



OFFICE OF THE
BRITISH COLUMBIA CONTAINER
TRUCKING COMMISSIONER

2026 CTS Licence Applicant Handbook

2026 CONTAINER TRUCKING SERVICES LICENCE APPLICANT HANDBOOK

INTRODUCTION

A company that requires access to a marine terminal to perform container trucking services as defined in the *Container Trucking Act and Container Trucking Regulation* must have a Container Trucking Services Licence (“Licence”) from the Office of the British Columbia Container Trucking Commissioner (“OBCCTC”).

In accordance with Section 16 of the *Container Trucking Act*, the Commissioner is inviting applications for Licences that will be effective December 1, 2026 through November 30, 2029.

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ABOUT THE 2026 LICENCE APPLICATION

The *Container Trucking Act* requires any company performing container trucking services in the Lower Mainland requiring access to a marine terminal to hold a container trucking services licence issued by the Commissioner.

Companies that do not require access to a marine terminal to perform container trucking services do not require a licence.

Applicants are required to meet certain mandatory requirements in order to obtain a licence.

CONTAINER TRUCKING SERVICES LICENCE

The container trucking licence applies for both on-dock and off-dock container moves within the Lower Mainland. A copy of the 2026 CTS licence can be found [here](#).

TRUCK TAGS

Applicants who want to move a container (on-dock and off-dock) within the Lower Mainland are required to have an Approved Truck with an OBCCTC decal (truck tag).

A maximum of 1,500 truck tags will be issued, with 750 of the assigned truck tags being independent operator tags and 750 company tags. As industry knows, the number of truck tags is limited in order to limit congestion and to balance the amount of work against the number of tagged trucks and drivers.

All truck tags associated with the 2024 CTS licence expire with the current licence (November 30, 2026). **Truck tags under the 2024 licence, including “conditional” tags, do not carry over to the new CTS licence.**

Applicants who held a 2024 CTS licence may apply for no more than 110 percent of the number of truck tags held by the applicant on April 1, 2026¹ or 3 additional truck tags (which ever is higher).

Applicants who have not held a 2024 CTS licence can apply for a maximum of 5 truck tags.

Applicants are required to complete the application forms for truck tags.

¹ Does not include conditional tags.

FEES AND CHARGES

The Annual Charges include both the Container Trucking Services licensee fee and the Vancouver Fraser Port Authority (“VFPA”) Access Agreement charges. The Annual Charges are based on the number of truck tags awarded to a licensee as set out in Table 1.

TABLE 1: ANNUAL CHARGES

NUMBER OF TAGGED TRUCKS	CHARGE AMOUNT – COMMENCING JANUARY 1, 2026 (ANNUAL)
5 to 9	\$26,100
10 to 15	\$36,540
16 to 20	\$46,980
21 or more	\$46,980 + (\$2,830 x [number of trucks over 20 trucks])

The *Container Trucking Regulation* (“*Regulation*”) prescribes the amount of security a licensee must hold based on the number of assigned truck tags, as set out in Table 2.

TABLE 2: OBCCTC SECURITY REQUIREMENT

NUMBER OF TAGGED 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	\$875,000
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])

2026 CTS LICENCE AND TRUCK TAG APPLICATION

Applications must be submitted via a labelled USB Key to the OBCCTC office. It is recommended that you submit your complete application materials as soon as possible in the event you are required to produce additional information. The submission deadline is **May 29, 2026 at 12 noon.**

Important Note: Applicants must submit separate and distinct applications for each legal corporate entity. Combined applications will not be accepted.

CTS LICENCE AND TRUCK TAG CRITERIA

A. Mandatory licence criteria

In order to be considered for a 2026 CTS licence, an applicant must meet the following criteria:

1. Provide a complete 2026 CTS licence application per applicant. The term of the Licence will expire November 30, 2029.
2. Provide evidence that all trucks that will be engaged in on and off dock container trucking services under the licence are equipped with an electronic device or technology that records the number of hours of container trucking services and container trucking service trips performed. (see Form E.1)
3. Not had a CTS licence cancelled or be a Related Person to a company whose CTS licence has been cancelled.
4. Have an office in British Columbia where payroll records are stored and readily available and accessible to the OBCCTC upon request.
5. Not owe any Trucker outstanding wages pursuant to an order issued under section 9 of the *Act* at time of application.
6. Hold valid security in an amount correlating with the number of truck tags as described in Table 2 above.
7. Provide a notarized Statutory Declaration as required under s.8 of the *Regulation*.
8. Provide evidence of electronically transmitted wage statements and electronic transfer funds to drivers. (see Form E.2)
9. Submit a sponsorship agreement for every eligible Independent Operator.
10. Provide any additional information or documentation required by the OBCCTC within the timeline requested.
11. Have been awarded a minimum of two truck tags for 2026-2029 CTS licence period.
12. Hold a valid Access Agreement with the Vancouver Fraser Port Authority.

B. Truck Tag criteria

In order to be granted available truck tags, an applicant must demonstrate:

1. that each truck tag request will generate at or near full time regulated wages; and
2. that each truck tag request will be utilized to perform regulated container trucking services on or near a full-time basis.

Important Note: Applicants may not combine, duplicate or rely on data or information from another applicant for a licence.

APPLICATION PROCESS

Step 1: Completeness review

Complete this application package per applicant and provide all necessary information and documentation. All forms must be completed by the applicant and submitted electronically via USB key with the applicant's name labelled and delivered 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 within three business days of receipt. Applications will be deemed withdrawn if the requested documentation and information is not provided within three business days of the OBCCTC request.

Step 2: Initial mandatory criteria review

The OBCCTC will determine whether the applicant meets the mandatory criteria set out in section A (1), (2), (3), (4), (5), (7), (8), and (10) before moving to the next step. If an applicant does not satisfy any or all of these mandatory criteria at this stage, the applicant will not be considered for truck tags, and the application will be deemed withdrawn.

Step 3: Truck tag priority ranking

Given the limited number of truck tags available, the OBCCTC will rank each applicant based on its CTS licence history, compliance history and readiness to use the truck tags requested.

Evaluation	Range	Score Maximum	Score Minimum
CTS licence history	0 points for applicants who have not previously held a CTS licence and up to 11 points for each year an applicant has held a CTS licence	11	0
Compliance history	Sliding scale of negative points based on size of the penalty (including suspensions) assessed in each decision.	0	-11
Readiness to use truck tags²	1 point if the applicant's request for truck tags meets the number of Approved Trucks it can demonstrate are/will be in place by December 1, 2026 0 points if the applicant's request for truck tags exceeds the number of Approved Trucks that are/will be in place by December 1, 2026.	1	0
Total Points		/12	0

Step 4: Tag assessment

Once each applicant has been ranked in accordance with Step 3, truck tag applications will be reviewed in the order in which applicants have ranked.

For applicants who have previously held a CTS Licence when reapplying for the previously number of truck tags (as of May 1, 2026):

- The Commissioner will consider the following information when considering the applicant's business case:
 - Demonstration that existing business is expected to stay substantially the same (Folder B.2)
 - Fleet information (Form D.1)

² Applicant to provide any and all documentation substantiating truck readiness.

- Geotab GPS data for each tagged truck between January 1, 2025 and December 31, 2025 (Folder D.2).
 - Information on the applicant's Vancouver Fraser Port Authority Scorecard between January 1, 2025 and December 31, 2025 including the total on-dock trips and the OBCCTC estimated off-dock trips.
 - If the Applicant disputes the on-dock data and estimated off-dock data based on the VFPA scorecard, complete Form D.3 and provide any information and supporting documentation (Folder D.3).
 - Wage statements issued to each trucker performing container trucking services between January 1, 2025 and December 31, 2025. (Folder D.4).
 - Any empirical analysis and/or comparison that assists in the determination of the number of requested truck tags.
 - Any additional information applicant feels the Commissioner should be made aware of in relation to the applications.
- New applicants and previous licence holders seeking an increase in truck tags will need to provide the following for the additional truck tags only:
 - A business plan for the new/additional truck tags that includes the following:
 - Supporting documentation for business case (e.g., identifying specific additional container work, contracts with other licensees, customer lists and volumes, fleet data) (Folder B.2)
 - Supporting information and documentation about the expected volume of work, including:
 - If a returning applicant has a new customer or current customer has increased its container movement volume (on-dock and off-dock) (and evidence of same); (use Folder C.1)
 - If the new applicant or returning applicant is reducing or ending contracting out container trucking services to another company that held a licence (and evidence of same); (Folder B.2)
 - If new applicant has business that has been secured (and evidence of same); (use Folder C.2)
 - The projected weekly rate of pay to be generated with each truck tag; (Folder B.2)
 - Documentation regarding the applicant's ability to secure any additional needed Approved Vehicles by December 1, 2026, if applicable; (Folder B.2)
 - Any empirical analysis and/or comparison that assisted in the determination of the number of requested truck tags;
 - Any additional relevant information.

The Commissioner may award fewer truck tags than requested. If the applicant requests a mixture of IO and company tags and the Commissioner does not grant all of the tags requested, the Commissioner may award the truck tags based on the ratio of company to IO tags applied for.

Important Note: *Applicants will not be considered for a different type of available truck tag from that indicated on Form B.1 if their preference is not available.*

As set out above, the Commissioner will review truck tag applications based on the priority number assigned to the applicant. Truck tags may be fully allocated before applicants with lower priority numbers have had their truck tag applications considered, in which case those applicants may not be awarded truck tags.

Applicants who meet the mandatory criteria set out in section A (11) (award of at least 2 truck tags) will then be considered for a licence.

Step 5: Conditional Approval

Once an applicant receives a conditional approval for a 2026-2029 CTS licence, the following must be provided to the OBCCTC no later than September 11, 2026 to complete all the remaining mandatory requirements.

1. A signed and properly executed bond or irrevocable line of credit effective December 1, 2026. (A.6)
2. Provide original copy of statutory declaration (A.7)
3. Submit a sponsorship agreement for every eligible Independent Operator (if applicable) (A.9)
4. Provide any additional information or documentation required by the OBCCTC within the timeline requested. (A.10)
5. Confirmation of an Access Agreement with the Vancouver Fraser Port Authority (A.12)

If an applicant who has received conditional approval does not meet the deadline set out above, their application will not be considered further, and a CTS licence application will be deemed withdrawn.

Any applicant who is not awarded a CTS licence will receive a notice in accordance with the *Act*.

Step 6: Final Approval

Upon meeting all the mandatory requirements, the OBCCTC will issue a final approval letter signed by the Commissioner, or delegate, and copies of executed licences, effective December 1, 2026 until November 30, 2029.

KEY DATES

April 27, 2026	Licence and tag application package released; Application period opens.
May 29, 2026 NOON	Application period closes. No applications will be considered after this date and time.
July 31, 2026*	OBCCTC issues conditional approval letters to successful applicants.
August 28, 2026*	Returning applicants must confirm their existing security (ILOC or bond) has been renewed effective December 1, 2026 with OBCCTC.
September 11, 2026	Applicant deadline to meet requirements for final approval.
October 1-9, 2026	OBCCTC distributes new OBCCTC I/O decals to I/Os
October 23, 2026*	OBCCTC issues final licence approval notice and signed CTS licence
October 26-30, 2026	OBCCTC distributes new OBCCTC company decals
December 1, 2026	2026 licence in effect

*no later than.

HOW TO APPLY

1. Carefully read this applicant handbook.
2. Download the application forms that apply to your business [here](#).
3. Complete all forms within your downloaded folder, ensuring all information is accurate and complete.
4. Use the Licence Document Checklist (located inside your downloaded folder) to ensure you've included all necessary information.
5. Submit your completed application via USB key to the OBCCTC office at:

1085 Cambie Street, Vancouver BC V6B 5L7

You must provide a physical USB stick labelled with your company name. Applications will not be accepted via email. No hardcopies of applications will be accepted.

The deadline to submit your application is at 12 noon on May 29, 2026. Late applications will not be considered.

If requested, you will receive confirmation of receipt of your USB Key from the Registrar at the OBCCTC when the application is delivered to the OBCCTC. Confirmation of receipt merely indicates that the Registrar has received a USB Key but does not indicate that the application has been reviewed or is complete.

Other Requirements:

1. All fields on the application forms must be typed in the forms that have been provided. Alterations of, substitutes for, or incomplete forms will not be considered.
2. 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 2026 licence application period.

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

Questions?

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

Office of the British Columbia Container Trucking Commissioner

Email: registrar@bcctc.ca

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.



**CONTAINER TRUCKING
SERVICES LICENCE**

CONTAINER TRUCKING SERVICES LICENCE

ISSUED BY:

British Columbia Container Trucking Commissioner

(“Commissioner”)

TO:

(“Licensee”)

Date of issuance: _____, 2026

Under authority of: the *Container Trucking Act*, SBC 2014, chapter 28 and the *Container Trucking Regulation* BC Reg 248/2014, as amended (the “Act” and the “Regulation” respectively).

This Licence is comprised of the cover page, the definitions, the Licence terms and signature page, and the Schedules:

- Schedule 1: Conditions of Licence (Appendices A to E)
- Schedule 2: Sponsorship Agreement (Appendices A-C)
- Schedule 3: Licensee Consent
- Schedule 4: Sponsored Independent Operator Consent Form
- Schedule 5: Related Persons
- Schedule 6: Terms and Conditions of Truckers Employment and Retainer
- Schedule 7: Statutory Declaration

1. DEFINITIONS

Unless defined below, the capitalized terms used in this Licence have the meanings set out in the Act and Regulation.

“**Access Agreement**” means the contract between Vancouver Fraser Port Authority and the Licensee, pursuant to which the Vancouver Fraser Port Authority grants the Licensee access to Marine Terminals upon certain commercial terms and conditions;

“**Approved Vehicle**” means a vehicle that is designed to be self-propelled,

(a) to which a trailer, within the meaning of the *Motor Vehicle Act*, RSBC 1996, chapter 318 as amended, that is designed, used or intended for the carriage of containers, is or may be attached, and

(b) by which a trailer described in (a) is or may be drawn;

and that meets all of the requirements of this Licence, including, without limitation, that such vehicle has, prior to entering the Marine Terminal, been properly and duly approved for use by the Vancouver Fraser Port Authority pursuant to the Access Agreement, and, if required, by the Commissioner;

“**Business Costs**” means the costs of operating a business for which a Licensee is responsible and includes, but it is not limited to, chassis rental, wear and tear on tires, cargo insurance, Smart Phone costs, bridge or road tolls, loading fees, Access Agreement charges, fees related to the Terminal Gate Compliance Initiative, GPS-related expenses, (unless the Sponsored Independent Operator has unreasonably failed to cooperate in the return of the GPS unit to the Vancouver Fraser Port Authority or to the Licensee);

“**Compensation**” means remuneration, wait time remuneration, fuel surcharge and Position Movement Rate any other rate or method of compensation for work contemplated by the Container Trucking Legislation;

“**Conditions of Licence**” means the conditions set out in the CTS licence including section 6 and Schedule 1’s Appendices A to E;

“**Container Trucking Legislation**” means the *Container Trucking Act* SBC 2014, chapter 28, as amended, the *Container Trucking Regulation* BC Reg 248/2014, Orders, Rate Orders and the Rules of Practice and Procedure made thereunder;

“**Container Trucking Contract**” means an agreement, arrangement or understanding by which a Licensee is required to complete regulated Container Trucking Services by transport of one or more Containers to or partially to a final point of delivery in accordance with the terms of the agreement, arrangement or understanding;

“**Directing Mind**” means the individual who controls the actions of the container trucking services business or company.

“Electronic Funds Transfer” means transactions that move money electronically between different financial institutions or bank accounts.

“Electronically Transmitted” means data, information or documents sent from one place to another using electronic means such as email, computer networks, or other digital communication systems, rather than by physical mail or personal delivery.

“Equipment” means tractors, road transportation equipment, chassis, trailers and trucks, and includes Approved Vehicles;

“Law” means any statute, regulation, bylaw, rule, regulation, and order of any government or municipality;

“Licence Applicant” the business or corporation applying for a License.

“Licensee” means an applicant to whom a Licence has been granted;

“OBCCTC” means the Office of the British Columbia Container Trucking Commissioner;

“Off Dock” means Off Dock Trip

“On Dock” means On Dock Trip

“Order” means an order made by the Commissioner under the Container Trucking Legislation;

“Payroll Records” means the Required Information

“Port Pass” means a hard copy pass issued on terms set out in the Transport Canada marine security regulations, verifying that the holder has a *bona fide* requirement to access the Marine Terminal area;

“Rate Order” means an Order made by the Commissioner in accordance with section 22(3) and 22(4) of the Act.

“Related Person” means, in relation to the Licensee, any person with the same directing mind as the Licensee, and includes:

- (a) a person controlled directly or indirectly by the Licensee or any entity comprising the Licensee;
- (b) a person that directly or indirectly controls the Licensee or any entity comprising the Licensee;
- (c) a person that is directly or indirectly controlled by another person that:

- (i) directly or indirectly controls the Licensee or any entity comprising the Licensee; or
- (ii) the Licensee or any entity comprising the Licensee directly or indirectly controls; or
- (d) a person from whom the Licensee or any entity comprising the Licensee directly or indirectly acquired all or part of the Licensee’s container trucking business;

“**Required Information**” means the information described in Appendix D of Schedule 1 of the CTS license and/or Appendix 2 of the Sponsorship Agreement;

“**Security**” means the instrument described in section 5 of the CTS Licence and as attached as Appendix C to Schedule 1;

“**Sponsorship Agreement**” means a sponsorship agreement in the form attached as Schedule 2;

“**Sponsored Independent Operator**” means Independent Operators sponsored by the Licensee pursuant to the Sponsorship Agreement;

“**Subcontract for Container Trucking Services**” means an agreement, arrangement or understanding by which a Related Person or other party undertakes to transport any or all Containers to which a particular Container Trucking Contract applies whether or not such transport results in delivery of those Containers to a final point of delivery specified in the Container Trucking Contract;

“**Truck Tag**” means an OBCCTC decal affixed to a truck issued pursuant to this Licence;

“**Term**” means the period of time described in section 3.1;

“**Wage Statement**” means a document provided by the Licensee to a Trucker on each payday, detailing their Compensation and deductions for a specific pay period.

2. GRANT

2.1 The Commissioner grants to the Licensee a Licence to carry out Container Trucking Services as defined and prescribed pursuant to and by the Container Trucking Legislation in accordance with this Licence.

3. TERM

3.1 The Term of this Licence is from the date it is issued to **November 30, 2029**.

3.2 This Licence is renewable at the discretion of the Commissioner, for an additional term or terms, as decided by the Commissioner.

4. FEES

- 4.1 The Commissioner acknowledges that the Licensee has agreed to pay a licence fee for the Term.

5. SECURITY

- 5.1 The Licensee shall provide the Commissioner with Security in the form of a compliance bond or an irrevocable letter of credit or in another form acceptable to the Commissioner, at least ten (10) business days prior to the commencement of the Term and in a form and content satisfactory to the Commissioner and in accordance with the requirements of the Container Trucking Legislation and in favour of the Commissioner and His Majesty the King in right of the Province of British Columbia, as represented by the Minister of Transportation and Transit, in the amount of _____ **DOLLARS (\$_____)**. The Commissioner reserves the right to increase the required Security, in accordance with the Container Trucking Legislation, in the event the Licensee's number of Truck Tags under this Licence increases.
- 5.2 The Commissioner shall not be obliged to realize against any or all of the Security to secure payment of amounts owing by the Licensee or in respect of any claims it may have against the Licensee before terminating this Licence.
- 5.3 No exercise of its rights under this clause shall disentitle the Commissioner from claiming for damages resulting from any breach of this Licence or any negligent act or omission by the Licensee, nor limit the quantum of any such claim.
- 5.4 If the entire Security, or any portion thereof, is realized by the Commissioner as aforesaid, then the Licensee shall, upon written demand of the Commissioner, re-establish the Security in an amount as directed by the Commissioner within five (5) business days after receipt of such demand. The Licensee shall maintain the full amount of the Security in force and effect until the expiry or termination of the Licence. Failure to meet this requirement constitutes a default under this Licence.
- 5.5 If the issuer of the Security notifies either the Commissioner or the Licensee that the Security is invalid or will be cancelled or invalidated for any reason, the Licensee shall obtain and deliver to the Commissioner forthwith upon receipt of such notification, valid replacement Security effective from the date of invalidation of the Security, which replacement Security shall contain the same terms and conditions as the cancelled or terminated Security.
- 5.6 The delivery of valid replacement Security by the Licensee under section 5.5 is in addition to, and does not preclude, the exercise by the Commissioner of any right, power or remedy available to the Commissioner under the Licence, or pursuant to Law, in connection with the realization of the Security.
- 5.7 Despite any term of this Licence, the format, terms and conditions, execution and identification of the Licensee on the Security, as applicable, may be modified as required

by the Licensee and to the satisfaction of the Licensee and the Commissioner, only to the extent necessary to reflect the structure or identity of the Licensee.

- 5.8** The Licensee agrees that the Commissioner may release to the issuer of the Security any information the Commissioner obtains in relation to the Commissioner's final determination in section 5.2 and section 5.4.

6. CONDITIONS OF LICENCE

Responsibilities of Licensee

- 6.1** This Licence is issued subject to all Conditions of Licence. The Licensee must comply with all Conditions of the Licence throughout the Term.
- 6.2** The Licensee must not enter into an agreement, arrangement or understanding to perform On-Dock or Off Dock Container Trucking Services with any party who is not a Licensee and who performs Off-Dock Container Trucking Services in the Lower Mainland.
- 6.3** The Licensee must not enter into any Subcontract for Container Trucking Services with any party who is not a Licensee.
- 6.4** The Licensee must register with the OBCCTC the Required Information set out in Part A of Appendix D to Schedule 1 and must maintain the currency of the Required Information set out in Part B Appendix D to Schedule 1.
- 6.5** Upon the expiration, termination, cancellation or surrender of the Licence, the former Licensee remains subject to the record-keeping obligations set out in the Licence and must retain and preserve all records set out in Appendix D to Schedule 1 for a period of four (4) years from the date of the expiration, termination, cancellation or surrender.
- 6.6** Upon the commencement of an audit or investigation, the Licensee must retain and preserve all records set out in Appendix D to Schedule 1 and may not dispose of any records until advised that it may do so by the OBCCTC.

Electronic Container Trucking Services Tracking

- 6.7** The Licensee must ensure that all trucks engaged in Container Trucking Services are equipped with an electronic device or technology that records the number of hours of Container Trucking Services and/or Container Trucking Services trips performed including the container numbers and the origin and destination location.
- 6.8** Upon the request of the Commissioner, the Licensee, at its expense, must ensure that all trucks owned or controlled by a Related Person and move Containers are equipped with an electronic device or technology that records the number of hours and trips performed.
- 6.9** The Licensee must retain, and make available to the OBCCTC upon request, all data generated by the electronic device in all trucks engaged in Container Trucking Services

for the Licensee for four (4) years after the date the data was created.

6.10 The Licensee must not withhold, alter, or tamper with the electronic devices or data.

Electronic Payroll and Wage Statements

6.11 The Licensee must ensure that Payroll Records and Wage Statements for all drivers performing Container Trucking Services are created and maintained electronically.

6.12 The Licensee must Electronically Transmit to each Trucker a Wage Statement.

6.13 The Licensee must remunerate Truckers only using Electronic Funds Transfer.

6.14 The Licensee must retain, and make available to the OBCCTC upon request, all Payroll Records and Wage Statements for all drivers engaged in Container Trucking Services for the Licensee for four years after the date the Payroll Record or Wage Statement was generated.

6.15 The Licensee must not withhold, alter, or tamper with the electronic Payroll Records or Wage Statements.

Access to Marine Terminals

6.16 The Licensee must be eligible to enter the Marine Terminals for the purposes of carrying out Container Trucking Services.

6.17 The Licensee must be party to a valid Access Agreement.

Truck Tags

6.18 The Licensee must carry out Container Trucking Services for On Dock Trips and Off-Dock Trips using only Truck Tags allocated by the Commissioner on the conditions imposed by the Commissioner.

6.19 The Licensee must assign a Truck Tag to each truck performing Container Trucking Services for On-Dock Trips and Off Dock Trips.

6.20 The Licensee acknowledges that the Commissioner may consider information provided by the Vancouver Fraser Port Authority under its performance review program in determining the number of Truck Tags that the Licensee is authorized to use pursuant to this Licence.

6.21 The Commissioner reserves to his or her entire discretion the determination of the number of Truck Tags allocated to the Licence and may reduce or increase the number of Truck Tags allocated to the Licence over the Term.

Other

6.22 The Licensee must comply with all applicable Laws, Orders, and safety and security requirements of the Commissioner.

- 6.23** The Licensee must comply with the terms of the Sponsorship Agreement attached as Schedule 2 of this Licence.
- 6.24** The Licensee must not engage the services of any Trucker for the carrying out of Container Trucking Services unless the Trucker is employed by the Licensee or is a Sponsored Independent Operator of the Licensee, in accordance with any requirements set by the Commissioner.
- 6.25** The Licensee must take all reasonable steps to ensure that every Trucker conducting Container Trucking Services on behalf of the Licensee complies with all of the Conditions of Licence.
- 6.26** The Licensee must ensure that every Independent Operator who conducts Container Trucking Services on behalf of the Licensee executes and delivers to the OBCCTC the consent form attached at Schedule 4.
- 6.27** The Licensee must not assign or transfer this Licence or Truck Tags.
- 6.28** The Licensee must not receive by assignment or transfer a Licence or Truck Tags.
- 6.29** Unless the Commissioner expressly consents, in advance, the Licence terminates on change of control of the Licensee, which occurs by the transfer by sale, assignment, transmission on death, mortgage, trust, or any of means of any shares, voting rights, or interest which results in either:
- (a) a change of beneficial ownership of one or more of the parties that comprise the Licensee; or
 - (b) a change of the identity of a person who is the Directing Mind of the Licensee.
- 6.30** The Licensee must provide the Commissioner with a Statutory Declaration from its Directing Mind in the form attached as Schedule 5. The Commissioner may exempt the Licensee from referring to sanctions assessed against, monies owed by, or activity engaged in by a Related Person, if it is unreasonable to require the Licensee to provide this information.
- 6.31** Any term, condition or provision of this Licence is found to be invalid, illegal or incapable of being enforced by a rule of law or public policy, all remaining terms, conditions and provisions shall be considered severable and shall remain in full force and effect.
- 6.32** Failure to disclose in the Licence Application or the misrepresentation therein of any and every fact which is material to the Licence Application or to the Licence shall render the Licence voidable by the Commissioner

7. CONTACT INFORMATION, REQUIRED INFORMATION LOCATIONS AND NOTICE

- 7.1** The Licensee must provide the Commissioner with at least one contact for all

communication under this Licence, which contact information is set out in section 7.3

- 7.2 The Licensee must provide the Commissioner with a street address of the place it mainly conducts its container trucking business in the Lower Mainland and advise in writing of any change of address within ten (10) business days prior to change.
- 7.3 The Licensee contact for all communication pertaining to this Licence between the Commissioner and the Licensee, on behalf of the Licensee will be printed in English as follows:

Name: _____
Position: _____
Company: _____
Address: _____
Telephone: _____
Facsimile: _____
Email: _____

- 7.4 The contact for all communications pertaining to this Licence to the Commissioner shall be through the office of the Commissioner.
- 7.5 Any correspondence to the Licence Contact shall be deemed received by the Commissioner if sent to any or all of the contact methods as set in the Rules and Procedures.
- 7.6 The physical locations in British Columbia where the Required Information is located and accessible to the Licensee and the Commissioner is as follows:

Street Address: _____
City: _____
Postal Code: _____
Contact Person: _____

8. AMENDMENT, ADDITIONAL CONDITIONS, SUSPENSION AND TERMINATION

- 8.1 Modification, addition of conditions, suspension and termination of this Licence are governed by the Container Trucking Legislation.

9. MISCELLANEOUS

- 9.1 The Schedules and Appendices form part of this Licence.

THE COMMISSIONER HAS ISSUED THIS LICENCE as of the date of issuance noted above.

The British Columbia Container Trucking
Commissioner (or delegate)

SCHEDULE 1
CONDITIONS OF LICENCE

See attached Appendices:

- Appendix A - Prohibited Practices
- Appendix B - Equipment and Safety
- Appendix C - Form of Security
- Appendix D - Required Information
- Appendix E - Payment of Compensation

APPENDIX A**Prohibited Practices**

1. In addition to any other conditions set out in the *Act, Regulation*, or CTS Licence, a Licensee must not do or permit a Related Person to do any of the following:
 - (a) permit an Employee, Indirectly Employed Operator or Independent Operator to have an ownership interest or a leasehold interest in Equipment in which the Licensee has an ownership interest or leasehold interest;
 - (b) permit an Employee or Indirectly Employed Operator or Independent Operator to assume an interest in or obligation to the Licensee;
 - (c) require an Independent Operator to sell his or her Equipment to the Licensee;
 - (d) permit a Trucker to rent, purchase or lease a Licensee's Equipment.
 - (e) require an Independent Operator or Indirectly Employed Operator to become a Directly Employed Operator of the Licensee;
 - (f) require Directly Employed Operator to become an Independent Operator or Indirectly Employed Operator;
 - (g) remove, exchange, sell, purchase, alter or destroy a truck tag issued by the Commissioner.
 - (h) misrepresent, or require or allow a Trucker to misrepresent, the time worked, the distance travelled or monies paid to the Trucker;
 - (i) pay Truckers by a method of Compensation that is a hybrid of per trip and hourly;
 - (j) threaten, harass, coerce, or attempt to influence a Trucker in any way, either directly or indirectly, regarding a Trucker's right to retain his or her Compensation.
 - (k) issue Wage Statements or maintain Payroll Records that combine or consolidate hours and/or rates of pay for work that is captured by the Act and work that is not.

APPENDIX B**Equipment and Safety**

1. A Licensee must ensure all of the following:
 - (a) that the Licensee conducts Container Trucking Services pursuant to this Licence using only Approved Vehicles;
 - (b) that all Approved Vehicles are maintained in good condition and repair;
 - (c) in addition to the above:
 - (i) that each Approved Vehicle is equipped, on the Vancouver Fraser Port Authority's request, with tracking and radio frequency equipment and other vehicle identification equipment approved by the Commissioner and at the sole cost of the Licensee; and
 - (ii) that the maintenance of the tracking or radio frequency equipment is to the standard of a prudent owner and the Licensee shall return that tracking and radio frequency equipment upon termination of the Licence or earlier request by the Commissioner and the Licensee shall comply with the Vancouver Fraser Port Authority's programs regarding equipment identification, tracking, monitoring, location and movement; and
 - (d) that all Approved Vehicles used by the Licensee for Container Trucking Services:
 - (i) display a Truck Tag on the Approved Vehicle to carry out Container Trucking Services for On-Dock Trips and Off Dock Trips.
2. The Licensee must:
 - (a) maintain a valid Canadian National Safety Code Certificate, and
 - (b) must advise the OBCCTC immediately if the Canadian National Safety Code Certificate is suspended or terminated, and if this occurs the Licensee must immediately cease the carrying out of Container Trucking Services.
 - (c) advise the OBCCTC of any damage to the truck tag or any replacement of an Approved Vehicle within five (5) business days.

APPENDIX C
Form of Security

IRREVOCABLE LETTER OF CREDIT

DATE OF ISSUE: [month, date, year]

LETTER OF CREDIT NUMBER: [Issuer to insert number]

AMOUNT: \$ [insert amount] CAD

RE: Container Trucking Licence effective [insert effective date] to [insert expiry date] issued to [Insert name of company/ licensee] by the Commissioner under the *Container Trucking Act* S.B.C. 2014, c. 28, and any extensions of same (the “Licence”).

At the request of [insert full legal name of Issuer’s customer/Licence holder]

we, [insert name of financial institution issuing ILOC, branch, address in BC for notices and demands] (*note to the issuer: issuer must be a Canadian Chartered bank or British Columbia Credit Union with a branch in the lower mainland of B.C.*) (the “Issuer”)

do hereby issue this Irrevocable Letter of Credit to guarantee payment on demand to HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA AS REPRESENTED BY THE MINISTER OF TRANSPORTATION AND TRANSIT (the “Province”) and THE BRITISH COLUMBIA CONTAINER TRUCKING COMMISSIONER (the “Commissioner”) (collectively referred to as the “Beneficiaries”) on the following Terms and Conditions:

- 1) This Irrevocable Letter of Credit becomes effective immediately and, subject to paragraph 2 of this Irrevocable Letter of Credit, shall remain in effect and may be drawn upon for up to 1 year after the expiry or termination of the Licence.
- 2) This Irrevocable Letter of Credit shall be automatically renewed for successive and consecutive periods of 12 months from the current and each future expiry date of the Licence without further documentation, until either:
 - a) the Beneficiaries provide notice of release to the Issuer; or
 - b) the Issuer provides notice of non-renewal to the Beneficiaries.
- 3) Any notice of release or non-renewal to have effect shall be provided to the other party in writing by courier or registered mail at least 90 days prior to the next effective expiration date of the Licence.

- 4) Presentation of sight drafts or letters of demand for payment to be made against this Irrevocable Letter of Credit shall be at the discretion of the Beneficiaries without requirement of further documentation, notice or prejudice to the rights of any party.
- 5) We shall honour any demand(s) for payment signed by any one of the Beneficiaries, or representatives of the any one of the Beneficiaries, and delivered in person, by registered mail or by courier to the Issuer's branch office reference above without inquiring as to whether you have the right as between yourselves and our said customer to make such a demand and without recognizing any claim(s) of our said customer or any other party.
- 6) Payment(s) shall be made payable to the Minister of Finance and shall be in the amount(s) specified in the demand, and partial and multiple drawings are permitted but shall not in the aggregate exceed the amount of this Irrevocable Letter of Credit as set out above.
- 7) We covenant to hold the Beneficiaries, their employees, agents and representatives safe from any and all claims for costs or damages which may arise out of any act, error or omission related to the handling, storage or presentation of this irrevocable Letter of Credit.

Unless otherwise stated this credit is subject to the Uniform Customs and Practice for Documentary Credits Uniform Customs and Practice for Documentary Credits 2007 Revision, I.C.C. Publication Number 600.

Executed under Seal, this _____ day of _____, 20_____.

SEAL

Signature for the Issuer

Countersigned

COMPLIANCE BOND

Please have your insurance broker contact the Office of the BC Container Trucking Commissioner at registrar@bcctc.ca.

APPENDIX D

Required Information

A. INFORMATION THAT MUST BE REGISTERED WITH THE OBCCTC

1. The Licensee must register with the OBCCTC in English and in the form included in the application for licence the following information for each Trucker (employee, sponsored Independent Operator and indirectly employed operator) who performs Container Trucking Services on behalf of the Licensee:
 - (a) the Trucker's name, date of birth, telephone number and residential address;
 - (b) the nature of the employment relationship between the Licensee and the Trucker: directly employed operator or employee; or Independent Operator; indirectly employed operator;
 - (c) the Trucker's Valid Port Pass number and date of expiry;
 - (d) the date the Trucker first performed Container Trucking Services for the Licensee; and
 - (e) the type of remuneration for the Trucker (whether hourly or per trip).

2. The Licensee must register with the OBCCTC in English and in the form included in the application for licence the following information for every vehicle approved by the Commissioner and used to carry out, either directly or indirectly, Container Trucking Services on behalf of the Licensee:
 - (a) Title to the vehicle (vehicle ownership information);
 - (b) Vehicle Identification Number ("VIN");
 - (c) the license plate number of each vehicle allotted a Truck Tag under the Licensee's Licence;
 - (d) the name date of birth, telephone number and residential address for each Trucker driving that vehicle; and,
 - (e) The trucker's valid Port Pass number and date of expiry
 - (f) confirmation that there is an electronic Container Trucking Services tracking device or technology installed in the vehicle.

3. The Licensee must ensure that all of the information set out at 1 and 2 above is kept current and must report any changes to the OBCCTC within ten (10) business days of the change.

4. The Licensee must register with the OBCCTC in English and in the form the following information about the Licensee:
 - (a) The Directing Mind of the Licensee.
 - (b) a copy of the Business Summary of the Licensee (most recent currency date).

- (c) identification of each Approved Vehicle directly or indirectly controlled by the Licensee.
 - (d) CRA Payroll deduction number (15-character number);
 - (e) Worksafe BC account number.
5. The Licensee must register with the OBCCTC in English and in the form included in the application for licence the following information for each Related Person of the Licensee who performs in part or in full Container Trucking Services:
- (a) The Directing Mind for each Related Person(s)
 - (b) Shareholder Registry of Licensee
 - (c) a copy of the Business Corporate Summary of each Related Person
 - (d) identification of each Approved Vehicle directly or indirectly controlled by the Related Person.
 - (e) Canada Revenue Agency Payroll deduction number (15-character number) of each Related Person.
 - (f) Worksafe BC account number of each Related Person.

B. RECORDS THAT MUST BE MAINTAINED AND MADE AVAILABLE UPON REQUEST

1. The Licensee must keep complete, accurate and up-to-date records of the following information for four (4) years and must, upon request, provide the information to the Commissioner (or, where applicable, authorize the Commissioner to be provided with) information as follows regarding the Licensee, Related Persons, affiliates, and successor companies:
- (a) all authorizations in proper form as may be required by the Commissioner in connection with obtaining or accessing the information set out in 4(b)-(j) below;
 - (b) a copy of the Licensee's current National Safety Council ("NSC") Safety Certificate;
 - (c) the Licensee's Carrier Profile as filed with the Ministry of Transportation and Transit;
 - (d) the NSC and ICBC abstracts for the Licensee and all Truckers accessing the Marine Terminal and, if the Commissioner has, in its sole opinion, grounds of apprehension regarding the safety status, history and/or operating practices of the Licensee or its Truckers, the relevant NSC BC ID and access code. Provision of the access code shall be deemed to be authorization by the Licensee and/or the holder of the NSC for the Commissioner to access and review the information stored within the NSC system;
 - (e) corporate and company records of the Licensee and its Related Persons, affiliates and successor companies;
 - (f) Wage Statements Payroll Records of the Licensee and its Related Persons,

affiliates and successor companies, and the following additional information of the Licensee and Related Persons:

- i. Wage Statements provided to the Trucker on each payday that includes the following information:
 - (a) the Licensee's name and address;
 - (b) the hours worked by the Trucker;
 - (c) the Trucker's wage rate, whether paid hourly, on a salary basis or on a flat rate, piece rate, commission or other incentive basis;
 - (d) the Trucker's overtime wage rate;
 - (e) the hours worked by the Trucker at the overtime wage rate;
 - (f) any Compensation, allowance or other payment the Trucker is entitled to including fuel surcharge, position movement rate and wait time remuneration;
 - (g) the amount of each deduction from the Trucker's Compensation and the purpose of each deduction;
 - (h) if the Trucker is paid other than by the hour or by salary, how the wages were calculated for the work the Trucker is paid for;
 - (i) the Trucker's gross and net wages;
 - (j) how much money the Trucker's has taken from the Trucker's time bank and how much remains.

- ii. For each Trucker, a Licensee must keep records of the following information:
 - (a) the Trucker's name, date of birth, occupation, telephone number email address and residential address;
 - (b) the date employment or retainer began;
 - (c) the date employment or retainer ended;
 - (d) the Trucker's wage rate, whether paid hourly, on a salary basis or on a flat rate, piece rate, commission or other incentive basis;
 - (e) the hours worked by the Trucker on each day, regardless of whether the Trucker is paid on an hourly or other basis;
 - (f) the benefits paid to the Trucker by the Licensee;
 - (g) the Trucker's gross and net wages for each pay period;
 - (h) each deduction made from the Trucker's wages and the reason for it;
 - (i) the dates of the statutory holidays taken by the Trucker and the amounts paid by the Licensee;

- (j) the dates of the annual vacation taken by the Trucker, the amounts paid by the Licensee and the days and amounts owing;
 - (k) how much money the Trucker has taken from the Trucker's time bank, how much remains, the amounts paid and dates taken.
 - (l) Evidence of cancelled cheques or payment made to the Trucker.
 - (m) Fuel surcharges paid to the Trucker.
 - (n) Payment of Wait Time Remuneration.
 - (o) Position Movement Rate paid to Trucker.
 - (p) hours worked and trips completed on each day by the Trucker performing Container Trucking Services on behalf of the Licensee;
 - (q) records of Electronically Transmitted Payroll Records and Electronic Fund Transfers;
 - (r) Truckers' job applications; and
 - (s) trucker employment agreements and/or retainer agreements.
- (g) electronic Container Trucking Services tracking data as required by s.6.7-6.9 of this Licence.
- (h) records of the Licensee, Related Persons, affiliates and successor companies that pertain to engagement and remuneration of Truckers working in the container trucking industry;
- (i) collective agreements binding on the Licensee, Related Persons, affiliates and successor companies and any related terms or letters of agreement or other agreements that govern the Licensee or Related Persons and Truckers who provide Container Trucking Services to the Licensee;
- (j) a record of any claim made against the Licensee or against a person, company, or entity that may be a substitution for, or a new corporate entity of either,
- (k) an assignee of the Licensee, or a Related Person, affiliate or successor company regarding non-payment of Compensation and Wait Time Remuneration to Truckers as prescribed pursuant to the Container Trucking Legislation and proof that the claim has been satisfactorily resolved; and
- (l) confirmation that the Licensee retain records described in subsections (a) to (d) related to a person, company or entity that may be a substitution for, a new corporate entity of, an assignee of the Licensee, or a Related Person, affiliate and successor company.
- (m) Records must
- i. be in English,
 - ii. be kept at the Licensee's principal place of business in British Columbia.

2. On the request of the Commissioner, a Licensee must provide the Commissioner with a compliance letter from a Certified Professional Accountant (“CPA”) from an established accounting firm acceptable to the Commissioner confirming that the Licensee has:
 - (a) duly made all source deductions and WCB submissions respecting a Trucker who is an Employee of the Licensee within the meaning of the *Employment Standards Act*, RSBC, chapter 113, as amended;
 - (b) not set off or deducted Business Costs from Wait Time Remuneration or Compensation owed to a Trucker pursuant to the Container Trucking Legislation;
 - (c) not received, directly or indirectly, a financial set-off, commission or rate deduction or rebate from a Trucker employed or retained by the Licensee; and
 - (d) paid all Truckers performing Container Trucking Services employed or retained by the Licensee in accordance with the covenants in this Licence and the Container Trucking Legislation.

3. On the request of the Commissioner, a Licensee must provide the Commissioner, in a timely basis, with:
 - (a) evidence of the Licensee’s compliance with all approvals required by law, including regulatory approvals, and with a copy of the Licensee’s Access Agreement and Port Pass; and
 - (b) current information related to the Licensee, Truckers conducting Container Trucking Services on behalf of the Licensee, and Approved Vehicles.

APPENDIX E**Payment of Compensation**

1. The Licensee must remunerate all Truckers who either directly or indirectly provide Container Trucking Services on behalf of the Licensee in accordance with the Container Trucking Legislation and the Licence.
2. The Licensee must not set off or deduct Business Costs from Compensation or Wait Time Remuneration owed to a Trucker.
3. The Licensee must remit all Wait Time Remuneration to every Trucker who is paid by the Licensee on a per trip basis in the manner prescribed by the Container Trucking Legislation.
4. On each payday, the Licensee must provide each Trucker an Electronically Transmitted Wage Statement.
5. If the Licensee pays a Trucker for work not captured by the Act, the Licensee must record the that work, hourly rate and hours for that work separately in the same Wage Statement.
6. If the Licensee pays a Trucker a trip rate for any work not captured by Act, the rate of pay must be based on a measurable quantity of work completed and the Licensee must explain in writing to the Trucker how the rate is calculated prior to initiating that rate of pay.
8. The Licensee must report the accumulated hours of Container Trucking Services on each Trucker's Wage Statement until the Trucker has reached 2,340 hours of Container Trucking Services for any licensee.

SCHEDULE 2

SPONSORSHIP AGREEMENT

Licensee Business Name (“Sponsor”): <hr/>
(“Sponsored Independent Operator”) <i>Sponsored Independent Operator Name:</i> <hr/>
Independent Operator Business Name (if any) <hr/>
<i>Telephone #:</i> <hr/>
<i>Email:</i> <hr/>
<i>Sponsored Independent Operator Port Pass #:</i> <hr/>
<i>BC Class 1 Driver’s License #</i> <hr/>
Experience as Container Trucking Services Driver with any Licensee (check one). Less than 2340 hours <input type="checkbox"/> 2340 hours or more <input type="checkbox"/> Approved Vehicle part of Licensee Fleet Insurance Plan: yes <input type="checkbox"/> no <input type="checkbox"/>
Payment Structure: Sponsored IO to be paid: hourly <input type="checkbox"/> per trip <input type="checkbox"/>
Payroll Deductions (if any) <input type="checkbox"/> Sponsor’s payment of fuel on behalf of Sponsored IO <input type="checkbox"/> Sponsor’s payment of Approved Vehicle insurance on behalf of Sponsored IO

I confirm the information above is accurate and correct _____
(I/O initial)

Pursuant to the Sponsor's Container Trucking Services Licence, the Sponsor and the Sponsored Independent Operator ("Sponsored IO") acknowledge and agree that:

- 1) The Sponsored IO is a party to a Joinder Agreement with the Vancouver Fraser Port Authority.
- 2) The Sponsored IO is an individual who currently holds a valid Port Pass;
- 3) The Sponsored IO owns or has an interest in the Approved Vehicle.
- 4) The Sponsored IO is an individual who currently holds a valid Class 1 BC Driver's License;
- 5) The Sponsor does not have any financial interest (directly or indirectly) in the Sponsored IOs Approved Vehicle;
- 6) The Sponsored IO is on the IO List held and administered by the OBCCTC;
- 7) The Sponsor requires the services of the Sponsored Independent Operator to perform Container Trucking Services;
- 8) If the Sponsored IO uses the services of an Indirectly Employed Operator (IEO) to undertake Container Trucking Services, that sole person must be an employee of the Sponsored IO and identified in the form attached as Appendix 1;
- 9) The Sponsored IO may not employ more than one IEO at a time to undertake Container Trucking Services or use the services of an IEO to replace a Sponsored IO longer than the term specified by the Commissioner in the Tag Policy;
- 10) The Sponsored IO performs Container Trucking Services a majority of the time while providing Container Trucking Services for the Sponsor.
- 11) The Sponsor and Sponsored IO agree the Payroll Deductions are the only non-statutory deductions that are permitted.
- 12) The Sponsor must provide the Sponsored IO an itemized listing of the expenses that match the Payroll Deductions at the time of the deductions.
- 13) The Sponsored IO may cancel the Payroll Deductions upon 30 days written notice to the Sponsor.
- 14) It is the Sponsor's obligation to notify the Commissioner forthwith if any of the information of the Sponsor, the Sponsored IO or the IEO changes within five (5) business days of change;

Indirectly Employed Operator

- 15) The Sponsored IO is entitled to hire one IEO as a relief driver under this Sponsorship Agreement.
- 16) IEO must be an employee of the Sponsored IO and identified in the form attached as Appendix A;
- 17) Sponsored IO is required to pay the regulated Compensation for an IEO and maintain Payroll Records in accordance with Appendix B.
- 18) The Sponsor or Sponsored IO is not permitted to directly or indirectly deduct any Business Costs from the Compensation of an IEO.
- 19) A Sponsored IO is required to comply with the following:
 - a. remuneration requirements of the IEO as set out in the *Container Trucking Act* and *Container Trucking Regulation* and the Commissioner's Rate Order;
 - b. the requirements set out in the *Employment Standards Act* RSBC 1996, c. 113 as amended;

I confirm I have read this page _____
(I/O initial)

- c. update the Commissioner and Sponsor in writing upon hiring, layoff, suspension, or termination of an IEO;
 - d. provide the Commissioner upon request the required Payroll Records of the IEO as set out in Appendix B (Sponsorship Agreement).
 - e. The *Personal Information Protection Act* as it related to the employment of an IEO.
- 20) The Sponsor will ensure that the Sponsored IO carries out the obligations to the IEO as set out in this Sponsorship Agreement and will indemnify the IEO for any remuneration deemed owed to the IEO by the Commissioner.

Termination of Sponsorship Agreement

- 21) The Commissioner may terminate the Sponsorship Agreement if any of the following occurs:
- a. In accordance with a requirement set out in the Tag Policy.
 - b. Sponsored I/O resigns or is laid off or terminated for any reason.
 - c. Sponsored I/O is removed from the I/O List.
 - d. Sponsored I/O's Port Pass is rescinded or not renewed.
 - e. Sponsored I/O fails to produce or maintain the records for IEOs set out in Appendix 2 of the Sponsorship Agreement.
 - f. Sponsored I/O no longer owns or has an interest in an Approved Vehicle.
 - g. Sponsored I/O is no longer performing regulated Container Trucking Services.
 - h. Sponsored I/O is paid directly or indirectly by another Licensee who is not a signatory to this Sponsorship Agreement.
 - i. Commissioner withdraws or suspends the Sponsored I/Os truck tag.
 - j. Sponsor's licence is suspended, cancelled, or expired.
 - k. Sponsor or the Sponsored I/O attempts to remove, exchange, sell, purchase, alter, destroy or fail to report a removed or damaged truck tag issued by the Commissioner.
- 22) Either the Sponsor or the Sponsored IO may terminate the Sponsorship at any time, upon notice to the other party, and to the Commissioner.
- 23) The terms and continuation of the Sponsorship Agreement are subject to the Commissioner's discretion.

General Terms:

- 24) The terms and continuation of the Sponsorship Agreement are subject to the Commissioner's discretion.
- 25) 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;
- 26) Any breach of the terms of the Sponsorship Agreement by the Sponsor or the Sponsored IO may lead to termination of the Sponsorship Agreement by the Commissioner.
- 27) The Sponsored IO can only be a party to one sponsorship agreement at a time.
- 28) The Sponsorship Agreement cannot be bought, sold or transferred.
- 29) The Sponsorship Agreement will not be effective unless and until the Commissioner communicates approval in writing.

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

Dated this ___ day of _____, 20__.

<p>SPONSOR, <i>by its duly authorized signatory</i></p> <hr/> <p>Signature</p> <hr/> <p>Name (please print)</p> <hr/> <p>Company Name (please print)</p>	<p>WITNESS:</p> <hr/> <p>Signature</p> <hr/> <p>Name (please print)</p> <hr/> <p>Address (please print)</p> <hr/>
<p>SPONSORED INDEPENDENT OPERATOR, <i>by its duly authorized signatory</i></p> <hr/> <p>Signature</p> <hr/> <p>Name (please print)</p> <hr/> <p>Address (please print)</p> <hr/>	<p>WITNESS:</p> <hr/> <p>Signature</p> <hr/> <p>Name (please print)</p> <hr/> <p>Address (please print)</p> <hr/>

**APPENDIX A
INDIRECTLY EMPLOYED OPERATOR INFORMATION**

Valid Port Pass Number	First Name	Middle Name	Last Name	Hours of experience with any Licensee

<i>Address of IEO</i>			
<i>Home Address</i>	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
<i>Email Address of IEO</i>	<i>Phone number</i>	<i>Cell phone</i>	<i>Other</i>

<i>Sponsored IO Information*</i>	
<i>CRA Payroll deduction number (15-character number)^</i>	
<i>Worksafe BC Employer account number^</i>	

*IEOs are employees of the Sponsored IO and the Sponsored IO must provide this information in order to nominate an IEO. CRA and Worksafe BC accounts cannot be the those of the Licensee.

^Sponsored IOs can only use an IEO if this information provided.

I confirm the information above is accurate and correct _____
(I/O initial)

APPENDIX B
SPONSORED IO RECORDS THAT MUST BE MADE AVAILBLE UPON REQUEST

1. The Sponsored IO must keep complete, accurate and up-to-date records of the following information and must, upon request, provide the information to the Commissioner_(or, where applicable, authorize the Commissioner to be provided with) information as follows:
 - (a) electronic Wage Statements and electronic Payroll Records of Indirectly Employed Operators, for all IEOs; and
 - (b) the following additional information:
 - i. hours worked and trips completed on each day by the IEO performing Container Trucking Services on behalf of the Sponsored IO;
 - ii. benefits, if any, paid to the IEO;
 - iii. total Compensation, before taxes and any other deductions, paid to the IEO;
 - iv. any deductions made from the IEO, and the reason for the deduction.
 - v. Evidence of cancelled cheques or payment made to the IEO.

2. The Sponsored IO must Electronically Transmit pay to the IEO the hourly rate set out in the Commissioner’s Rate Order at least semimonthly and within 8 days after the end of the pay period, and must pay to an IEO all wages earned by the IEO in a pay period.

3. On every payday,
 - (a) a Sponsored IO must Electronically Transmitted to the IEO a Wage Statement for the pay period stating all of the following:
 - (i) the Sponsored IO name and address;
 - (ii) the hours worked by the IEO;
 - (iii) the IEO’s wage rate, whether paid hourly, on a salary basis or on a flat rate, piece rate, commission or other incentive basis;
 - (iv) the IEO’s overtime wage rate;
 - (v) the hours worked by the IEO at the overtime wage rate;
 - (vi) any money, allowance or other payment the IEO is entitled to;
 - (vii) the amount of each deduction from the IEO’s wages and the purpose of each deduction;
 - (viii) if the IEO is paid other than by the hour or by salary, how the wages were calculated for the work the IEO is paid for;
 - (ix) the IEO’s gross and net wages;

- (x) how much money the IEO has taken from the IEO's time bank and how much remains.
4. For each IEO, a Sponsored IO must keep records of the following information:
- a) the IEO's name, date of birth, occupation, telephone number and residential address;
 - b) the date employment began and ended;
 - c) the IEO's wage rate, whether paid hourly, on a salary basis or on a flat rate, piece rate, commission or other incentive basis;
 - d) the hours worked by the IEO on each day, regardless of whether the IEO is paid on an hourly or other basis;
 - e) the benefits paid to the IEO by the Sponsored IO;
 - f) the IEO's gross and net wages for each pay period;

APPENDIX C: DEFINITIONS

Unless defined below, the capitalized terms used in this Sponsorship Agreement have the meanings set out in the *Act* and Regulation.

“**Approved Vehicle**” means a vehicle that is designed to be self-propelled,

- (a) to which a trailer, within the meaning of the *Motor Vehicle Act*, RSBC 1996, chapter 318 as amended, that is designed, used or intended for the carriage of containers, is or may be attached, and
- (b) by which a trailer described in (a) is or may be drawn;

and that meets all of the requirements of the Licence, including, without limitation, that such vehicle has, prior to entering the Marine Terminal, been properly and duly approved for use by the Vancouver Fraser Port Authority pursuant to the Access Agreement, and, if required, by the Commissioner;

“**Business Costs**” means the costs of operating a business for which a Licensee is responsible and includes, but it is not limited to, chassis rental, wear and tear on tires, cargo insurance, Smart Phone costs, bridge or road tolls, loading fees, Access Agreement charges, fees related to the Terminal Gate Compliance Initiative, GPS-related expenses;

“**Compensation**” means remuneration, wait time remuneration, fuel surcharge and Position Movement Rate any any other rate or method of compensation for work contemplated by the Container Trucking Legislation;

“**Container Trucking Services**” means the transportation of a Container by means of a truck;

“**Electronic Funds Transfer**” means transactions that move money electronically between different financial institutions or bank accounts.

“**Electronically Transmitted**” means data, information or documents sent from one place to another using electronic means such as email, computer networks, or other digital communication systems, rather than by physical mail or personal delivery.

“**Equipment**” means tractors, road transportation equipment, chassis, trailers and trucks,

“**Licence**” has the same meaning as “licence” under the Container Trucking Legislation;

“**Licensee**” means an entity, whether corporate or individual, to whom a Licence has been granted;

“**OBCCTC**” means the Office of the British Columbia Container Trucking Commissioner;

“Order” means an order made by the Commissioner under the Container Trucking Legislation;

“Port Pass” means a hard copy pass issued on terms set out in the Transport Canada marine security regulations, verifying that the holder has a *bona fide* requirement to access the Marine Terminal area;

“Payroll Records” means the Required Information;

“Person” has the meaning given to that term in the *Interpretation Act*, RSBC 1996, chapter 238, as amended;

“Rate Order” means an order made by the Commissioner in accordance with section 22(3) and 22(4) of the Act;

“Related Person” means, in relation to a Licensee, any person with the same directing mind as a Licensee, and includes:

- (a) a person controlled directly or indirectly by a Licensee or any entity comprising a Licensee;
- (b) a person that directly or indirectly controls a Licensee or any entity comprising a Licensee;
- (c) a person that is directly or indirectly controlled by another person that:
 - (i) directly or indirectly controls a Licensee; or
 - (ii) a Licensee directly or indirectly controls; or
- (d) a person from whom the Licensee directly or indirectly acquired all or part of the Licensee’s container trucking business;

“Required Information” means the information described in Appendix D of Schedule 1 of the CTS license and/or Appendix 2 of the Sponsorship Agreement;

“Sponsored Independent Operator” means Independent Operators sponsored by the Licensee pursuant to the Sponsorship Agreement;

“Truck Tag” means an OBCCTC decal affixed to a truck issued pursuant to this Licence;

“Term” means the period of time set out in the Licence.

“Wage Statement” means a document provided by the Licensee to a Trucker on each payday, detailing their Compensation and deductions for a specific pay period.

SCHEDULE 3
LICENSEE CONSENT

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

_____, (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**”).

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 as set out in Appendix D (the “**Required Information**”).

The Required Information is collected and may be used by and disclosed to the Commissioner, the Authority or His Majesty the King in right of the Province of British Columbia, represented by the Minister of Transportation and Transit (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 Commissioner made under that *Act* (the “**Purpose**”).

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, and the Province all necessary authority, right and licence:

- 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
- c) 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*.

I further agree:

- a) that I have complied with the relevant privacy legislation and advised my employees,

Related Persons, customers, and independent operators that their personal and commercial information may be shared with the Commissioner.

- b) that I provided a copy and will provide a copy of the appropriate consent forms to all current and future Directly Employed Operators and Independent Operators and their Indirectly Employed Operators.
- c) 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;
- d) 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
- e) that such third parties may share with 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.

Dated this ___ day of _____, 20__

SIGNED & DELIVERED in the presence of:

Witness Name (Please print)

Witness Signature

Signature of Consenting Party

In accordance with this Consent, your personal information will be collected under section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose described above in section 3. If you have any questions regarding the collection of personal information under this Agreement, please contact: Deputy Commissioner, 3rd Floor - 1085 Cambie Street, Vancouver, V6B 5L7; Telephone: (604) 660-6051.

SCHEDULE 4

SPONSORED INDEPENDENT OPERATOR CONSENT FORM

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

_____, (the “**Sponsored IO**”) has been approved by the British Columbia Container Trucking Commissioner (the “**Commissioner**”), appointed under the British Columbia *Container Trucking Act* (the “**Act**”), to be granted a Sponsorship Agreement (“Sponsorship Agreement”) 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**”).

In order to perform Container Trucking Services, and periodically during the term of the Sponsorship Agreement and Licence, the Sponsored IO must provide certain information, which may include personal information, respecting companies, vehicles and vehicle operators and related activities to the Commissioner (the “**Required Information**”).

The Required Information is collected and may be used by and disclosed to the Commissioner, or His Majesty the King in right of the Province of British Columbia, represented by the Minister of Transportation and Transit (the “**Province**”), for the purpose of stabilizing the container trucking industry in the Lower Mainland of British Columbia, and order, and operational efficiencies within that industry, and ensuring compliance with the *Act*, and the regulations and orders of the Commissioner made under that *Act* (the “**Purpose**”).

I hereby unconditionally and perpetually consent, authorize and grant to the Commissioner and the Province all necessary authority, right and licence:

- a) to collect, including to collect indirectly from the Licensee, the Commissioner, the Vancouver Fraser Port Authority (“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
- c) 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*.

I further agree:

- d) that the Licensee has provided me with a copy of the Required Information set out in Appendix D of the CTS Licence (“Required Information”).

- e) to provide my personal information contained in the Required Information to the Licensee, the Commissioner or the Province as may be required or requested from time to time;
- f) that I have complied with the relevant privacy legislation and advised my employees (Indirectly Employed Operators), Related Persons, customers, and independent operators that their personal and commercial information may be shared with the Commissioner.
- g) that the Licensee may share any of my personal information provided by me or collected by me or the Licensee to the Commissioner
- h) that Commissioner may disclose to third parties the Required Information, including any of my personal, confidential, and commercial 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
- i) that such third parties may share with the Commissioner any comparable or necessary information, including personal information, about me, my vehicles, my activities and my operations, in respect of any breaches of the terms of the Sponsorship Agreement or Licence or any proposed or actual suspension, modification, or termination of the Sponsorship Agreement or Licence.

Dated this ___ day of _____, 20__

SIGNED & DELIVERED in the presence of:

Sponsored IO Signature

Witness Name (Please print)

Witness Signature

SCHEDULE 5
RELATED PERSONS

This is to confirm that _____ have reviewed the definition of Related Person set out in section 1 of the Licence and acknowledges that the following Related Person performs Container Trucking Services within British Columbia.

Corporate Name DBA name if any Directing Mind Contact

Corporate Name DBA name if any Directing Mind Contact

Corporate Name DBA name if any Directing Mind Contact

Corporate Name DBA name if any Directing Mind Contact

.

Duly Authorized Representative of the Licensee

Name _____

Title _____

Signature _____

Dated the ___ day of _____, 20____.

SCHEDULE 6

TERMS AND CONDITIONS OF EMPLOYMENT OR RETAINER OF TRUCKERS

In accordance with section 18(2)(b) of the *Container Trucking Act*, the following minimum terms and conditions of employment of Directly Employed Operators, Indirectly Employed Operators and employment or retainers of Independent Operators will be as follows:

Minimum daily hours and call out

If as required by Licensee a Trucker reports for work on any day, the Licensee must pay the Trucker the minimum daily hours set out in the Rate Order (whichever rate is applicable) whether or not the Trucker starts work.

SCHEDULE 7
STATUTORY DECLARATION

IN THE MATTER OF THE *Container Trucking Act and Regulation* and the application for a Container Trucking Services Licence submitted on the _____ day of _____, 20__

BETWEEN:

BRITISH COLUMBIA CONTAINER TRUCKING COMMISSIONER

(the “Commissioner”)

AND:

(“Licence Applicant”)

I, _____, being the Directing Mind of the Licence Applicant,

(TYPE FULL NAME AND POSITION OR TITLE)

DO SOLEMNLY DECLARE THAT:

1. These terms have the following meaning in this Declaration:

“Application” means the application for a Container Trucking Services Licence submitted by the Licence Applicant to the Commissioner on the date referred to above;

“Act” means the *Container Trucking Act* S.B.C. 2014, chapter 28;

"Directing Mind" – the individual who controls the actions of the business or corporation.

"Licence Applicant" – the business or corporation applying for a license.

“Related Person” means, in relation to the Licence Applicant, any person with the same directing mind as the Licence Applicant, and includes:

- (a) a person controlled directly or indirectly by the Licence Applicant or any entity comprising the Licence Applicant;
- (b) a person that directly or indirectly controls the Licence Applicant or any entity comprising the Licence Applicant;
- (c) a person that is directly or indirectly controlled by another person that:

I confirm I have read this page _____
(Directing Mind’s initials)

- (i) directly or indirectly controls the Licence Applicant or any entity comprising the Licence Applicant; or
- (ii) the Licence Applicant or any entity comprising the Licence Applicant directly or indirectly controls; or
- (d) a person from whom the Licence Applicant or any entity comprising the Licence Applicant directly or indirectly acquired all or part of the Licence Applicant’s container trucking business;

“Regulation” means the *Container Trucking Regulation*, BC Reg 248/2014;

“Container Trucking Services Licence” means any licence at any time issued by the Commissioner to perform Container Trucking Services.

2. Pursuant to section 8(2)(b) of the *Regulation*, the Applicant agrees that:
 - (a) No sanctions have been assessed by the Vancouver Fraser Port Authority, the Commissioner, the provincial government or the government of Canada against the Licence Applicant or against a Related Person whether or not that Related Person exists at the time of the Application,
 - (b) No monies are owed to a Trucker under the *Act* or Regulations by the Licence Applicant, or by a Related Person, whether or not that Related Person exists at the time of the Application.
 - (c) the applicant has not engaged in activity prohibited by the Regulation,
 - (d) no related person, whether or not that related person exists at the time of the application, has engaged in any activity prohibited by this regulation, and
 - (e) the applicant is eligible to obtain access to all marine terminals if the applicant obtains a licence.
3. If any sanctions have been assessed by the Commissioner against the Licence Applicant or the Related Person under the Container Trucking Services Licence, the Licence Applicant or the Related Person has discharged all obligations related to those sanctions, and is currently compliant with all applicable laws;
4. Failure to disclose in the Application or the misrepresentation therein of any and every fact which is material to the Application or to the Container Trucking Services Licence shall render the Container Trucking Services Licence voidable by the Commissioner.

I confirm I have read this page _____
 (Directing Mind’s initials)

AND I MAKE THIS SOLEMN DECLARATION, conscientiously believing it to be true and knowing that it is of the same legal force and effect as if made under Oath.

DECLARED BEFORE ME at
_____, in the

Province of British Columbia, on this
_____ day of _____, _____.

A Commissioner for taking affidavits for
British Columbia

Signature of Directing Mind of the Licence
Applicant

Print Name

Note: If the Licence Applicant make a false statement, the Licensee may be subject to penalties under the *Act* and the *Regulation* or charged with an offence.



OFFICE OF THE
BRITISH COLUMBIA CONTAINER
TRUCKING COMMISSIONER

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