) 872-6430

**Assistant Deputy Minister Programs and Operations** - Yellowknife

Telephone: (867) 873-7115

## APPLICATION FLOW CHART





Revised February 2011

