

Application Package for Taxi Modernization Supply Increases

Use this package to apply to increase taxi supply pursuant to the Passenger Transportation (PT) Board's taxi modernization action. This action allows taxi operators to apply for a fleet increase of up to 15% as well as add single shift vehicles to their fleet.

Basic Eligibility

- This application package is available from **September 17, 2018 to October 19, 2018.**
- This application package is only for use by **taxi operators.**

A **taxi operator** holds a PT Licence with a Special Authorization: Passenger Directed Vehicles. The PT Licence includes express authorization to hail or flag people from the street.

Important!

We recommend that you do not purchase or lease vehicles before the PT Board makes a decision on your application.

I. Streamlined Additional Vehicle Application Process for Taxis

The streamlined application package requires applicants to provide basic information. Publication periods are reduced. Steps in the process are noted below.

Sending the Application

- Submit your completed application to the Passenger Transportation (PT) Branch in Coquitlam no later than October 19, 2018.
- The PT Branch will send your application to the PT Board.

Publication & Submissions

- The Board will publish your application summary in our PT Board Weekly Bulletin on a Wednesday. We will not send you an application summary to sign off, unless we need to clarify a matter with you.
- The PT Board will accept submissions on your application for 5 days after publication. Submitters must pay the \$50 submission fee and provide submissions in accordance with OP II.1.
- Local governments and First Nation governments may also comment on an application.
- You will receive a copy of all submissions and comments, and you will have 3 days to send a *reply* to the PT Board.

Information & Evidence

- For the purposes of this streamlined application and our taxi modernization actions, the PT Board will consider information and evidence from applicants such as the Modernizing Taxi Regulation report by Hara and Associates, and the PT Board report, Taxi Modernization: Short-Term Actions: Results of Consultations & Recommendations.

Decisions

- PT Board members will decide your application.
- In making decisions, the PT Board will consider information received from you, submitters or local government or First Nations councils.
- We will e-mail decisions to you and the PT Branch, and publish them in the PT Board Weekly Bulletin.

II. Operational Policy

1. This policy applies to licensees
 - (a) whose licence
 - i. contains a Special Authorization: Passenger Directed Vehicle
 - ii. contains express authorization to allow an operator to pick up passengers who hail or flag the motor vehicle from the street, and
 - (b) who were approved by the PT Board to operate on or before July 19, 2018.
2. In calculating the 15%, the Board will use the maximum fleet size stated on a licence as of July 19, 2018.
3. Any licensee whose licence as of July 19, 2018 authorized a maximum fleet size of 14 or more vehicles may apply to increase its fleet size by up to 15%.
4. Any licensee whose licence, as of July 19, 2018, authorized a maximum fleet size of between 4 and 13 vehicles may apply to increase its fleet size by one vehicle.
5. Any licensee whose licence, as of July 19, 2018, authorized a maximum fleet size of 3 vehicles or less may affiliate with one or more licensees and submit applications to receive additional vehicles pursuant to paragraphs 3 and 4 above, as long as:
 - (a) the total number of vehicles that all licensees affiliating in the application are currently licensed to operate is 3 vehicles or less;
 - (b) all licensees affiliating have the same originating area on their individual licences;
 - (c) all licensees will declare
 - i. on whose licence the additional taxis will be assigned, or
 - ii. the name of the new legal entity under which the taxis will operate; and
 - (d) the applicant demonstrates to the satisfaction of the Board that granting the request will not result in an increase in taxis of more than 15% plus one in the relevant operating area.
6. Notwithstanding paragraph 5 above, if the licensee affiliates operate under a common dispatch service and trade name, the maximum number of additional vehicles that may be approved will not exceed 15% of the total vehicles operating under the common dispatch or trade name, unless the Board orders otherwise.
7. Any licensee:
 - (a) operating as the only taxi service in a community with a population of less than 2,000 people,
 - (b) whose licence as of July 19, 2018, authorized a maximum fleet size of three vehicles or less, and
 - (c) whose licence has an originating area breadth of 25 kilometres or more may apply to increase its maximum fleet size by one vehicle.

8. Applicants must declare the principal dispatch company and brand used by each licensed vehicle at present and, if different, on July 19, 2018.
9. Percentages will not be rounded up.
10. The Board, at its sole discretion, may require one or more vehicles approved under this policy to be a wheelchair accessible taxi. The Board will consider:
 - (a) Opportunities to expand the number of accessible taxis in areas with a low percentage of taxis relative to the need for these vehicles, and
 - (b) Opportunities to more equitably distribute the percentage of accessible taxis among companies in an operating area.
11. All non-wheelchair accessible taxis must be activated within 3 months and all wheelchair accessible taxis must be activated within 6 months, unless otherwise ordered by the Board.
12. Licensees must request any extension:
 - (a) prior to the end of the activation period specified in paragraph 11, and
 - (b) must demonstrate to the Board's satisfaction what factors are obstacles to plate activation.
13. All applications for additional vehicles under this policy must be submitted to the [Passenger Transportation Branch](#), using this streamlined package, by October 19, 2018. After October 19, 2018, application processes and requirements stated in the PT Board's [taxi application guides](#) apply.
14. Notwithstanding section 13, the Board may accept a late application if delays beyond the applicant's control occurred.
15. The PT Board may consider together applications received from licensees serving in the same or similar geographic areas.
16. The Board will permit licensees to increase their maximum fleet size to designate vehicles as single shift paired vehicles. Single shift paired vehicles are two vehicles pairing together for the purpose of operating separate shifts, rather than one vehicle covering 2 shifts.
17. Licensees must keep a written or digital record of:
 - (a) The two vehicles that are paired; and
 - (b) The start and end times of all single shift paired vehicles.
18. Unless the driver is completing a trip that started before the end of a specified shift, single shift paired vehicles may not be on the road at the same time.
19. For identification and enforcement purposes, single shift paired vehicles are required to have a specified "identification code" on their vehicles pursuant to Board rules.

III. Requirements Checklists for Streamlined Applications

Use Checklist A to apply based on taxis authorized in one licence, or use Checklist B to apply based on taxis authorized in two or more licences (affiliates). More details about application requirements are in the forms themselves and Section V, “More Information About Streamlined Application Requirements.”

Checklist A: *Single Licensee Application*

Use Checklist A to apply for “Additional Vehicles” based on taxis authorized in your licence alone. Submit each form listed below.

| | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | <u>“SA” Application Form PTR5010 (PT Branch)</u> | use link |
| <input type="checkbox"/> | Taxi Modernization Supply Increase Form (complete parts A and/or B) Part A: Request to Increase Taxi Vehicles (Plates) Up To 15% Part B: Request to Designate Vehicles as Single-Shift Paired Vehicles | page 8 |
| <input type="checkbox"/> | Municipal Notice form | page 12 |
| <input type="checkbox"/> | Disclosure of Unlawful Activity & Bankruptcy form | page 14 |
| <input type="checkbox"/> | Declarations form | page 16 |

Checklist B: *Affiliate Applications*

Use Checklist B to apply based on taxis authorized in two or more licences. Requirements depend on whether you apply for an “Additional Vehicle” or new “Special Authorization.”

“Additional Vehicles” Affiliate Application A licensee (the “taxi operator”) is making an “Additional Vehicles” application with “affiliates” to add a vehicle to its licence. For this type of application, the “taxi operator” must submit each form in the checklist, and an Affiliate Declaration form that has been signed by each affiliate.

“New Special Authorization” Affiliate Application Based on taxis authorized in the licences of affiliate taxi operators, the affiliates apply as a partnership or corporation for a new “Special Authorization” to operate taxis. Applicants are responsible for meeting any applicable incorporation requirements and PT Branch licensing prerequisites such as obtaining a National Safety Code (NSC) certificate.

| | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | <u>“SA” Application Form PTR5010 (PT Branch)</u> | use link |
| <input type="checkbox"/> | Taxi Modernization Supply Increase Form (complete parts A and/or B) Part A: Request to Increase Taxi Vehicles (Plates) Up To 15% Part B: Request to Designate Vehicles as Single-Shift Paired Vehicles | page 8 |
| <input type="checkbox"/> | Municipal Notice form | page 12 |
| <input type="checkbox"/> | Disclosure of Unlawful Activity & Bankruptcy form | page 14 |
| <input type="checkbox"/> | Declarations form | page 16 |
| <input type="checkbox"/> | Affiliate Declarations form (not required with New SA applications) | page 17 |

IV. Application Questions & Submission

Questions

If you have questions about requirements or forms in the package, contact the **Passenger Transportation (PT) Board office** at:

202 – 940 Blanshard Street
P.O. Box 9850 STN PROV GOVT
Victoria BC V8W 9T5
Phone: 250-953-3777
Fax: 250-953-3783
Email: ptboard@gov.bc.ca

Submit Your Application

Send your completed application package and attachments to the **PT Branch**:

313 – 1500 Woolridge Street, Coquitlam BC V3K 0B8
Phone: 604-527-2198
Toll Free: Call the Enquiry BC number at 1-800-663-7867
Fax: 604-527-2205
Email: passengertransportationbr@gov.bc.ca

V. More Information About Streamlined Application Requirements

Information the PT Board Reviews

When PT Board members make a decision on an application, they review the following information and evidence:

- information in your application package
- written submissions or comments on your application, and your replies to these
- information that is available to the public (e.g. on a website)
- compliance information from the Registrar of Passenger Transportation about your existing Passenger Transportation licence including your National Safety Code profile and any administrative penalties the Registrar imposed in the past two years
- any investigation reports from the Registrar and any comments received from you
- information available through the provincial court registry, [Court Services Online](#) to check the names and information on the Disclosure of Bankruptcy and Unlawful Activity form against provincial traffic and criminal court records

Confidentiality

PT Board decisions are public. The *Freedom of Information and Protection of Privacy Act* may apply to information in your application package.

Reconsiderations

There is no right to appeal PT Board decisions. The PT Board may reconsider, vary or rescind a decision in only two cases (a) information has become available that was not available at the time the decision was made, or (b) there has been an error in procedure.¹

¹ See [Reference Sheet 14: Options after a Decision](#).

Taxi Modernization & Supply Request PT Board Form 1-S (simplified)

About this form: Use this form to provide information about your request to increase fleet sizes

- (a) by up to 15 %, or by one vehicle ("Part A"), or
- (b) to add single shift vehicles ("Part B")

The PT Board uses the information you provide to draft an Application Summary for publication on the PT Board website. If your application is approved, terms and conditions will include details on this form.

Applicant(s)

In this section, identify the sole applicant or affiliate applicants.

Legal Name

Trade Name(s) as of July 19, 2018

PT Licence Number(s)

Part A: Request to Increase Taxi Vehicles (Plates) by up to 15%

A1: Information & Evidence

Please check any of the following which you are submitting as evidence for your request for additional vehicles:

- Hara and Associates report: [Modernizing Taxi Regulation](#)
- PT Board report: [Taxi Modernization: Short-Term Actions: Results of Consultations & Recommendations.](#)
- Other (if yes, identify other items in the box below)

Provide web links or list additional documents you are attaching to your application:

A2: Request by 1 Licensee

If you are making an affiliate request for an additional plate, skip this section and go to section A3.

Complete this section to request an increase in taxi vehicles if, as of July 19, 2018,

1. your licence authorized a maximum fleet size of:
 - (a) 14 or more vehicles;
 - (b) between 4 and 13 vehicles; or
2. you are a single operator in an area and you meet the requirements set out in Section II, Operational Policy, paragraph 7 on page 3 of this package (i.e. you operate in a smaller, rural community).

Where do you operate?

What was your maximum fleet size as of July 19, 2018?

What is the maximum number of conventional taxis you may operate under your licence?

How many additional taxis are you applying for? (Up to 15%)

How many additional taxis do you want to be accessible taxis?

A3: Request by Affiliates

Skip this section if you completed A2.

Complete this section if you are applying under the affiliate policy outlined in section II "Operational Policy, paragraph 5(c)(i) (i.e. additional vehicles will be attached to a single licence).

If more than three licensees are making an Affiliate Application, provide the information requested below for each licensee on another document.

| | Licensee 1 | Licensee 2 | Licensee 3 |
|--|------------|------------|------------|
| PT Licence No.: | | | |
| Where do you operate? | | | |
| What was your maximum fleet size as of July 19, 2018? | | | |
| What is the maximum number of conventional taxis you may operate under your licence? | | | |

Information about the affiliation

How many vehicles (plates) is the affiliation applying for?

Will the vehicles be operated under one of the licensee/affiliates licences? Yes No

If yes, what is legal name and PT licence # of the licensee/affiliate who will receive authority to increase its fleet size?

If no, what is the legal name of the new legal entity who will receive authority for the vehicles?

Note: It is the sole responsibility of any licensee who seeks to affiliate with another licensee to reach or enter an agreement or contract regarding the terms of their affiliation.

Part B: Designating Single Shift Paired Vehicles

Complete this section only if you are seeking to increase your fleet size to designate single shift paired vehicles (e.g. day only and night only vehicles).

How many additional vehicles do you require to operate single shift paired vehicles?

Note:

- You may base your calculations on the new maximum fleet size you would have if the Board approves an increase under Part A.
- If your fleet has 50 vehicles and you want 10 to be single-shift paired vehicles, you would apply for 10 additional vehicles.

Please specify the start and end times of all shifts that single shift paired vehicles will operate? (i.e. start & end times of “day shift” vehicles and start and end time of “night shift” vehicles.)

Municipal Notice | Additional Taxi Applications PT Board Form 4-S

About this form:

The form has 2 pages. It must be completed by **licensees** applying to add more taxis to their fleet under the Board's taxi modernization actions.

Licensees must:

- (a) send completed forms to each municipality where they are licensed or seek a licence to pick up passengers, and
- (b) include copies of completed forms in their application package.

Note: The Passenger Transportation Board sends applicants a copy of any negative comments it receives from a municipality. Applicants have an opportunity to comment.

NOTICE

To: Chief Administrative Officer

Name of Municipality

Date

Please be advised that the Licensee or entity listed on page 2 of this Notice is applying to the Passenger Transportation Board to increase its fleet size by up to 15%. This notice is an application requirement.

Note: The PT Board is providing for taxi companies with a small number of vehicles to obtain an additional plate. This includes licensees with 3 taxis or less who jointly apply for a vehicle and who operate in the same municipality.

Allowing taxi companies to increase fleets by up to 15% is a short term action that the Board is implementing in response to the Report on Modernizing Taxi Regulations recommended in a report by Hara and Associates. (See article in [the Compass Sept 5, 2018](#))

A municipality may send comments about **this application or taxi services in general** to the Passenger Transportation Board by:

Fax: (250) 953-3788

E-mail: ptboard@gov.bc.ca

We recommend that municipalities comment **within 5 days** of receipt of this notice.

The Board will publish applications received in in our "Weekly Bulletin (<http://www.th.gov.bc.ca/ptb/bulletins.htm>)."

There is a 5 day submission or comment period Bulletins are published on Wednesdays

To confirm whether the comment period is still open, municipal representatives can call the Board office at 250-953-3777 or email ptboard@gov.bc.ca.

Licensee

Legal Name: _____

Trade Name: _____

PT Licence Number: _____

Operating Area (check one)

I operate in this municipality _____

My total originating area is: _____

Fleet Size

What is the maximum number of taxis you can operate in this municipality now? _____

How many accessible taxis do you operate in this municipality now? _____

How many taxis do you want to operate in this municipality? _____

How many taxis will be wheelchair accessible taxis? _____

Disclosure of Unlawful Activity & Bankruptcy PT Board Form 5

About This Form

This form must be completed by one or more people, depending on your organization. See question 1 for details. The information you give will be used by the Board as part of its deliberations in assessing if you are a fit and proper person as required by the *Passenger Transportation Act*. The Board may need more information depending on your answers to these questions. In assessing if you are a fit and proper person, the Board may consider, among other matters:

- *What were the circumstances of any charges, convictions or findings of guilt and any sentence imposed?*
- *How much time has passed between the charge, conviction or finding of guilt and this application?*
- *Does the behavior for which the charges were laid or convictions or finding of guilt, indicate a pattern of poor conduct and character, lack of financial integrity or a threat to the public?*
- *What, if any, corrective or remedial activities have you undertaken in relation to any charges or convictions?*

You must provide truthful answers. If you do not, and it becomes known to the Board, the Board may refuse the application or, if a licence is approved, attach conditions, suspend or cancel the licence.

Name of person completing form: _____ | Year of Birth: _____

1. What type of licensee do you represent? Please check:

- Sole Proprietorship
- Partnership (each partner must complete this form)
- Incorporated Private Company (each director and officer must complete this form)
- Public Company (the President, Secretary and CEO must complete this form)
- Society (each director of the society must complete this form)

2. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder

- a) been charged with or convicted of an offence under the Criminal Code of Canada? Yes No
- b) been charged with or convicted of an offence under the Controlled Drugs and Substances Act or the Income Tax Act? Yes No

If you answered yes to any of the above questions, please provide the following details for **each conviction or finding of guilt** (attach a separate sheet if needed).

- i. Description of conviction or finding of guilt _____
- ii. Date of conviction or finding of guilt _____
- iii. Description of sentence _____
- iv. Name and location of court _____
- v. Court file number (if known) _____

3. Have you, or any business entity with which you are or have been associated as a director, officer or principal shareholder ever,
- a) filed for bankruptcy protection or receivership; been petitioned into bankruptcy or receivership; or made a proposal under any bankruptcy, insolvency or similar law, or had any similar action taken against you, in any jurisdiction? Yes No
 - b) been denied or refused bankruptcy protection or reorganization under any bankruptcy or insolvency law in any jurisdiction? Yes No

If you answered "Yes" to 3(a), you **must** give the following information for **each** proceeding (attach a separate sheet if needed)

- i. Name and address of entity (if applicable) _____
- ii. Name and address of filing party _____
- iii. Date petition filed _____
- iv. Name and address of Court _____
- v. Name and address of trustee _____
- vi. Disposition or outcome _____

Note: Please enclose a copy of any discharge.

If you answered "Yes" to 3(b) above, you **must** include the following for each proceeding (attach a separate sheet if needed)

- i. Name and address of entity (if applicable) _____
- ii. Name and address of filing party _____
- iii. Date petition filed _____
- iv. Name and address of Court _____
- v. Name and address of Trustee _____
- vi. Disposition or outcome _____

Name and Signature

Name of person completing this form: _____

Position with the applicant: _____

Name of Applicant Company or Partnership or sole proprietor: _____

! (Please insert electronic signature or print, sign and scan)

Signature: _____

Date: _____

Declarations PT Board Form 17

About this form:

The form must be signed by the **individual** (sole proprietor), **all partners** in the partnership, or the **president or sole director** of the corporation. Signing the form confirms that you:

- A. understand the *Liquor Control and Licensing Act* and
- B. have provided true and correct information in your application materials.

Legal Name of Applicant (complete one of the following)

Full Name of
Individual:

Full Name of
Each Partner:

Full Name of
Corporation

Passenger Transportation Licence No., *if applicable* _____

A. Declaration: Liquor Control and Licensing Act

I DECLARE THAT:

- 1 I understand that offences under the *Liquor Control and Licensing Act* include:
 - consuming alcohol in a public place, including motor vehicles;
 - operating a motor vehicle while there is liquor in the vehicle; and
 - permitting a minor to consume liquor in a place under your control.
- 2 I understand that my passenger transportation licence may be suspended or cancelled if I commit an offence under the *Liquor Control and Licensing Act* related to the operation of a commercial passenger vehicle.
- 3 I will educate my drivers and operators about their responsibilities on how to deal with the consumption of alcoholic beverages by passengers on my commercial passenger vehicles.

B. Declaration

I DECLARE THAT:

- 1 The statements and information contained in, attached to and submitted with this licence application package are true and correct.
- 2 I understand that statements and information contained in, attached to and submitted with this licence application package may be verified.
- 3 I understand that false or misleading representations could result in refusal of my application or cancellation of my licence, if my application is approved

C. Signatures ! (Please insert electronic signature or print, sign and scan)

Full Name: _____ Title: _____

Signature: _____ Date: _____

Full Name: _____ Title: _____

Signature: _____ Date: _____

Affiliate Declarations

About this form:

This Passenger Transportation Board form is required for all licensees who are affiliating under a single licensee pursuant to Section II "Operational Policy", paragraph 5 of this application package (page 3).

By signing this form, you are making the declarations set out in section C below.

A. Licensee who will receive additional vehicles (plates)

| Legal name of each licensee who will receive additional vehicles | PT Licence Number | Phone & Email: |
|--|-------------------|----------------|
| | | |
| | | |
| | | |

B. Affiliates

| Legal name of licensees who are affiliating with the licensee(s) identified in A above. | PT Licence Number | Phone & Email: |
|---|-------------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

If there are more affiliates, please submit another Affiliate Declaration form with their signatures.

C. Affiliate Declaration

I DECLARE THAT:

- 1 I am voluntarily affiliating with the licensee identified in section A above.
- 2 I consent to the licensee identified in section A above receiving additional vehicles pursuant to the policies set out in Section II "Operational Policy", paragraph 5 of this application package.
- 3 I am aware that
 - a. licensee identified in section A above is a "licensee" as defined in the *Passenger Transportation Act*, and
 - b. by entering this affiliation I do not become a licensee under the *Passenger Transportation Act*, or acquire any legal rights under that Act.

D. Signatures All licensees listed in A & B must sign. Insert electronic signature or print, sign and scan.

| | |
|-------------------------|---------------------|
| Full Name: _____ | Title: _____ |
| Signature: _____ | Date: _____ |
| Full Name: _____ | Title: _____ |
| Signature: _____ | Date: _____ |
| Full Name: _____ | Title: _____ |
| Signature: _____ | Date: _____ |
| Full Name: _____ | Title: _____ |
| Signature: _____ | Date: _____ |
| Full Name: _____ | Title: _____ |
| Signature: _____ | Date: _____ |
| Full Name: _____ | Title: _____ |
| Signature: _____ | Date: _____ |
| Full Name: _____ | Title: _____ |
| Signature: _____ | Date: _____ |
| Full Name: _____ | Title: _____ |
| Signature: _____ | Date: _____ |