



# OFFICE OF THE CITY CLERK

Policy, Gaming, Licensing & By-law Enforcement  
 350 City Hall Square West – Suite 110  
 Windsor, ON N9A 6S1  
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 Email: licences@citywindsor.ca  
 www.citywindsor.ca

## TRANSPORTATION NETWORK COMPANY (TNC) LICENCE APPLICATION

OFFICE USE ONLY

Licence  
 #: \_\_\_\_\_

NEW

RENEWAL

### LICENCE FEE (NON REFUNDABLE):

Number of TNC Vehicles	Licence Fee	Select One (X)
1 – 100 TNC Vehicles	\$5,000 plus 0.11 ¢ per Trip	
101 – 250 TNC Vehicles	\$7,500 plus 0.11 ¢ per Trip	
251 – 500 TNC Vehicles	\$15,000 plus 0.11 ¢ per Trip	
501 – 750 TNC Vehicles	\$20,000 plus 0.11 ¢ per Trip	
751 – 1000 TNC Vehicles	\$25,000 plus 0.11 ¢ per Trip	
1001 plus TNC Vehicles	\$30,000 plus 0.11 ¢ per Trip	

### BUSINESS INFORMATION: (P.O. Box number not accepted)

BUSINESS NAME:			
BUSINESS OWNER'S NAME:			
BUSINESS ADDRESS:		CITY:	
POSTAL CODE:	PHONE:	EMAIL:	
CORPORATE NAME/NUMBER (IF APPLICABLE):	SOLE PROPRIETOR:	<input type="checkbox"/>	PARTNERSHIP: <input type="checkbox"/>
BUSINESS MAILING ADDRESS (IF DIFFERENT FROM ABOVE):			

### APPLICANT INFORMATION:

NAME:		DATE OF BIRTH:	
ADDRESS:		CITY:	
POSTAL CODE:	PHONE:	EMAIL:	

**THE FOLLOWING DOCUMENTS LISTED MUST BE FILED WITH THIS APPLICATION:**

- Proof that the applicant is at least eighteen (18) years of age, if the applicant is an individual.
- Articles of Incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or of Government of Canada.
- A certified copy of an annual return which contains a list of all shareholders of the corporation.
- If Partnership the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business.
- A list of all TNC Drivers that drive in the City affiliated with the TNC, which list shall include the following information in a searchable electronic database in a form satisfactory to the Licence Commissioner in accordance with the City's specifications.
  - Confirmation of the affiliation between the TNC and the TNC Driver;
  - Full name, date of birth, address and phone number of the TNC Driver;
  - The year, make, model and Ontario licence plate number of the vehicle to be used in connection with the TNC.
- Sworn Statutory Declaration provided with the application.
- Copy of the TNC identifier/logo to be displayed in the TNC Vehicle.
- Proof of automobile liability insurance and an endorsement or automobile liability insurance form approved by the Financial Services Commission of Ontario (FSCO).
- A Certificate of Commercial General Liability Insurance in the amount of five million dollars (\$5,000,000). The Corporation of the City of Windsor must appear as an additional insured, include a cross liability provision and at least a thirty (30) days notice of material change/cancellation.
- An indemnity in favour of the Corporation of the City of Windsor from and against claims, demands, losses, costs, damages, actions, suits, or proceedings that arise out of, or are attributable to the Transportation Network Company's business and services, which shall be in a form satisfactory to the Licence Commissioner.

**FAILURE TO RENEW ANNUALLY A TRANSPORTATION NETWORK COMPANY (TNC) LICENCE BY AUGUST 31<sup>ST</sup> MAY RESULT IN CHARGES FILED AGAINST YOU UNDER BYLAW 137-2007. LATE APPLICATION SUBMISSIONS WILL BE SUBJECT TO A 50% PENALTY TO THE LICENCE FEE NOTED ABOVE COMMENCING SEPTEMBER 1<sup>ST</sup>.**

**NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION**

I acknowledge that the information requested on this form and any appendices attached is collected under the authority of the Municipal Act, City of Windsor Act and City of Windsor Public Vehicle By-law 137-2007 and will be maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is required in order to process, issue, monitor, regulate and investigate the various licenses issued by the Windsor Licensing Commission. The name is public information. Any other personal information collected will only be used for investigative purposes. Questions about this collection can be made to the Deputy Licence Commissioner, 350 City Hall Square West – Suite 110, Windsor, ON N9A 6S1 (519) 255-6200, Option 1.

I acknowledge that I shall not commence operation of a Transportation Network Company until a formal licence is issued to me and hereby declare that I will comply with the provisions of all by-laws pertaining to the licence for which I am applying.

\_\_\_\_\_  
**DATE (MM/DD/YYYY)**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT & TITLE**



**STATUTORY DECLARATION**  
Transportation Network Company (TNC) Licensing

**IN THE MATTER OF** Application for a Transportation Network Company.

I,

Name of Declarant

of the \_\_\_\_\_  
"City, Town or Village"

of \_\_\_\_\_  
Name of City, Town or Village Declarant resides

in the \_\_\_\_\_  
"County or Region"

of \_\_\_\_\_  
Name of County where Declarant resides

**SOLEMNLY DECLARE, THAT:**

1. I am the \_\_\_\_\_ for the TNC  
(title or position of declarant within TNC)  
operating under the name of \_\_\_\_\_.  
(full legal name of TNC)
2. I have authority to make this declaration on behalf of the TNC applying for the licence herein and the information contained in this declaration is binding on the said TNC.
3. On the basis of reasonable diligence and currently available information, all TNC Drivers have either provided the following information to the TNC applying for the licence herein or the TNC will immediately obtain the following information upon affiliation with the TNC Driver:
  - (a) a Vulnerable Sector Criminal Record Check (VSC), pursuant to the *Criminal Records Act (Canada)*. The VSC must be dated no more than one (1) year old for existing drivers and no more than thirty (30) days old upon presentation to the TNC from drivers providing service in the first instance;
  - (b) an annual Statement of Driving Record issued by the Ontario Ministry of Transportation Safety dated no more than thirty (30) days old;
  - (c) an annual Safety Standard Certificate issued under the *Highway Traffic Act* dated no later than thirty-six (36) days before being provided to the TNC, and twice per year thereafter if the TNC Vehicle is more than five (5) years old;
  - (d) proof of automobile liability insurance required by the *Compulsory Automobile Insurance Act*;
  - (e) proof of a current valid Class G driver's licence issued by the Province of Ontario pursuant to the *Highway Traffic Act*;
  - (f) proof that the TNC Driver is at least eighteen (18) years of age;

(g) proof of Canadian Citizenship or Permanent Resident Status or a work permit to work as a TNC Driver issued by the Government of Canada;

(h) proof that the TNC Vehicle used by the TNC Driver is no more ten (10) years old.

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me in the \_\_\_\_\_,  
*City/Town/Village and Province*

on \_\_\_\_\_, 20\_\_\_\_\_.  
*Month and Day Year*

\_\_\_\_\_  
*Signature of Declarant*

\_\_\_\_\_  
*(A Commissioner for Oaths, Notary Public,  
Justice of the Peace, etc.)*



## **INDEMNITY**

Transportation Network Company (TNC) Licensing

**BETWEEN:**

**THE TRANSPORTATION NETWORK COMPANY-** \_\_\_\_\_ (**“TNC”**)  
**Insert Legal Name**

**AND**

**THE CORPORATION OF THE CITY OF WINDSOR**

**FOR GOOD AND VALUABLE CONSIDERATION**, the receipt and sufficiency of which is hereby irrevocably acknowledged,

1. The TNC hereby agrees to defend, indemnify and save harmless The Corporation of the City of Windsor, its councillors, officers, employees, volunteers, agents, and assigns [collectively “the City”], from and against claims, demands, losses, costs, damages, actions, suits, or proceedings of whatever nature which may be brought against or suffered by the City, or which the City may incur, sustain, or properly pay, as a result of, or attributable to, the business and services of the undersigned.
2. The TNC further agrees to maintain the insurance required by the Licence Application for the duration of the Licence, and in accordance with Schedule 6 to By-Law No. 137-2007.

DATED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Print Name: \_\_\_\_\_

I have authority to bind the corporation

WITNESS SIGNATURE: \_\_\_\_\_

Print Witness Name: \_\_\_\_\_