



## **NORTH BAY POLICE SERVICE**

135 Princess Street West  
North Bay, ON P1B 6C2  
[www.northbaypolice.ca](http://www.northbaypolice.ca)

**Information**

### **Private Transportation Company (PTC) Business Licence**

This cover page contains information about the contents of the PDF document that follows.

#### **Name of document**

Private Transportation Company (PTC) Business Licence Information and Application

#### **Overview**

This document contains information for a sole-proprietor, partnership, or corporation to apply for a Private Transportation Company (PTC) Business Licence in the City of North Bay.

A private transportation company (PTC) connects passengers with drivers of private vehicles through an "app". All trips must be booked through the PTC's app (cabstand pick-up and street hails are not permitted).

North Bay Police Services Board By-Law # 26/20 "Vehicles for Hire and Private Transportation Company Vehicles" regulates taxicabs, limousines, and private transportation companies in North Bay. As per this By-Law, private transportation companies are required to be licensed to operate in the City of North Bay.

North Bay Police Services Board By-Law # 26/20 is available online: [www.northbaypolice.ca/traffic](http://www.northbaypolice.ca/traffic)

#### **Contact**

If you require this document in a more accessible format or would like more information about this application, please contact:

##### **North Bay Police Service**

135 Princess Street West, North Bay, ON

Information Line: 705-497-5555

Email: [nbpstraffic@northbaypolice.on.ca](mailto:nbpstraffic@northbaypolice.on.ca)

Website: [www.northbaypolice.ca/traffic](http://www.northbaypolice.ca/traffic)

Hours: Monday to Friday, 8 a.m. to 4 p.m. except Statutory Holidays.



## Information

# Private Transportation Company (PTC) Business Licence

### Application Instructions

Sole-proprietors, Partnerships or Corporations can apply for a PTC Business Licence. If you are interested in driving for a PTC, you must contact a PTC directly.

To apply, please provide this completed form and application submission checklist, and the following required documents.

**Completed applications are submitted in person and by appointment only.**

### Step 1a: Prepare Documents

Prepare an application by obtaining required documents and completing required forms.

### All Applicants

The following documents and completed forms must be provided:

**Note:** *Criminal Record Check(s) are required pursuant to section 1.3 of the North Bay Police Services Board By-Law # 26/20. Applicants residing outside the jurisdiction of North Bay and Callander are required to have their criminal background check completed at their local Police Service. **It is recommended that the criminal background check be completed before proceeding with the application.** With every application for renewal in the years that a police record check is not required, a sworn affidavit stating that the police record check on file has not changed and that there is no new charges or convictions, subject to section 0.1(12) of the By-Law.*

**Refer to applicable fees as per the North Bay Police Services Board By-Law # 26/20.**

- PTC Application Form 1.
- Certificate of Insurance Form completed by the insurance company providing Commercial General Liability Business Insurance for \$2,000,000.
- A sample or copy of the PTC identifier that will be used to identify PTC vehicles.
- Documentation confirming how criminal background checks for PTC drivers shall be conducted for the PTC, such as a copy of a contract with the local police service.
- Cash and credit card accepted in person or via telephone at 705-497-5555. If paying by cheque it must be certified and made payable to the "North Bay Police Service".
- A list of all PTC drivers authorized to use the PTC platform in a searchable electronic database in the form of a Disc or USB.
- A sworn declaration of the individual required to submit the application pursuant to section 5.1(1) confirming that all PTC drivers have provided to the PTC, proof that each driver holds and has held for a minimum of three years, a valid unrestricted class G Ontario driver's licence, proof of being at least 18 years of age and of being eligible to work in Canada.
- Criminal Background Check(s) are pursuant to section 1.3 of the North Bay Police Services By-Law # 26/20.



## Information Private Transportation Company (PTC) Business Licence

### Step 1b: Prepare Additional Document Requirements

#### Sole-Proprietor or Partnership

- Form 2 listing all officers, directors and partners of the applicant and a description of the legal relationship between multiple partners or companies if they act together to operate as a PTC.
- Criminal background check must be provided for each person listed on the PTC Form 2. **The document must be no older than 30 days for drivers in the first instance.**
- Ontario Ministry of Transportation Driver's abstract for each person listed on the PTC Form 2. **The document must be no older than 30 days from the date of licence application.**
- Safety Standards Certificate (cannot be more than 14 days old at time of submission) for each vehicle.
- A copy of the provincial business name registration
- Ontario business location / address

#### For Partnerships only:

- A copy of the Partnership Agreement.

#### Corporation

- Form 2 listing all officers and directors of the applicant and a description of the legal relationship between multiple companies if they act together as a PTC. Criminal Background Check must be provided for each person listed on the PTC Form 2
- Criminal background check must be provided for each person listed on the PTC Form 2. **The document must be the no older than 30 days for drivers in the first instance.**
- Ontario Ministry of Transportation Driver's abstract for each person listed on the PTC Form 2. **The document must be no older than 30 days from the date of licence application.**
- Safety Standards Certificate (cannot be more than 14 days old at time of submission) for each vehicle.
- A copy of Articles of Incorporation and, if there has been a change to the list of officers and directors, a current Corporate Profile Report.
- A copy of the provincial business name registration or signed franchise agreement
- Ontario business location / address

**If no president, director or officer of the corporation is able to apply in person** at the North Bay Police Services, a designate may apply on its behalf. In addition to the items identified above, the delegate must also provide:

- An original letter advising of their signing authority on the corporation letterhead



### **Step 1c: Submit Application**

**Please note that incomplete applications will not be processed.**

Once your application submission is ready, please contact the North Bay Police Service to make an appointment with Traffic Services to submit your application. At your appointment with Traffic Services, a member of the police service will review your forms and the required documents and the application fee will be accepted.

Fees can be paid in-person by cash or credit card. If paying by cheque it must be certified and made payable "North Bay Police Service".

**Refer to the North Bay Police Services Board By-Law # 26/20 for applicable fees.**

### **Step 2: Issue PTC Licence**

The Police Service will issue a PTC Business Licence once the application is processed and approved.

When it begins operating, the PTC will be required to share individual driver and vehicle data files with the Police Service for review before individuals can provide services as PTC drivers.

**At the end of Step 2, the applicant will receive:**

- A hard copy of your PTC Business Licence



**Application**  
**Private Transportation Company (PTC) Business Licence**

<b>PTC Application Form 1</b>
-------------------------------

All required documents and information to complete the PTC application is stated in the cover page or on the application submission checklist.

**Incomplete applications will not be processed until all required documents have been submitted.**

1. PTC Business Information		
First Name	Last Name	
Operating Business Name	Business Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation  If a partnership, corporation and/or joint venture of any kind, please complete and submit PTC Form 2, listing the details for each person.  On a separate page, please describe the legal relationship between multiple partners or companies that act together to carry on the business of a PTC.	
Ontario Business Address		
Street Number	Street Name	Suit/Unit Number
City/Town	Province	Postal Code

2. PTC Designate Contact Information		
<input type="checkbox"/> Check if mailing address is same as Business Address identified in 1. PTC Business Information		
Street Number	Street Name	Suite/Unit Number
City/Town	Province	Postal Code
Business Telephone Number	Mobile Number	
Business Email	Website	
Primary Contact First Name	Primary Contact Last Name	
Primary Contact Phone Number	Primary Contact Business Email	



**Application**  
**Private Transportation Company (PTC) Business Licence**

**PTC Application Form 1: Continued**  
**3. PTC Application Submission and Authorized Signature**

I \_\_\_\_\_ (First, Last Name), as the authorized representative of \_\_\_\_\_ (Business Name) affirm and acknowledge on behalf of the applicant that:

- 1. The applicant is aware of the requirement to comply with the North Bay Police Services Vehicles for Hire and Private Transportation Company Vehicles Bylaw. The By-Law is available at: [www.northbaypolice.ca/traffic](http://www.northbaypolice.ca/traffic)
- 2. The PTC application includes all information requested. Applications will be processed when the application submission checklist is complete.
- 3. The PTC application is not refundable and payment with the submission of the PTC application does not guarantee the issuance of a PTC Business Licence.
- 4. The PTC has appropriate agreements and processes in place to screen criminal and driving histories of individuals providing transportation to passengers through its PTC program.
- 5. Prior to the collection of any personal information, the PTC will have obtained consent from each PTC driver for the disclosure of personal information provided to the PTC, and an acknowledgement from each PTC driver that the North Bay Police Service may disclose personal driver information to the PTC, and the applicant shall advise drivers that the personal information exchanged may include information relating to current or pending offences of their driving record.
- 6. The PTC has assigned a designated contact whose name and contact information is provided in Part 2 of this application form. The designated PTC contact will coordinate requests for data/information from the North Bay Police Service for compliance, enforcement, and audit processes and is the individual to whom the North Bay Police Service shall direct all correspondence.
- 7. The PTC shall ensure that each PTC Vehicle on its platform is insured under a policy of automobile insurance of \$2,000,000 exclusive of interests and costs.
- 8. The PTC has data security measures in place to protect the personal data collected by the PTC relating to passengers and drivers under Personal Information Protection and Electronic Documents Act (PIPEDA).

I \_\_\_\_\_ (First, Last Name), as  Sole-proprietor,  Partner or  Officer of \_\_\_\_\_ (Business Name) affirm and acknowledge that all the information provided is true, and I understand and accept all conditions. I have authority to bind the corporate applicant.

Applicant Signature	Date (yyyy-mm-dd)

**NOTICE OF COLLECTION STATEMENT:** Information collected on this form is under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56*. The information will be used to process, issue, monitor and regulate licenses issued by the North Bay Police Services Board. Questions regarding the collection of the information may be directed to the Chief of Police at 135 Princess Street West, North Bay, ON P1B 6C2 or by telephone at (705) 497-5555.



**Application**

**Private Transportation Company (PTC) Business Licence**

<b>4. Application submission checklist. Check the boxes when tasks are completed. All relevant boxes must be checked in order for your application to be processed.</b>	
<input type="checkbox"/>	1. Are all sections of the PTC Application Form 1 complete? <b>NOTE:</b> 2 pieces of government issued ID and a criminal background check for the applicant (sole proprietor, officers, directors or partners of companies) will be reviewed.
<b>PTC Application Form 2 (For partnerships and Corporations Only)</b>	
<input type="checkbox"/>	2. If the PTC is a Corporation or a Partnership, is PTC Form 2 complete? Have you provided a description of the legal relationship of multiple companies that act together to carry on the business of a PTC? <b>NOTE:</b> PTC Form 2 lists the officers of the company. Please attach a separate page to this application describing the legal relationship of the partners or companies.
<b>PTC's Identifier Sample (North Bay Police Service Board Approval Required)</b>	
<input type="checkbox"/>	3. The North Bay Police Services Board must approve the PTC identifier used to distinguish your PTC vehicle. Please prepare a sample for review and hand it in with your application. <b>NOTE:</b> The North Bay Police Services Board will retain this sample.
<b>PTC Application Fee</b>	
<input type="checkbox"/>	4. Have you prepared a certified cheque made payable to "North Bay Police Service? Cash and credit card payment also accepted in person. <b>NOTE:</b> Once your application is reviewed and accepted, a payment of the applicable fee is due.
<b>Provincial Business Name Registration</b>	
<input type="checkbox"/>	5. Do you have a copy of your Business Name Registration issued by the Province of Ontario? Please submit with your application. <b>NOTE:</b> The copy will be retained by the North Bay Police Service Traffic Office.
<b>Articles of Incorporation (For Corporations Only)</b>	
<input type="checkbox"/>	6. Do you have a copy of your Articles of Incorporation issued by the Province of Ontario? Please submit it in with your application. <b>NOTE:</b> The copy will be retained by the North Bay Police Service Traffic Office.
<b>Certificate of Insurance</b>	
<input type="checkbox"/>	7. Proof of \$5,000,000 in Commercial General Liability insurance must be provided with your PTC Business Licence Application. Has your insurance company prepared a Certificate of Insurance form that is signed and stamped by the Insurer. <b>NOTE:</b> This form is located on page 11 of this document.
<b>Evidence of local Police Service conducting criminal background checks of behalf of the PTC for the PTC drivers</b>	
<input type="checkbox"/>	8. Proof of contract and contact information of the local Police Service conducting criminal background checks for the PTC drivers on behalf of the PTC Company. Please submit with your application.
<b>Evidence of the police services providing the background checks for the PTC</b>	
<input type="checkbox"/>	9. Proof of contract and contact information of the Police Service contracted to provide the criminal background checks for the PTC drivers. Please submit with your application.



**Application**  
**Private Transportation Company (PTC) Business Licence**

**5. PTC Form 2: Listing of Owners, Partners and Officers**

Please list all officers, directors and partners of the applicant partnership or company, and all companies who will act together to carry on business as a PTC. A criminal background check and Ontario Driver's Abstract for each person listed in PTC Form 2. You may copy this form if more spaces are required.

First Name		Last Name	
Address (Street Number, Street Name, Suite/Unit Number)			
City/Town		Province	Postal Code
Business Telephone Number		Mobile Number	
Business Email		Title	

First Name		Last Name	
Address (Street Number, Street Name, Suite/Unit Number)			
City/Town		Province	Postal Code
Business Telephone Number		Mobile Number	
Business Email		Title	

First Name		Last Name	
Address (Street Number, Street Name, Suite/Unit Number)			
City/Town		Province	Postal Code
Business Telephone Number		Mobile Number	
Business Email		Title	





**Application  
Private Transportation Company (PTC) Business Licence**

**5. PTC Form 2: Continued**

First Name		Last Name	
Address (Street Number, Street Name, Suite/Unit Number)			
City/Town	Province	Postal Code	
Business Telephone Number		Mobile Number	
Business Email		Title	

First Name		Last Name	
Address (Street Number, Street Name, Suite/Unit Number)			
City/Town	Province	Postal Code	
Business Telephone Number		Mobile Number	
Business Email		Title	

First Name		Last Name	
Address (Street Number, Street Name, Suite/Unit Number)			
City/Town	Province	Postal Code	
Business Telephone Number		Mobile Number	
Business Email		Title	



**Certificate of CGL Insurance**  
**Private Transportation Company (PTC) Business Licence**  
 (1 of 2 to be completed by insurance broker)

**6. Certificate of Commercial General Liability Insurance**

As part of your PTC Business Licence Application, proof of \$2,000,000 in Commercial General Liability insurance must be provided by a certificate of insurance, that is signed and stamped and received directly from the insurer OR the licensed agent/broker.

Have your insurer or licenced agent/broker send the certificate to email: [nbpstraffic@northbaypolice.on.ca](mailto:nbpstraffic@northbaypolice.on.ca)

First Name		Last Name	
Organization Name (if applicable)			
Address (Street Number, Street Name, Suite/Unit Number)			
City/Town	Province	Postal Code	
Operating Name of Insured			
Telephone Number	Mobile Number	Email	

<b>6a. Insurance Information</b>		
Note that a minimum limit of \$5,000,000 Commercial General Liability Insurance is required.		
Insurance Company Name	Policy Number	Coverage (\$)
Policy Effective Date (yyyy-mm-dd)		Policy Expiry Date (yyyy-mm-dd)
Operations of the named insured for which this certificate is issued Private Transportation Company (PTC)		

<b>6b. Insurance Broker Information</b>			
First Name	Last Name		
Address (Street Number, Street Name, Suite/Unit Number)			
City	Province	Postal Code	
Telephone Number	Mobile Number	Email	



**Certificate of CGL Insurance**  
**Private Transportation Company (PTC) Business Licence**  
 (2 of 2 to be completed by insurance broker)

<b>6c. Provisions of Amendments or Endorsements</b>
<ul style="list-style-type: none"> <li>The acceptance of this Certificate by the North Bay Police Services Board does not certify that the limits of liability and terms and conditions of the policy referred to above meet the specified requirements of the Commissioner of Finance nor with the acceptance of this certificate by the Police Services Board waive the Boards rights of action against the application and/or insurer for failure to comply with provisions governing the use of permits and licences granted herein.</li> <li>Commercial General Liability is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability and Non-owned Automobile Liability.</li> <li>The North Bay Police Services Board has been named as an Additional Insured, but only with respect to liability arising out of the operations of the Insured for which a permit, licence or agreement has been issued by the North Bay Police Services Board.</li> </ul>
<ul style="list-style-type: none"> <li>The Commercial General Liability policy or policies identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each but nothing shall operate to increase the limits of liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one insured.</li> <li>If insurance is placed in primary and excess layers, file Separate certificates for each. If a facsimile has been transmitted, the original certificate must follow. The Commercial General Liability policy(s) identified above shall apply as the primary insurance and not excess to any other insurance available to any of the Additional Insured as set out in Paragraph 2.</li> <li>Any certificate that is altered will be considered invalid, such as if a provision is crossed out.</li> <li>If the policy is canceled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice (10) days if cancellation is due to non-payment of premium by registered mail will be given by the insurer to:</li> </ul> <p style="text-align: center; margin-left: 100px;"> <b>North Bay Police Service</b>  <b>Traffic Office</b>  <b>P.O. Box 717, North Bay, ON P1B8J8</b>  <b>Telephone: 705-497-5555 Ext. 465</b>  <b>email: <a href="mailto:nbpstraffic@northbaypolice.on.ca">nbpstraffic@northbaypolice.on.ca</a></b> </p>

<b>6d. Insurance Broker Certification</b>	
<p>I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing.</p>	
Signature and Stamp of Authorized Representative	Date (yyyy-mm-dd)