



2016 LOCAL TLS PROGRAM APPLICATION HANDBOOK



OFFICE OF THE
BRITISH COLUMBIA CONTAINER
TRUCKING COMMISSIONER



PORT METRO
vancouver

INTRODUCTION

Participation in the Local TLS Program now requires a BC Container Trucking Services Licence (the "Licence") from the Office of the British Columbia Container Trucking Commissioner (BC-CTC) and an Access Agreement (the "Access Agreement") from the Vancouver Fraser Port Authority. Current Licences and Access Agreements expire on May 31, 2016. This document contains what you will need to determine your eligibility to re-apply for both a Licence and an Access Agreement. To streamline the TLS Program application submission process, this document will assist you in submitting a complete application to both organizations.

TLS Program Application Process

Applications must be submitted by April 20, 2016. It is recommended that you submit your complete application materials as soon as possible, as packages will be reviewed in the order received. The application review process has three phases:

Phase I: Completeness Review – Application packages will be reviewed upon receipt. Vancouver Fraser Port Authority will make its best efforts to advise you of any missing documentation and information within three (3) business days. Your application will be deemed to be withdrawn if you fail to provide the missing documentation and information within five (5) business days. Upon receiving and confirming completeness of all the required documents and information, you will be advised by email that your application package is complete and has been forwarded for Formal Review (Phase II).

Phase II: Formal Review and Conditional Approval – The BC-CTC and Vancouver Fraser Port Authority will separately and independently review your application.

The BC-CTC will review the documents submitted and determine:

- How many tags your company will receive
- If your application meets the mandatory TLS Program criteria for conditional approval of a Licence

Vancouver Fraser Port Authority will review the documents submitted and determine:

- If the trucks included in your application meet the minimum TLS truck requirements
- If drivers' Port Passes are in good standing
- If your application meets the mandatory TLS Program criteria for conditional approval of an Access Agreement

If the application meets the mandatory criteria for Conditional Approval, the BC-CTC and Vancouver Fraser Port Authority will issue separate Conditional Approval notices for the Licence and Access Agreement, respectively. You must meet the requirements of these Conditional Approvals by the deadline stated in the individual Conditional Approval notices to obtain Final Approval. If you fail to meet the deadline, your application will be deemed to be withdrawn.

Phase III: Final Approval – If your application passes final approval, you will receive a final approval letter and copies of executed agreements.

About This Document

This document is divided into three sections:

Section 1: Background and TLS Program Criteria

Section 2: Application User Guide

Section 3: Application Forms and Documents

Please note that all efforts have been made to capture relevant, accurate, and necessary information to assist applicants. However, this document is for informational purposes only and in no way shall be interpreted or construed to create any representations or warranties of any kind, either express or implied, regarding the information contained herein. Please note that information herein is intended for use during the April 2016 application period.

*NOTE: In the event of conflict or inconsistency with the BC Container Trucking Services Licence or the Vancouver Fraser Port Authority Access Agreement, those documents shall prevail.

Additional Information

After reading through this document, if you have questions or need more information, please contact:

FOR LICENCE AND TAG ALLOCATION QUESTIONS:

The Office of the British Columbia Container Trucking Commissioner

Email: registrar@bc-ctc.ca

Phone: **(604) 660-6051**

FOR ACCESS AGREEMENT AND TRUCK STATUS QUESTIONS:

Vancouver Fraser Port Authority

Email: tls@portmetrovanancouver.com

Phone: **(604) 665-9333**

SECTION 1: BACKGROUND AND TLS PROGRAM CRITERIA

Background

Federal Regulations passed pursuant to the Canada Marine Act prohibit the Vancouver Fraser Port Authority from granting authorization to access Vancouver Fraser Port Authority lands for the purpose of local drayage, unless the party seeking access holds a BC Container Trucking Services Licence. Both a valid Vancouver Fraser Port Authority Access Agreement and a valid BC Container Trucking Services Licence are required to operate local TLS drayage at Lower Mainland port facilities and participate in the TLS Program. The BC-CTC and Vancouver Fraser Port Authority will separately review application forms that pertain to their area of responsibility and coordinate in communicating with applicants.

BC Container Trucking Services Licence conditions were reviewed and modified in consultation with drayage stakeholders including the BC-CTC's Industry Advisory Committee members, current TLS licence holders, drivers, shippers and Vancouver Fraser Port Authority in early 2016. The 2016 Licence and Access Agreement remain consistent with the TLS reform commitments in 2014 and 2015 to deliver a sustainable drayage sector and support Vancouver Fraser Port Authority's Smart Fleet Program.

About the Licence Re-Application

The goal of the Licence re-application process is to continue to maintain a balance between the number of registered trucks and the amount of available work, and to address remaining questions and concerns regarding the movement of truck tags within the fleet. The revised Licence includes updated entry standards, an ongoing requirement to adhere to performance standards, and measures to ensure continued compliance.

About the Access Agreement Re-Application

The Access Agreement re-application process is required to grant local carriers in the TLS Program access to Vancouver Fraser Port Authority properties. Vancouver Fraser Port Authority manages access to lands within its jurisdiction and will ensure that trucks meet the established requirements including current Vancouver Fraser Port Authority TLS Truck Environmental Requirements and, in the future, the 10-Year Rolling Truck Age requirement. Vancouver Fraser Port Authority will also review employee and independent operator Port Passes to ensure valid security clearance has been issued and ensure each Independent Operator retained by an Access Agreement holder is properly joined to the Access Agreement.

Fees and Charges

The TLS Program Charges continue to be determined on a cost recovery basis and include both the BC Container Trucking Services Licence fees and the Vancouver Fraser Port Authority Access Agreement charges. The Charges, as indicated in Table 1, are for the first year of the Term only. Calculation of Charges for subsequent years, if applicable, will be determined in accordance with the terms of the Access Agreement. Vancouver Fraser Port Authority reserves the right but not the obligation to re-calculate Charges during the Term in accordance with the Access Agreement terms or if a User's fleet size changes.

The amounts of the Charges, damage deposits, insurance required and compliance bonds remain unchanged from the 2015 TLS Program, as indicated in Tables 1 and 3.

Table 1: Local TLS Program Annual Charges, Damage Deposits and Insurance Requirements

Number of Trucks	2016 TLS Program Charges	Required Damage Deposit	Minimum Insurance Coverage		
			Commercial General Liability	Automobile Liability	Cargo Insurance
5 to 15 trucks	\$ 35,000	\$ 3,500	\$ 5,000,000	\$ 5,000,000	\$ 100,000
16 to 20 trucks	\$ 45,000	\$ 4,500	\$ 5,000,000	\$ 5,000,000	\$ 100,000
21 to 45 trucks	= \$ 45,000 + (\$ 2,250 x [number of trucks over 20 trucks])	= 10% of Annual Charge	\$ 5,000,000	\$ 5,000,000	\$ 100,000
45 or more trucks	= \$ 45,000 + (\$ 2,250 x [number of trucks over 20 trucks])	\$ 10,000 (maximum amount)	\$ 5,000,000	\$ 5,000,000	\$ 100,000

Table 2: Local TLS Program Charges – Cost Recovery Allocation

Item	Projected Expenditure (in \$000s)	% of Total Program Expenditure
Licence Fee Distributed to BC-CTCⁱ	\$ 997	21%
Fee Breakdown		
Audit and Compliance	555	11
Licensing Administration	221	5
Industry Communication	20	1
Operations	201	4
Port Access Costsⁱⁱ	\$ 3,788	79 %
Operations	2,179	46
GPS, Drayage Model and TLS Projects	445	9
Ongoing System Maintenance and Support	833	17
Land Lease Opportunities	331	7
TOTALS	\$ 4,785	100 %

ⁱ 2016/17 Licence Period ⁱⁱ Averaged over 2016 to 2019

Table 3: Licence Compliance Bond

Number of Trucks	Required Compliance Bond \$250,000 for up to 20 trucks; \$125,000 per additional 10-truck increment
5 to 20 trucks	\$ 250,000
21 to 30 trucks	\$ 375,000
31 to 40 trucks	\$ 500,000
41 to 50 trucks	\$ 625,000
51 to 60 trucks	\$ 750,000
61 to 70 trucks	\$ 875,000
71 to 80 trucks	\$ 1,000,000
81 to 90 trucks	\$ 1,125,000
91 to 100 trucks	\$ 1,250,000
101 to 110 trucks	\$ 1,375,000
111 or more trucks	= \$ 250,000 + (\$125,000 x [every ten trucks over 20 trucks])

Existing securities automatically renew if there are no changes to the fleet size. If the size of the Licensee's fleet changes, the security may require an adjustment.

Key Dates*

Week of April 4, 2016	Re-application handbook and sample Licence and Access Agreement released.
April 20, 2016	Application intake closes. No applications will be accepted after this date.
April 4 to May 15, 2016	Applications are placed in queue, then reviewed and assessed in accordance with this Handbook, in the order they are received. Conditional Approvals will be issued to successful applicants as they are processed.
Week of May 16, 2016	Final set of conditional approvals issued. If applicable, amendments to previously sent conditional approval letters will be issued.
Week of May 23, 2016	All conditions must be met.
May 31, 2016	Final approval notices confirmed.
June 1, 2016	New Licences and Access Agreements in effect.

*Time is of the essence. Failure to deliver required information within the required dates may affect Applicant's ability to maintain access on June 1, 2016.

How to Apply

1. Read this Handbook.
2. Confirm that you meet the mandatory TLS Program criteria and compile all relevant documentation.
3. Complete the required application forms (see Section 3 of this Handbook).
4. Electronically submit all the required application forms and copies of relevant documentation by email to Registrar@bc-ctc.ca and tls@portmetrovanancouver.com. Zip-Files will be accepted.
5. You will receive confirmation of receipt by email, with a copy to the Registrar at BC-CTC, within one business day of receipt, prior to any review. If you have not received a confirmation of receipt within 24 hours, please contact a TLS Program Administrator at 604.665.9333.

Local TLS Program Criteria

The local TLS Program criteria are listed in the following table. All criteria are necessary; however key criteria or changes of note are summarized below.

- All current local TLS Program participants in good standing have the opportunity to re-apply for a Licence and Access Agreement.
- The total number of filled truck tags in the current fleet will not increase.
- Companies not currently participating in the TLS Program are not eligible to apply.
- Subject to the existing rules of tag allocation for Sponsored Independent Operators, companies may apply for up to a total number of tags that is equal to their current number of filled tags, and any tags that have been vacant for less than 30 days (applies to company trucks and sponsored Independent Operators holding a valid Port Pass).
- It is important to include all of the information when submitting your application to ensure timely review of your application (see checklist in Section 3 of this application handbook).
- Tags do not have to be filled using the same trucks as those in use as of the application date, but trucks new to the applicant's fleet must (be no older than i.e. 2010 model/engine/exhaust units) meet current "new addition" truck requirements.

Table 4: Local TLS Program Criteria

TLS PROGRAM CRITERIA	
1. Eligibility	
Eligible Applicants	All current TLS Program participants are eligible to apply. Companies not currently participating in the local TLS Program are ineligible to apply.
Tag Management	<p>Subject to the existing rules of tag allocation for Sponsored Independent Operators, companies may apply for up to a total number of tags that is equal to their current number of filled tags, including any tags that have been vacant for less than 30 days (applies to company trucks and sponsored Independent Operators holding a valid Port Pass).</p> <p>The BC-CTC may reallocate truck tags available as a result of sponsorship termination by a licensee or unsuccessful licence applications. The BC-CTC will communicate this to all conditionally approved applicants, at which time, applicants may request additional truck tags.</p>
Truck Requirements	<p>Applicants must have at least five trucks that meet Vancouver Fraser Port Authority's minimum standards and requirements. These trucks can be company-owned or leased and/or sponsored/joined Independent Operator owned or leased.</p> <p>Trucks included as part of the application must meet all Vancouver Fraser Port Authority truck requirements, including evidence of Age Exception approvals as per the TLS Environmental Requirements Program. Trucks new to TLS must have a 2010 or newer model/engine/exhaust unit.</p>
Joint Licence and Access Agreement Holders	<p>Existing Joint Licence and Access Agreement holders may apply jointly again with the same joint applicant.</p> <p>Existing Joint Licence and Access Agreement holders may apply separately, provided each applicant separately meets the minimum eligibility requirements.</p> <p>At this time, no new joint Licences and Access Agreements will be considered.</p>
Specialty Drayage Licences and Specialty Drayage Access Agreements	<p>Specialty Drayage Licences and Specialty Drayage Access Agreements will expire May 31, 2016. Specialty Drayage Licences and Specialty Drayage Access Agreements will no longer be issued.</p> <p>Provided they meet the minimum criteria, current Specialty Drayage Licence holders may apply for a Local Licence and Access Agreement.</p>
2. Terms	
Licence Term	1 year
Access Agreement Term	Subject to early termination in accordance with the terms of the Access Agreement, the Term will be 2-years or 4-years. All applicant companies that made their 2015/2016 Access Agreement Quarterly payments in a timely manner will be eligible for a 4-year Term.
3. Financial	
TLS Program Charges <i>(Note: Payment not required unless Conditional Approval has been granted.)</i>	<p>The TLS Program Charges continue to be determined on a cost recovery basis and include both the BC Container Trucking Services Licence fees and the Vancouver Fraser Port Authority Access Agreement charges.</p> <p>The TLS Program Charges will be as described in Table 1 above.</p>

TLS PROGRAM CRITERIA

<p>Compliance Bond</p> <p><i>(Note: Bond not required unless Conditional Approval has been granted.)</i></p>	<p>Must continue to hold valid security in an amount correlating with the number of truck tags per Licence as described in Table 3 above.</p> <p>Existing Securities automatically renew if there are no changes to the fleet size. If the size of the Licensee's fleet changes, the security may require an adjustment.</p> <p>This is particularly important for companies applying for more than 20 trucks. As the adjustment process may take some time, BC-CTC and Vancouver Fraser Port Authority recommend these companies allow for additional time, within the Key Dates subsection outlined above, to obtain a new or modified security bond.</p>
<p>Insurance</p> <p><i>(Note: Certificate of Insurance not required unless Conditional Approval has been granted.)</i></p>	<p>You must secure sufficient insurance as described in Table 1 above.</p>
<h3>4. Other</h3>	
<p>Union Affiliation</p>	<p>Provide a copy of the valid collective agreement (for Unionized trucking companies).</p>
<p>Licence Sponsorship Agreements</p>	<p>Sponsorship Agreements are part of the Licence.</p> <p>Trucking companies must sponsor all Independent Operators they retain.</p> <p>Please complete the Sponsorship Agreement Form to ensure you provide the following information as part of the application package:</p> <ul style="list-style-type: none"> ▪ Independent Operator's full legal name ▪ Port Pass number of Independent Operator ▪ Full legal name and Port Pass number of any and all employee drivers of the Independent Operator
<p>Access Agreement Joinder Application</p>	<p>The Joinder Application is part of the Access Agreement.</p> <p>A signed application between the Access Agreement applicant(s) and the intended Independent Operator for authorization to join the Independent Operator to the Applicant for the purpose of providing Port-Related Drayage, including a listing all of the Independent Operator's employee drivers.</p>
<p>Secure Parking</p>	<p>Provide evidence of ownership or legal right to occupy land assets and a defined plan for providing secure, privately held parking for truck trailer and chassis assets.</p>
<p>NSC Standing</p>	<p>No additional information required. Companies without a Satisfactory or Satisfactory-Unaudited status may be required to provide additional documentation upon request.</p>
<p>WorkSafeBC Status</p>	<p>Provide a copy of annual WorkSafeBC statement confirming valid account.</p>

SECTION 2: APPLICATION USER GUIDE

The application process includes filling out forms. Each form is described in the subsections that follow.

PHASE I: COMPLETENESS REVIEW

This section describes and explains the forms you will be required to fill out and submit for the Completeness Review for a Licence and Access Agreement. Details and definitions for each are described below.

1. TLS PROGRAM APPLICATION

BC-CTC and Vancouver Fraser Port Authority require the following information:

1.1 “PRIMARY COMPANY INFORMATION”

The purpose of this section is to collect the COMPANY information of the single applicant or the primary company of the two joint applicants.

For Single (one) trucking company applicant: Must be completed in full for single-company applicants.

For joint (two) trucking company applicants: Must be completed showing information of the Primary Company of a joint application for a Licence and Access Agreement.

1.2 “SECONDARY COMPANY INFORMATION”

Only complete this section if you are jointly applying with another company. The purpose of this section is to collect the COMPANY information of the second of the two joint applicants. All communications related to the BC Container Trucking Services Licence and Vancouver Fraser Port Authority Access Agreement will be conducted with the Primary Company.

Single-held (one) trucking company applicant: This section does not apply.

For joint (two) trucking company applicants: Must be completed showing information of the Secondary Company of a joint application for a Licence and Access Agreement.

1.3 “LICENCE AND ACCESS AGREEMENT CONTACT INFORMATION”

The purpose of this section is to collect the information for the SINGLE POINT OF CONTACT for the TLS Program on all administrative and operational matters. This does not need to be the signing authority/business decision maker.

IMPORTANT NOTE: *The contact information provided here will be the single point of contact for the BC-CTC and Vancouver Fraser Port Authority regarding this application or, in the event the applicant is successful, Licence and Access Agreement administrative matters during the Term. This contact is responsible to ensure correspondence is distributed to appropriate parties, such as the joint applicant/holder.*

1.4 “TRUCK TAG ALLOCATION ELIGIBILITY AND REQUEST”

The purpose of this section is to ensure that the number of truck tags the applicant is applying for is no greater than their current number of filled tags, plus tags that have been vacant for less than 30 days (including company trucks and sponsored Independent Operators holding a valid Port Access pass), and aligns with existing tag allocation rules (e.g.: does not include any tags associated with Independent Operators that the applicant has elected not to re-sponsor).

Applicants may apply for fewer tags.

BC-CTC will determine the number of tags allocated to your company. More specifically, BC-CTC may make decisions regarding re-allocation of from unsuccessful applicants. If this happens, BC-CTC will communicate this to all conditionally approved applicants, at which time, applicants may request additional truck tags.

1.5 “CONFIRMATION THAT TRUCKS MEET TLS ENVIRONMENTAL REQUIREMENTS”

The purpose of this section is to allow the applicant to confirm that the trucks that are submitted in the application are TLS compliant. This section must be completed reflecting the required information for each truck associated with the application.

2. DRIVER DETAIL FORMS

2.1 “LICENCE SPONSORSHIP APPLICATION”

This is a signed application between the Licence applicant(s) and the intended Sponsored Independent Operator, and the list of the Sponsored Independent Operator employee information.

2.2 “ACCESS AGREEMENT INDEPENDENT OPERATOR JOINDER APPLICATION FORM”

This is a signed application between the Access Agreement applicant(s) and the intended Independent Operator for authorization to join the Independent Operator to the Applicant for the purpose of providing Port-Related Drayage, including a listing all of the Independent Operator's employee drivers.

3. TRUCK INSURANCE AND REGISTRATION FORMS

Vancouver Fraser Port Authority will confirm the eligibility of the trucks that you request to use to fill your tags (as allocated by the BC-CTC).

3.1 “TRUCK REGISTRATION FOR NEW TRUCKS TO TLS”

If the truck you seek to add to your application is currently NOT part of YOUR TLS fleet, please complete this form. Note: new trucks to TLS must be 2010 or newer model/engine/exhaust units.

3.2 “TRUCK CURRENTLY ON APPLICANTS TLS FLEET”

For trucks that are already in TLS, you are required to provide valid copies of the insurance papers and a copy of the Vancouver Fraser Port Authority's **age exception approval** for each truck submitted as part of this application that has a model/engine/exhaust unit that is 2006 or older.

4. CONSENT FORMS

DO NOT SUBMIT THE “CONSENT TO DISCLOSE FORMS” AS PART OF YOUR APPLICATION. YOU ARE REQUIRED TO COLLECT EXECUTED FORMS FROM EVERY TLS DRIVER AND KEEP IN YOUR FILES.

The “Licence Consent” and the “Access Agreement Consent to Disclose” forms are not to be submitted as part of the application package, but BOTH must be completed by every driver (employee or Sponsored Independent Operator) and retained in the applicant's records in the event you are required to provide them at a later date.

4.1 “LICENCE CONSENT TO DISCLOSE FORM”

A signed and witnessed consent form to be signed by:

- the Licence Applicant (and both companies if submitting joint application); AND
- each driver (employee or Sponsored Independent Operator) for the Licence .

4.2 “ACCESS AGREEMENT CONSENT TO DISCLOSE FORM”

A signed and witnessed driver consent form to be signed by:

- each driver (employee or Sponsored Independent Operator) for the Access Agreement.

5. COMPANY DRIVER PORT PASS INFORMATION FORM

A list of all company employee drivers.

6. CONFIRMATION OF RECEIPT OF CONSENT FORMS

DO NOT SUBMIT THE CONFIRMATION OF RECEIPT OF CONSENT FORM FOR PHASE I. YOU WILL BE REQUIRED TO SUBMIT ONLY IF THE APPLICATION MEETS THE MANDATORY CRITERIA FOR CONDITIONAL APPROVAL.

You will be required to submit this upon being granted Conditional Approval. Samples are attached to this document for your information. You will receive the final form as part of your conditional approval package.

6.1 "LICENCE CONSENT FORMS CONFIRMATION FORM"

A signed confirmation from the Applicant principal(s) that they have obtained and will retain in their records executed "Licence Consents" from each of their drivers.

6.2 "ACCESS AGREEMENT CONFIRMATION OF CONSENT"

A signed confirmation from the Applicant principal(s) that they have obtained and will retain in their records executed "Access Agreement Consents to Disclose" from each of their drivers.

7. STATUTORY DECLARATION

DO NOT SUBMIT THE STATUTORY DECLARATION FOR PHASE I. YOU WILL BE REQUIRED TO SUBMIT ONLY IF THE APPLICATION MEETS THE MANDATORY CRITERIA FOR CONDITIONAL APPROVAL.

Please see Schedule 6 "Statutory Declaration"

PHASE II: FORMAL REVIEW AND CONDITIONAL APPROVAL

After review of your above forms and required documentation, both the BC-CTC and Vancouver Fraser Port Authority will send you separate Conditional Approval notices, which will list the additional requirements that applicants must meet in order to receive Final Approval. The following will be required to meet conditions for Final Approval.

BC-CTC LICENCE CONDITIONS	VANCOUVER FRASER PORT AUTHORITY ACCESS AGREEMENT CONDITIONS
<p>“LICENCE CONSENT FORMS CONFIRMATION FORM” (FORM WILL BE SENT)</p> <p>A signed “Licence Consent Forms Confirmation Form”, indicating that the applicant obtained and will securely store the required consent forms from each and every driver.</p>	<p>“ACCESS AGREEMENT CONFIRMATION OF CONSENT RECEIVED” (FORM WILL BE SENT)</p> <p>A signed and witnessed “Confirmation of Access Agreement Consents Received”, indicating that the Applicant has obtained and will securely store the required Consent to Disclose Forms from each and every driver.</p>
<p>Executed and Notarized Statutory Declaration (will be sent)</p>	<p>Requirement to include <i>Vancouver Fraser Port Authority and Her Majesty the Queen in Right of Canada</i> named as additional insured parties to the CGL policy and to submit the Certificate to the Vancouver Fraser Port Authority.</p>
<p>Compliance Bond (copy of existing or revised Compliance Bond if applicable)</p>	<p>Executed Access Agreement (will be sent)</p>
	<p>First installment of Charges</p> <p>Damage Deposit (if required)</p>

GLOSSARY

Please see the required field definitions as follows:

- **Company Name:** the legal name of the applying company.
- **SCAC Code:** The Standard Carrier Alpha Code, a unique 4-character code used to identify transportation companies; this code is used to facilitate computerization in the transportation industry.
- **DBA is “Doing Business As”:** A legal term used in Canada, meaning that the trade or brand name, under which the business or operation is conducted and presented, is not the legal name. If your company does not use a DBA please indicate “N/A” on the applicable forms.
- **British Columbia Corporate Registration Number (“Business Number”):** A unique number assigned to a corporation, business or society when registering with a participating agency. Corporations, businesses or societies use this number to identify themselves when in contact with many federal, provincial or local government program.
- **The National Safety Code (NSC):** a set of national standards supported by provincial regulations. The program establishes management and performance requirements for commercial carriers. The NSC standards establish minimum safety standards for commercial vehicles and drivers.

PHASE III: FINAL APPROVAL

If your application passes final approval, you will receive a final approval letter and copies of executed agreements. The new Licence and Access Agreement will take effect June 1, 2016.

SUBMITTING YOUR APPLICATION PACKAGE

Upon completion of the mandatory forms and coordination of all relevant documents, the applicant must submit the full application package to **both** the BC-CTC and Vancouver Fraser Port Authority for review. All documentation and application package must be submitted in electronic format by email.

Application Package for Completeness Review must include:

1. Forms: 1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3 (and truck insurance papers), 4.1, 4.2, and 5.
2. Required additional documents: See Section 3 of the TLS Program Criteria table in this document.

Other Requirements:

1. All fields on mandatory forms MUST BE TYPED. Handwritten responses on these forms will not be accepted.
2. All copies of required and supporting documents must be in English, clear and legible.

Submission:

**You are required to email your application and documents to Registrar@bc-ctc.ca and tls@portmetrovanancouver.com.
Zip-files will be accepted.**

DOCUMENTS WILL NOT BE ACCEPTED BY FAX, USB OR DISC.

SECTION 3: APPLICATION FORMS AND DOCUMENTS

The following forms must be submitted to Registrar@bc-ctc.ca and tls@portmetrovancover.com by **April 20, 2016**.

Please carefully review this checklist and ensure you provide all mandatory documentation, as well as any relevant supporting documentation.

DOCUMENT	NAME OF DOCUMENT
Form 1	TLS PROGRAM APPLICATION
Form 2.1	LICENCE SPONSORSHIP APPLICATION
Form 2.2	ACCESS AGREEMENT INDEPENDENT OPERATOR JOINDER FORM
Form 3	TRUCK REGISTRATION FORM
Form 4.1	LICENCE CONSENT TO DISCLOSE FORM NOTE: Please print copies of this form for signature and witness by all drivers and retain in your records in the event you are required to provide them at a later date
Form 4.2	ACCESS AGREEMENT CONSENT TO DISCLOSE FORM NOTE: Please print copies of this form for signature and witness by all drivers and retain in your records in the event you are required to provide them at a later date
Form 5	COMPANY DRIVER PORT PASS INFORMATION FORM
NSC	Fleet Safety Plan
WorkSafeBC	Valid WorkSafeBC Certificate
Collective Agreement	If applicable
Business Case	Letter to CTC and VFPA including 1. Nature of Business 2. Minimum of at least one supporting document (i.e. customer service contact) or business reference justifying business need to access Vancouver Fraser Port Authority lands;
Private property	Evidence of secure land for truck/chassis storage
Lease Agreements for trucks	New truck to TLS <ol style="list-style-type: none"> 1. Transfer Tax Form/Bill of Sale 2. Lease Agreement showing <ol style="list-style-type: none"> a. VIN b. APPLICANT'S NAME AS THE LESSEE c. DURATION OF LEASE d. LEASE PAYMENT AMOUNTS
Truck Insurance Documentation	Valid truck insurance documentation submitted for every truck owned by the company/ companies and sponsored Independent operators must also show: <ol style="list-style-type: none"> 1. License Plate, VIN, and unit number 2. Insurance documentations must be valid (i.e. not expired) 3. Minimum Automobile Liability \$5M 4. Applicant NSC number on all insurance papers for all trucks submitted for application, including sponsored independent operators

APPENDIX A: CURRENTLY IN EFFECT - VANCOUVER FRASER PORT AUTHORITY TLS ENVIRONMENTAL REQUIREMENTS PROGRAM

All container trucks requiring access to Vancouver Fraser Port Authority properties must meet the current [TLS Environmental Requirements Program](#) outlined on Vancouver Fraser Port Authority's website.

APPENDIX B: APPLICATION FORMS

Form 1

LOCAL TLS PROGRAM APPLICATION

Company Information, Contact Information and Fleet Information



OFFICE OF THE
BRITISH COLUMBIA CONTAINER
TRUCKING COMMISSIONER



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All fields are mandatory and are required for the application to be processed. If a field is not applicable to your company, please indicate by entering "N/A".

1.1 PRIMARY COMPANY INFORMATION

Section A must be completed by either a sole company applicant **OR** one of two companies applying for a jointly and severally liable local Licence.

A1 – Company Contact and Address

Company Name: _____

Principal Contact Name: _____

Phone Number: _____

Email Address: _____

Company Address (line 1): _____

Company Address (line 2): _____

City: _____ Province: _____ Postal Code: _____

A2 – Corporate Company Identification

SCAC Code: _____

DBA (Doing Business As, if applicable): _____

British Columbia Corporate Registration Number: _____

National Safety Code Number: _____

A3 – Unionized Labour

If applicable, please provide name of union (i.e. Unifor, Teamsters, etc): _____

Collective Agreement expiry date: _____

A4 – Yard Address

Address: _____

A5 – Primary Company Day-To-Day contact:

Name: _____

Phone Number: _____

Email Address: _____

Form 1

LOCAL TLS PROGRAM APPLICATION

Company Information, Contact Information and Fleet Information



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1.2 SECONDARY COMPANY INFORMATION

In the event that two trucking companies are applying for the jointly and severally liable local Licence, Section B must be completed.

B1 – Company Contact and Address

Company Name: _____

Principal Contact Name: _____

Phone Number: _____

Email Address: _____

Company Address (line 1): _____

Company Address (line 2): _____

City: _____ Province: _____ Postal Code: _____

B2 – Corporate Company Identification

SCAC Code: _____

DBA (Doing Business As, if applicable): _____

British Columbia Corporate Registration Number: _____

National Safety Code Number: _____

B3 – Unionized Labour

If applicable, please provide name of union (i.e. Unifor, Teamsters, etc): _____

Collective Agreement expiry date: _____

B4 – Yard Address

Address: _____

B5 – Secondary Company Day-To-Day contact:

Name: _____

Phone Number: _____

Email Address: _____

Form 1

LOCAL TLS PROGRAM APPLICATION

Company Information, Contact Information and Fleet Information



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1.3 LICENCE AND ACCESS AGREEMENT ADMINISTRATOR CONTACT INFORMATION

IMPORTANT NOTE: The contact information provided here will be the single point of contact regarding this application or, in the event the applicant is successful, future ADMINISTRATIVE matters regarding the local License and Access Agreement. This contact is responsible to ensure correspondence is distributed to appropriate parties, such as the joint applicant/holder.

Administrative Contact Name: (Day-to-day TLS Application Contact) _____

Company Name: _____

Phone Number: _____

Email Address: _____

Company Address (line 1): _____

Address (line 2): _____

City: _____ Province: _____ Postal Code: _____

1.4 FLEET INFORMATION

PRIMARY COMPANY:

1. Number of approved truck tags currently filled with active trucks: _____

a. # that are Company-owned trucks: _____

b. # that are Sponsored IO tags: _____

c. # that are vacant tags: _____

Note: The number listed in 1a, 1b and 1c should add up to the number in Question 1.

2. Number of truck tags **requested** as part of this application: _____ (must not exceed #1 above)

a. # that are Company-owned trucks: _____

b. # that are Sponsored IO driver tags:* _____

c. # that are active, but vacant (for less than 30 days): _____

Note: The number listed in 2a, 2b and 2c should add up to the number in Question 2.

**Note: If there is a change in the number of IO tags requested, Sponsorship Agreement requirements still apply. The Applicant is responsible for confirming compliance. Failure to do so could result in award of fewer tags than requested.*

Form 1

LOCAL TLS PROGRAM APPLICATION Company Information, Contact Information and Fleet Information



OFFICE OF THE
BRITISH COLUMBIA CONTAINER
TRUCKING COMMISSIONER



PORT METRO
vancouver

1.4 FLEET INFORMATION (Continued)

SECONDARY COMPANY:

3. Number of approved truck tags currently filled: _____

a. # that are Company-owned trucks: _____

b. # that are Sponsored IO tags: _____

c. # that are vacant tags: _____

Note: The number listed in 3a, 3b and 3c should add up to the number in Question 3.

4. Number of truck tags **requested** as part of this application: _____ (must not exceed #1 above)

a. # that are Company-owned trucks: _____

b. # that are Sponsored IO driver tags:* _____

c. # that are active, but vacant (for less than 30 days): _____

Note: The number listed in 4a, 4b and 4c should add up to the number in Question 4.

**Note: If there is a change in the number of IO tags requested, Sponsorship Agreement requirements still apply. The Applicant is responsible for confirming compliance. Failure to do so could result in award of fewer tags than requested.*

In the event that the information, terms and conditions of the application package conflict with the respective terms and conditions of the Licence, the terms and conditions of the Licence will prevail.

**Form 2.1
LICENCE SPONSORSHIP APPLICATION**

**SCHEDULE 3
SPONSORSHIP AGREEMENT**

Name of Licensee (“Sponsor”):

Name and Port Pass # of Sponsored Independent Operator, (together with any eligible employees of the Sponsored Independent Operator, the “Sponsored IO”)

Name: _____

Port Pass #: _____

Pursuant to the Sponsor’s application for an Access Agreement and a Container Trucking Services License, the Sponsor and the Sponsored IO hereby apply for Sponsorship.

The Sponsor and the Sponsored IO acknowledge and agree that:

- 1) the capitalized terms in this Schedule have the same meaning as those terms are defined in the Container Trucking Services Licence issued to the Sponsor;
- 2) the Sponsorship will not be effective unless and until the Commissioner confirms his or her approval of same in writing;
- 3) the Sponsored IO is bound by all of the covenants of the Sponsor contained in the Licence issued by the Commissioner to the Sponsor. For greater certainty, but without limitation, the Sponsor and the Sponsored IO are subject to all of the provisions of the Container Trucking Legislation;
- 4) if the Sponsored IO uses the services of any other person to undertake Container Trucking Services, that person must be an employee of the Sponsored IO and identified in the form attached as Appendix 1;
- 5) all data respecting trucks must be provided in accordance with the Commissioner’s and the Vancouver Fraser Port Authority’s application processes;
- 6) all data submitted to the Commissioner must be kept current. It is the Sponsor’s obligation to notify the Commissioner forthwith if any of the information of the Sponsor, the Sponsored IO or the Sponsored IO’s employees changes;
- 7) either the Sponsor or the Sponsored IO may terminate the Sponsorship at any time, upon notice to the other party, and to the Commissioner;
- 8) within forty-five (45) calendar days of termination:
 - a) if the Sponsor terminates, the Sponsored IO may secure an alternate Sponsor; and
 - b) if the Sponsored IO terminates, the Sponsor may either secure an alternate Owner Operator through Sponsorship or add an Approved Vehicle; and
 - c) if neither a) or b) occurs, the original Truck Tag is automatically subject to re-allocation by the Commissioner in his or her discretion;
- 9) for an unplanned absence of a Sponsored IO of a medical nature or other extenuating circumstances, the Sponsor may request that the Commissioner place the original Truck Tag in abeyance and issue a provisional Truck Tag to the Sponsor;
- 10) Within thirty days of the commencement of the absence, if the Sponsored IO wishes to resume utilization of the original Truck Tag, the Sponsor must provide seven (7) days written notice to the Commissioner of the Sponsored IO’s planned return to work and, upon receipt of this notice, the Commissioner must eliminate the provisional Truck Tag;
- 11) the terms and continuation of the Sponsorship Agreement are subject to the Commissioner’s discretion.

Form 2.1
LICENCE SPONSORSHIP APPLICATION

PLEASE NOTE:

- A) APPLICATIONS WILL NOT BE CONSIDERED UNLESS THE SPONSORED IO AND ANY PERSON EMPLOYED BY THE SPONSORED IO TO UNDERTAKE CONTAINER TRUCKING SERVICES HAS SUBMITTED TO THE SPONSOR A COMPLETED CONSENT TO DISCLOSE, IN THE FORM ATTACHED AS SCHEDULE 4 TO THE CONTAINER TRUCKING SERVICES LICENCE ISSUED TO THE SPONSOR;
- B) NO ACTIONS TAKEN PURSUANT TO ANY OF THE SECTIONS ABOVE IMPACT ANY OF THE CONDITIONS OF THE ACCESS AGREEMENT;

By signing in the space provided below, the Sponsor and the Sponsored Owner Operator confirm that they agree to the terms and conditions set out above.

Dated this ___ day of _____, 201__.

<p>SPONSOR, <i>by its duly authorized signatory</i></p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p> <p>_____</p> <p>Company Name (please print)</p>	<p>WITNESS</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Address</p>
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<p>SPONSORED INDEPENDENT OPERATOR, <i>by its duly authorized signatory or signatories, if a corporate entity</i></p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p>	<p>WITNESS</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Address</p>
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**FORM 2.2
ACCESS AGREEMENT INDEPENDENT OPERATOR JOINDER FORM**

SCHEDULE "D"

APPLICATION TO JOIN AN INDEPENDENT OPERATOR TO A USER'S DRIVER FLEET

<p>Name(s) of User (or names of both companies, if the User is made up of two companies) (jointly and severally, the "User")</p> <p>Primary Company: _____</p> <p>Secondary Company (if applicable): _____</p>
<p>Name and Port Pass # of the joined Independent Operator, (together with any eligible employees of the joined Independent Operator, the "Joined IO")</p> <p>Name: _____</p> <p>Port Pass #: _____</p> <p>Email address: _____</p> <p>Telephone #: _____</p>

Capitalized terms not otherwise defined herein have the meanings given to them in the Access Agreement.

Pursuant to the Access Agreement that the User has entered into or wishes to enter into with the Authority, the User and the I/O identified above hereby apply to the Authority for authorization to join the Independent Operator to the User, for the purpose of provided Port-Related Drayage.

The User and the Joined IO hereby agree and confirm that:

1. the Joinder will not be effective unless and until the Authority confirms its approval of same in writing;
2. a copy of the covenants contained in the Access Agreement has been provided to the Joined IO;
3. the Joined IO is bound by all of the covenants of the User contained in the Access Agreement entered into by the User and the Authority;
4. if the Joined IO uses the services of any other person to undertake Port-Related Drayage, that person must be an employee of the Joined IO and listed in the form attached as Appendix 1;
5. all data respecting trucks must be provided in accordance with the prescribed application process;
6. all data must be submitted to the Authority and kept current. It is the User's obligation to notify the Authority forthwith if any of the information of the User, the Joined IO or the Joined IO's employees' changes;
7. either the User or the Joined IO may terminate the Joinder at any time, upon notice to the other party, the Authority and the British Columbia Container Trucking Commissioner;
8. the Joined IO and any driver employed by the Joined IO to undertake Port-Related Drayage has submitted to the User a completed Access Agreement Consent to Disclose in the form as attached as Schedule "E" to the Access Agreement; and
9. the Authority reserves the right to terminate this Joinder immediately upon notice for breach of the terms contained herein, for breach of the Access Agreement, or if the sponsorship authorized by the BC Container Trucking Commissioner terminates for any reason.

FORM 2.2
ACCESS AGREEMENT INDEPENDENT OPERATOR JOINDER FORM

By signing in the space provided below, the User and the Joined Independent Operator confirm that they agree to the terms and conditions set out above.

Dated this ___ day of _____, 201__.

<p>USER, by its duly authorized signatory or signatories, if more than one company</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p> <p>_____</p> <p>Primary Company Name (please print)</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p> <p>_____</p> <p>Secondary Company Name (please print)</p>	<p>WITNESS</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Address</p>
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<p>JOINED INDEPENDENT OPERATOR, by its duly authorized signatory or signatories, if a corporate entity</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p>	<p>WITNESS</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Name (please print)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Address</p>
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Form 3
Truck Registration Form



OFFICE OF THE
BRITISH COLUMBIA CONTAINER
TRUCKING COMMISSIONER



PORT METRO
vancouver

Fill out **one form per truck request**. All fields are mandatory and are required for the application to be processed.
If a field is not applicable to your company, please indicate by entering "N/A".

Section A. Truck Details

Vehicle Identification Number (VIN): _____

Unit Number (as indicated on insurance papers **and** the body of the truck): _____

Licence Plate Number: _____ Model: _____ Year: _____

Colour: _____

Truck Engine Model Number: _____

Section B. Truck Ownership

This truck is legally and beneficially owned or leased by:

Company: _____

OR

Sponsored Owner Operator: _____

In the event the information, terms and conditions of the application package conflict with the respective terms and conditions of the Licence and/or Access Agreement, the terms and conditions of the Licence and Access Agreement shall prevail.

**FORM 4.1
LICENCE CONSENT TO DISCLOSE FORM**

**SCHEDULE 4
CONSENT**

I, _____ (please print clearly), effective as of the date set out below, hereby acknowledge and agree that:

- 1) _____, (the "Licensee") has been issued a licence by the British Columbia Container Trucking Commissioner (the "Commissioner"), appointed under the British Columbia Container Trucking Act (the "Act"), to carry out container trucking services as defined and prescribed pursuant to the Act and its regulations or a licence has been deemed (the "Licence").
- 2) In order to apply for the Licence, and periodically during the term of the Licence, the Licensee must provide certain information, which may include personal information, respecting companies, vehicles and vehicle operators and related activities to the Vancouver Fraser Port Authority (the "Authority") and/or to the Commissioner (the "Required Information").
- 3) The Required Information is collected and may be used by and disclosed to the Commissioner, the Authority or Her Majesty the Queen in right of the Province of British Columbia, represented by the Minister of Transportation and Infrastructure (the "Province"), for the purpose of stabilizing the container trucking industry in the Lower Mainland of British Columbia, and enhancing safety, security, order, and operational efficiencies within that industry, and ensuring compliance with the Act, and the regulations and orders of the Authority or the Commissioner made under that Act (the "Purpose").
- 4) In consideration of the possibility of my deriving a benefit from the granting of the Licence, I hereby unconditionally and perpetually consent, authorize and grant to the Commissioner, the Authority and the Province all necessary authority, right and license:
 - a) to collect, including to collect indirectly from the Licensee, the Commissioner, the Authority or the Province, as the case may be, any of my personal information contained in the Required Information;
 - b) to use any of my personal information contained in the Required Information in furtherance of the Purpose; and
 - a) to disclose any of my personal information contained in the Required Information to the Licensee, the Commissioner, the Authority and/or the Province, as the case may be, in furtherance of the Purpose or as may be authorized or required in accordance with applicable law, including under the Act.
- 5) I further agree:
 - a) to provide the Required Information to the Licensee, the Authority, the Commissioner or the Province as may be required or requested from time to time;
 - b) that the Authority or the Commissioner may disclose to third parties the Required Information, including any of my personal information contained in the Required Information, and any other information in respect of any breach of the terms of the Licence or any proposed or actual suspension, modification, or termination of the Licence; and
 - c) that such third parties may share with the Authority or the Commissioner any comparable or necessary information, including personal information, about me, my vehicles, my companies, my activities and my operations, in respect of any breaches of the terms of the Licence or any proposed or actual suspension, modification, or termination of the Licence.

**FORM 4.1
LICENCE CONSENT TO DISCLOSE FORM**

Dated this ____ day of _____, 20__

SIGNED & DELIVERED in the presence of:

Witness Name (please print)

Witness Signature

Signature of Consenting Party

FORM 4.2
ACCESS AGREEMENT CONSENT TO DISCLOSE

SCHEDULE "E"
CONSENT TO DISCLOSE

1. I, _____ (please print clearly) hereby acknowledge and agree that:

(A) _____, (the "**User**") has entered into an Agreement with the Vancouver Fraser Port Authority, (the "**Authority**"), respecting certain drayage services, (the "**Agreement**");

(B) The User has also applied for or has been issued a licence by the British Columbia Container Trucking Commissioner (the "**Commissioner**"), to carry out container trucking services, (the "**BC Licence**");

(C) I am:

i) an employee of the User (or one of them);

ii) an Independent Operator joined (or seeking authorization from the Authority) to be joined, ("**Joinder**") to the User; or

iii) an employee of an Independent Operator joined (or seeking to be joined) to the User;

(D) The User (or one of them) and/or I have or have applied for port-related access passes, ("**Port Passes**"); and

(E) In order to apply for the Agreement, the BC Licence, Joinder and/or Port Passes, and during the respective terms of same, the User and/or I must provide certain information, including personal information respecting companies, vehicles and vehicle operators and the activities of same to the Authority, (the "**Required Information**"). The Required Information is collected for the purpose of enhancing safety, security, order, drayage industry stability, and operational efficiencies within the Access Area and those communities adjacent to the Access Area, (the "**Purpose**").

2. In furtherance of the Purpose, I hereby acknowledge, consent and agree:

(A) to provide the Required Information to the User and/or the Authority as requested;

(B) that the User (and, if applicable, each of them) may disclose any or all of the Required Information, including, without limitation of any personal information to third parties, including law enforcement, government, and regulatory agencies, other port users, and terminal operators, (collectively, "**Third Parties**");

(C) that the Authority may disclose any or all of the Required Information and any information regarding any alleged breach of the terms of the BC Licence, the Agreement, the Port Pass program and/or any proposed or actual suspension, modification, or termination of the BC Licence, Agreement or Port Pass Program, to Third Parties; and

