



2020 CTS LICENCE

APPLICATION PACKAGE



OFFICE OF THE
BRITISH COLUMBIA CONTAINER
TRUCKING COMMISSIONER



2020 CONTAINER TRUCKING SERVICES LICENCE APPLICATION PACKAGE

INTRODUCTION

Participation in the local TLS Program requires a Container Trucking Services Licence (“Licence”) from the Office of the British Columbia Container Trucking Commissioner (“OBCCTC”) and an Access Agreement (“Access Agreement”) from the Vancouver Fraser Port Authority (“VFPA”). Current OBCCTC Licences expire on November 30, 2020. This package contains what you will need to apply for a Licence.

TABLE OF CONTENTS

BACKGROUND AND TLS PROGRAM CRITERIA	3
CTS LICENCE CRITERIA.....	5
LICENCE APPLICATION PROCESS	7
APPLICATION USER GUIDE	10
DOCUMENTS CHECKLIST.....	10
FORM A – COMPANY INFORMATION	12
FORM B – TRUCK TAGS REQUEST	14
FORM B.2 – BUSINESS CASE	15
FORM B.3 – CONSENT TO DISCLOSE APPLICATION INFORMATION	20



BACKGROUND AND TLS PROGRAM CRITERIA

BACKGROUND

Federal regulations under the *Canada Marine Act* prohibit the VFPA from granting authorization to access VFPA lands for the purpose of local drayage unless the party seeking access holds a Container Trucking Services Licence. Both a valid VFPA Access Agreement and a valid Container Trucking Services Licence are required to operate local TLS drayage at Lower Mainland port facilities and participate in the TLS Program.

ABOUT THE 2020 LICENCE APPLICATION

Following [consultation with drayage stakeholders](#), the OBCCTC made a series of licence reforms to ensure greater regulatory compliance, promote the efficiency, effectiveness and competitiveness of the Lower Mainland drayage sector and reinforce sound business practices and accurate record keeping and payroll systems. Critical changes to the 2020 Licence include the following:

- Between 1450 and 1550 Truck Tags will be available for distribution between all successful applicants;
- Applicants who have not previously held a licence will be permitted to apply for a licence, but their applications will only be considered after the applications by 2018 CTS Licence holders have been reviewed and if there are Truck Tags remaining;
- Joint licence applications will not be accepted. 2018 CTS Joint Licence holders will be permitted to apply separately for a single licence even if their fleet size is fewer than five (5) trucks, provided they satisfy all remaining mandatory licensing requirements;
- Applicants must submit a copy of sections 1-3 of their most recent National Safety Code Profile Report and clearly identify all vehicles listed in section 3 that are performing both on and off dock container trucking services;
- Each truck owned by an Independent Operator and, listed under licence must have a corresponding, sponsorship agreement signed by the same Independent Operator;
- Allocation of company and Independent Operator Truck Tags for 2018 CTS Licence holders will be determined by assessing an applicant's business case, compliance history and fleet efficiency data. Allocation of company and Independent Operator Truck Tags for applicants who have not previously held a licence will be determined by assessing the applicant's business plan only, and only if additional Truck Tags are available for allocation after Licences have been issued to existing licensees.



FEES AND CHARGES

The TLS Program Charges (“Charges”) continue to be determined on a cost recovery basis and include both the Container Trucking Services Licence fees and the VFPA Access Agreement charges. The Charges, as indicated in Table 1, are determined in accordance with the terms of the VFPA Access Agreement. The VFPA reserves the right but not the obligation to re-calculate Charges in accordance with the Access Agreement terms or if a user’s fleet size changes.

The VFPA advises that licensees with less than five (5) trucks may be eligible to hold a Joint Access Agreement with another licensee for the purpose of paying the TLS Program Charges. Please contact the Vancouver Fraser Port Authority for more information at tls@portvancouver.com.

Security will continue to be required as per the *Container Trucking Regulation*, and in an amount corresponding to the number of tagged trucks.

Charges and security amounts are set out in Tables 1 and 2.

Applying for a Licence does not require the payment of a fee.

TABLE 1: LOCAL TLS PROGRAM ANNUAL CHARGES

NUMBER OF TRUCKS TAGS	TLS PROGRAM CHARGE AMOUNT – COMMENCING JANUARY 1, 2018 (ANNUAL)
5 to 9	\$25,000
10 to 15	\$35,000
16 to 20	\$45,000
21 to 45	\$45,000 + (\$2,711 x [number of Truck Tags over 20 Truck Tags])

TABLE 2: SECURITY

NUMBER OF TRUCKS	REQUIRED SECURITY \$250,000 FOR UP TO 20 TRUCKS; \$125,000 PER ADDITIONAL 10-TRUCK INCREMENT
1 to 20	\$250,000
21 to 30	\$375,000
31 to 40	\$500,000
41 to 50	\$625,000
51 to 60	\$750,000
61 to 70	\$675,000
71 to 80	\$1,000,000
81 to 90	\$1,125,000
91 to 100	\$1,250,000
101 to 110	\$1,375,000
111 or more	=\$250,000 + (\$125,000 x [every 10 trucks over 20 trucks])



CTS LICENCE CRITERIA

1. Eligibility

Eligible applicants	Applicants who are 2018 licence holders and new applicants are eligible to apply. New applicants' applications will only be considered after applications from 2018 licence holders have been reviewed and if there are remaining Truck Tags.
Fleet requirements	<p>Applicants must have at least five (5) trucks that meet VFPA's minimum standards and requirements. These trucks can be company-owned and/or leased and/or sponsored/joined Independent Operator owned or leased.</p> <p>Joint licences are no longer allowed. Current joint licensees will each be permitted to apply separately for a single licence even if their respective fleet size is fewer than five (5) trucks, provided they satisfy all remaining mandatory licensing requirements.</p> <p>Trucks included as part of the application must meet all VFPA truck requirements; trucks new to TLS must meet the minimum age requirement of 2014, with equipment compliant with all original factory installed emissions standards.</p>

2. Financial

Security	Applicants must hold valid security in an amount correlating with the number of Truck Tags per Licence as described in Table 2 above.
----------	---------------------------------------------------------------------------------------------------------------------------------------

3. Other

Company information	Applicants must submit a completed and signed Form A (containing information regarding the company and the company's principal).
Truck Tag request	Applicants must submit a completed Form B (indicating the number and type of Truck Tags requested).
Business Case	Applicants must submit a business case using the templates provided and must also provide other documentation as indicated to justify the number of Truck Tags requested (Form B.2).
Consent to Disclose Application Information	<p>Applicants must provide a consent allowing the OBCCTC to disclose the number of vacant Truck Tags it has under its Licence, in the event a Licence is awarded (Form B.3).</p> <p>The OBCCTC may disclose this information to advise independent operators looking for sponsorship which licensees may have available Truck Tags.</p>
Driver information	Applicants must submit specified driver information for company drivers, Independent Operators and Independent Operator Employees once conditional approval has been granted. Each of these forms must be initialed.
Licence Sponsorship Agreements	Applicants must sponsor all Independent Operators they retain and must submit a completed, signed and witnessed Sponsorship Agreement form for every Independent Operator under the Licence once conditional approval has been granted.



Consent Form and Consent Forms Confirmation	<p>Applicants must have each of their drivers sign a Consent Form once conditional approval has been granted. By signing the Consent Form, the driver consents to the collection, use and disclosure of personal information provided to the Container Trucking Commissioner, the VFPA, and the Province. The drivers' signature must also be witnessed.</p> <p>Applicants must also submit a Licence Consent Forms Confirmation, confirming that the applicant has obtained and will securely store the required Consent Form from each and every driver, once conditional approval has been granted.</p>
Statutory Declaration	<p>Applicants must read and swear or affirm the prescribed statutory declaration before a Commissioner for Taking Oaths in British Columbia.</p> <p>The statutory declaration is required pursuant to section 8(2)(b) of the <i>Container Trucking Regulation</i>. Please read it carefully and ensure that you can truthfully swear or affirm the statutory declaration.</p>
National Safety Code standing	<p>Applicants must submit a copy of sections 1-3 of their most recent National Safety Code Profile Report and clearly identify all vehicles listed in section 3 that are performing container trucking services (on and off dock).</p>
Union affiliation	<p>Applicants are required to provide a copy of any collective agreement applicable (for unionized trucking companies only).</p>

An applicant by applying for a licence waives any claim for compensation or damages in the event the Commissioner refuses to issue a licence, unless the commissioner's conduct is dishonest, malicious or otherwise in bad faith.



LICENCE APPLICATION PROCESS

Applications must be completed electronically, printed, signed with an original signature and submitted in hard copy to the OBCCTC. It is recommended that you submit your complete application materials as soon as possible, in the event that you are required to produce additional information. The submission deadline is **August 4, 2020 at 4pm.**

The licence applications process has three phases:

Phase I: Completeness review

Please complete this application package and provide all necessary information and documentation to start the application process. All forms must be filled in electronically and must be printed, signed and submitted in hard copy to the OBCCTC.

Application packages will be reviewed for completeness upon receipt. The OBCCTC will make its best efforts to request any additional documentation and/or information required from you within five (5) business days of receipt. Your application will be deemed withdrawn if you fail to provide the requested documentation and/or information within five (5) business days of the request.

Phase II: Formal review, Truck Tag assignment and conditional approval

The OBCCTC will review your application and assign your company a specified number of Truck Tags based upon its assessment of your submitted business case and compliance history (if applicable).

Licence amalgamation: The performance and compliance history of both companies previously holding a single or joint licence will be considered as part of the Truck Tag application in the event that 2018 CTS Licence holders amalgamate and only one previous licensee applies.

If your application meets all the other requirements for conditional approval, the OBCCTC will issue a conditional approval letter which includes a Truck Tag decision detailing the number and type of Truck Tags to be assigned. If the number of Truck Tags to be assigned is less than the number of Truck Tags assigned under a 2018 CTS Licence, applicants may be asked to submit a proposal regarding how they anticipate allocating the Truck Tags assigned.

Applicants who do not meet all the requirements will be given notice of non-approval at this time. Once conditional approval has been granted, successful applicants will then be required to meet the following conditions for final approval. You must meet these conditions by the deadline set out in your conditional approval notice in order to obtain final approval. If you fail to meet the deadline, your application will be deemed withdrawn.

The following will be required to meet conditions for final approval:

- 1. Final list of company drivers, Independent Operators and Independent Operator Employees**
- 2. Completed Sponsorship Agreement for each Independent Operator**
- 3. Consent Forms Confirmation**
- 4. Sworn or affirmed Statutory Declaration**
- 5. Security**
- 6. VFPA TLS program requirements**



Phase III: Final Approval

If you meet all of the conditions for final approval, the OBCCTC will issue a final approval letter and your executed licence, which will be effective December 1, 2020, for a term of two (2) years (expiring November 30, 2022).

KEY DATES

Phase I

July 6, 2020	Licence application package released, and application period opens.
August 4, 2020 (4pm)	Application period closes. No applications will be accepted after this date.

Phase II

August 5 to September 8, 2020	Formal application review period.
September 9, 2020	Truck Tag decision issued to applicants.
October 9, 2020	Deadline for applicants to submit their list of company drivers, Independent Operators, Independent Operator Employees and Truck Tag allocation proposal (if required). <i>NOTE: Between September 9 to November 13, 2020, the VFPA will be requesting information from companies to ensure that VFPA access agreement requirements are met.</i>
November 13, 2020	Deadline for companies to meet requirements for final approval.

Phase III

Week of November 23, 2020	Final approval notices sent.
December 1, 2020	New Licences signed, issued and in effect.



HOW TO APPLY

1. Read the Licence Application Package.
2. Complete the required application forms, ensuring all information is accurate.
3. Compile all documents listed in the Licence Document Checklist.
4. Submit your completed application package in hard copy with all relevant documents to the OBCCTC office at:

1085 Cambie Street, Vancouver BC V6B 5L7

Application package must be submitted in hard copy. Applications will not be accepted via email.

The deadline to submit your application package is August 4, 2020 at 4pm.

You should receive confirmation of receipt by email from the OBCCTC within one (1) business day of receipt, prior to any review. If you have not received a confirmation of receipt within one (1) business day, please contact the OBCCTC at registrar@obcctc.ca.

Other Requirements:

1. All fields on the application forms must be typed. Handwritten responses on these forms will not be accepted.
2. No electronic signatures permitted. Original signatures are required.
3. All copies of required and supporting documents must be in English, clear and legible.

NOTE: 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 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 2020 application period.

In the event that the information, terms and conditions of this application package conflict with the respective terms and conditions of the *Container Trucking Act*, *Container Trucking Regulation*, or the Licence, the terms and conditions of the latter prevail.

QUESTIONS?

If you have questions or need more information, please contact:

Office of the British Columbia Container Trucking Commissioner

Email: registrar@obcctc.ca

Phone: 604-660-6051



APPLICATION USER GUIDE

DOCUMENTS CHECKLIST

The following must be completed and included in your application materials:

<input type="checkbox"/>	Form A – Company Information
<input type="checkbox"/>	Form B – Truck Tags Request
<input type="checkbox"/>	Form B.2 – Business Case
<input type="checkbox"/>	Form B.3 – Consent to Disclose Application Information
<input type="checkbox"/>	National Safety Code (copies of section 1 to 3)
<input type="checkbox"/>	Union Affiliation Collective Agreement (if applicable)



BLANK PAGE



FORM A – COMPANY INFORMATION

IMPORTANT NOTE: All fields are mandatory and are required for the application to be processed. If a field is not applicable to your company, please enter "N/A". All fields must be filled electronically.

A.1 PRIMARY COMPANY INFORMATION

A.1.1 – Company Contact and Address

IMPORTANT NOTE: The principal is the person(s) that has legal responsibility for the company.

Company Name: _____

Principal: _____

Phone Number: _____

Email: _____

Company Address (line 1): _____

Company Address (line 2): _____

City: _____ Province: _____ Postal Code: _____

A.1.2 – Corporate Company Identification

Standard Carrier Alpha Code: _____

Doing Business As (if applicable): _____

National Safety Code Number: _____

A1.3 – Unionized Labour

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

Collective Agreement Expiry Date: _____

A.1.4 – Yard Address(es)

Address (line 1): _____

Address (line 2): _____

City: _____ Province: _____ Postal Code: _____



A.2 LICENCE AND ACCESS AGREEMENT ADMINISTRATOR CONTACT INFORMATION

IMPORTANT NOTE: The contact information provided here will be the day-to-day contact regarding this application and, in the event the applicant is successful, the contact for all future administrative matters regarding the Licence. This contact is responsible to ensure correspondence is distributed to appropriate parties.

Administrative Contact Name: _____

Company Name: _____

Phone Number: _____

Email: _____

Company Address (line 1): _____

Company Address (line 2): _____

City: _____ Province: _____ Postal Code: _____

A.3 – COMPANY SIGNATURE

IMPORTANT NOTE: The principal is the person(s) that has legal responsibility for the company. The principal's original signature is required, e-signature is not permitted.

Please confirm by signing below, all details in Sections A.1 and A.2 have been verified and are correct.

Principal Name: _____

Principal Signature: _____ Date Signed: _____



FORM B – TRUCK TAGS REQUEST

B.1 – TRUCK TAGS REQUEST

IMPORTANT NOTE: *If the number of Truck Tags to be assigned in the Truck Tag decision is less than the number of Truck Tags assigned under a 2018 CTS Licence, applicants may be asked to submit a proposal regarding how they anticipate allocating the Truck Tags assigned.*

Number of Truck Tags Requested

Number of Company Truck Tags Requested:

Number of Independent Operator Truck Tags Requested:

Total Truck Tags Requested:

B.2 – BUSINESS CASE

Applicants must submit a business case using the templates provided and must also provide other documentation as indicated to justify their requested number of Truck Tags.

Please fill out the mandatory business case template provided on the following page.

Current number of Truck Tags (FOR OFFICE USE ONLY – DO NOT FILL OUT)

Current number of Company Truck Tags:

Current number of Independent Operator Truck Tags:

Total number of current Truck Tags:



FORM B.2 – BUSINESS CASE

This is a mandatory requirement to ensure applicants submit all relevant information required to assess a Truck Tag request. The information provided will be used by the OBCCTC to assess the Licence Application.

NEW APPLICANTS: Complete Section B.2.1. BUSINESS/FLEET INFORMATION questions 1 and 2 only and indicate “N/A” in the remaining sections.

All questions must be answered in order for the application to be processed. If a field is not applicable to your company, please indicate by entering “N/A”. Please attach any relevant documents that will support your business case and application, including, but not limited to, letters/references from customers confirming container movements, letters of support from union/industry associations, container movement records generated from a fleet management system, etc.

B.2.1 – BUSINESS/FLEET INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)

1. Describe the services provided by your company

- List all services provided by your company and the industries they support (i.e. drayage, domestic cartage, warehousing, long haul, transloading, etc.)
- Describe how your company is structured and how your fleet/resources are allocated (i.e. number of trucks/drivers performing each service)



2. List the annual number of containers moved by your company over the past five years.

ANNUAL CONTAINER NUMBERS (2015-2019)			
Year	# of containers moved by the Licensee	# of outsourced containers moved (if applicable)	Total
2015			
2016			
2017			
2018			
2019			

3. List the number of on and off dock¹ container trucking movements provided by your company for each month in 2019.

MONTHLY ON/OFF DOCK CONTAINER VOLUMES (2019)			
Month	# On Dock Container Moves	# Off Dock Container Moves	Total
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

¹ The *Container Trucking Regulation* defines an off dock move/trip as one movement of one or more containers by a trucker from one facility in the Lower Mainland to a different facility in the Lower Mainland but does not include an on dock trip or a movement of a container from one location in a facility to a different location in the same facility.



4. Provide a fleet efficiency overview by listing number of containers moved and average movements per driver for July – December 2019.

FLEET EFFICIENCY						
	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Total container movements (on and off dock)						
Total # of Truck Tags ² (excluding vacant Truck Tags)						
Average container moves per day for each driver						

² Combined total of all Truck Tags – both Independent Operator and company



B.2.2 – BUSINESS VOLUME AND CONTAINER MOVEMENT (CURRENT AND PROJECTED)

1. Describe, in detail, the container movement(s) for each customer that supports your request for Truck Tags (attach an additional sheet(s) if required).

IMPORTANT NOTE: Information and container movements listed in this table may be verified by the OBCCTC.

Customer name and contact information	
New or current customer	<input type="checkbox"/> New <input type="checkbox"/> Current
Month/year container movement added	
Estimated annual/monthly containers	
If new customer, was this work previously performed by another licensee	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes-Licensee Name: _____

Customer name and contact information	
New or current customer	<input type="checkbox"/> New <input type="checkbox"/> Current
Month/year container movement added	
Estimated annual/monthly containers	
If new customer, was this work previously performed by another licensee	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes-Licensee Name: _____

Customer name and contact information	
New or current customer	<input type="checkbox"/> New <input type="checkbox"/> Current
Month/year container movement added	
Estimated annual/monthly containers	
If new customer, was this work previously performed by another licensee	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes-Licensee Name: _____



2. Describe the projected impact of container movements and Truck Tag(s) on the efficiency of your fleet using estimated performance metrics.

PROJECTED FLEET EFFICIENCY (including additional container movements and requested Truck Tags)						
	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021
Total container movements/trips (on and off dock)						
Total # of Truck Tags³						
Average trips/container moves per day for each driver						

³ Combined total of all current and requested Truck Tags – both Independent Operator and company



FORM B.3 – CONSENT TO DISCLOSE APPLICATION INFORMATION

In the event that a Licence is awarded, the applicant (licensee) consents to the disclosure of number of vacant Truck Tags it has under its Licence. The OBCCTC may disclose this information to advise independent operators looking for sponsorship which licensees may have available Truck Tags.

Please check one of the boxes below:

- I consent to the OBCCTC disclosing information regarding the number of Truck Tags awarded.
- I DO NOT** consent to the OBCCTC disclosing information regarding the number of Truck Tags awarded.

Please confirm consent by signing below.

IMPORTANT NOTE: *The principal is the person(s) that has legal responsibility for the company. The principal's original signature is required, e-signature is not permitted.*

Principal Name: _____

Principal Signature: _____ Date Signed: _____

Please submit completed applications to:

Office of the British Columbia Container Trucking Commissioner
1085 Cambie St
Vancouver, BC V6B 5L7

Phone: (604) 660-6051
Email: info@bcctc.ca



OFFICE OF THE
BRITISH COLUMBIA CONTAINER
TRUCKING COMMISSIONER