



BRITISH
COLUMBIA

Ministry of
Transportation

REGISTRAR, PASSENGER TRANSPORTATION BRANCH

**SPECIAL AUTHORIZATION
LICENCE APPLICATION**

Part 4, Passenger Transportation Act

Office Use Only
PT Application#

0184/11

About this form: Do not use this form if you are applying to transfer a licence that includes a special authorization, applying for additional ICBs, or applying for a change of PDV rates and rules. The Registrar web site has other application forms and guidelines for use in these instances.

1. Legal Name of Applicant (check one of the following and write FULL legal name in space provided)

☒ Individual / Sole Proprietor:

☐ Partnership
(name each partner):

☐ Legal Entity
(i.e. Corporation, LLC, Society, City):

Legal Name(s):

KEVIN JOHN EAST ✓

2. Identification and Contact Information

All trade names (i.e. "doing business as"): AMBASSADOR SHUTTLE SERVICE and COMOX VALLEY SHUTTLE SERVICE ✓

Safety Certificate Number:

S21

Home Jurisdiction:

BC Insurance Filing Number (BC Financial Responsibility Certificate letter issued by I.C.B.C.):

Business Mailing Address:

Box 1331 ✓

Comox, BC ✓

Postal/Zip Code: V9M 7Z8 ✓

Physical Location of Records

S22

(if different):

Postal/Zip Code:

S22

Phone: 250-339-5252 ✓

Cell

S22

Fax:

Email: Kevin@ambassadorshtuttlesevice.ca ✓

Web Site: www.ambassadorshtuttlesevice.ca ✓

3. Application for Special Authorization to operate as an Inter-City Bus (ICB)

☐ New ICB: I am requesting the following number of identifiers (vehicle plates and decals) _____.

☒ Amendment of ICB Licence: My Passenger Transportation Licence Reference Number is _____.

4. Application for Special Authorization to operate as a Passenger Directed Vehicle (PDV)

☐ New PDV: I am requesting the following number of identifiers (vehicle plates and decals) _____.

☒ Amendment of PDV Licence: My Passenger Transportation Licence Reference Number is 71650.

☒ Addition of Motor Vehicles (PDV): I am applying to add 1 identifiers (vehicle plates and decals) to my fleet; and my Passenger Transportation Licence Reference Number is 71650.

5. Declarations

I (we) declare that the statements and information contained in, attached to and submitted with this licence application form are true and correct; and I (we) understand that they are subject to verification and that any false or misleading representations could result in the refusal or cancellation of the licence applied for. I am also confirming my commitment to safe operation as identified in the *Passenger Transportation Act*.

This form must be signed by the applicant, a principal of the corporation, all partners in the partnership or a person with delegated signing authority as filed with the Passenger Transportation Branch.

Full Name: KEVIN EAST ✓

PT5002 ✓

Title: Owner/operator

Signature: _____ S22

Rec'd
4 Aug 11

Date: Aug 3, 2011

Full Name: _____

Title: _____

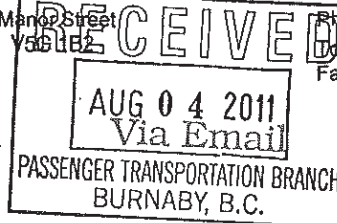
Signature: _____

4 Aug 11
10:57 AM

Date: _____

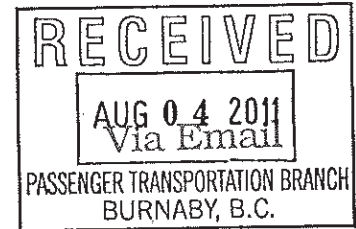
Ministry of Transportation
Passenger Transportation Branch

104 - 4240 Main Street
Burnaby BC V5G 1B2



Phone: (604) 453-4250
Toll free: (888) 453-4280
Fax: (604) 453-4253

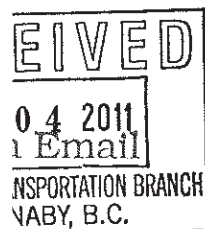
Registrar, Passenger Transportation Branch,
Ministry of Transportation,
104 – 4240 Manor Street,
Burnaby, B.C. V5G 1B2



Dear Sir/Madam;

Re: Application of Ambassador Shuttle Service – Alteration of existing license/Addition
of vehicle

As the owner of Ambassador Shuttle Service, I am applying for an alteration to our existing passenger transportation license based on need and necessity. It has been noticed from the calls received from arriving passengers as well as community members that the areas included in this application are experiencing a deficiency in available transportation from the Comox Valley Airport and throughout the Comox Valley.



S21

The requested Amendment of the Ambassador Shuttle Service license is as follows:

Amend Service 1 to read:

Originating Area: Transportation of passengers may only originate from the Comox Airport.

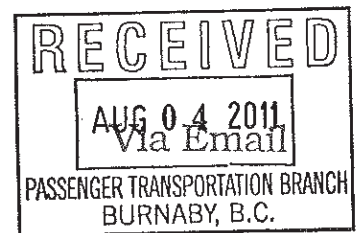
Destination Area: Transportation passengers must terminate at a point on the portion of Vancouver Island that is south of the City of Campbell River, north of and including the City of Nanaimo, and east of including Tofino/Ucluelet along Highway 4 and the Mount Washington Alpine Resort.

Reverse Trips: Transportation of passengers may only originate in the *destination area* if the transportation terminates in the originating area.

Service Limitations: Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft.

Rates for new Service Area 1 (Service from Comox Valley Airport):

Zone A	Comox, Cape Lazo, Powell River Ferry	\$18.90
Zone B	Courtenay	\$23.60
Zone C	Royston, Merville	\$28.30
Zone D	Oyster River, Black Creek, Miracle Beach, Saratoga Beach, Union Bay	\$42.45
Zone E	Mt. Washington (base of mountain)	\$42.45
Zone F	Mt Washington (alpine lodge)	\$56.60
Zone G	Bowser, Willow Point, Campbell River	\$70.75
Zone H	Coombs, Qualicum Beach	\$80.18
Zone I	Parksville	\$89.61
Zone J	Nanoose, Lantzville	\$99.04
Zone K	Nanaimo, Departure Bay, Port Alberni	\$117.90
Zone L	Nanaimo South	\$141.48
Zone M	Tofino, Ucluelet	\$235.80



The zone rates above are for the first passenger in a party. For additional passengers in the same party, add \$10 for the second passenger and \$5 for each additional passenger thereafter. More than one party may use the service at a time. A party includes any individual who is traveling alone and any group of family members, friends or colleagues who are traveling together.

Hourly Rates for Non-Airport Charters (Service 2 only)

Hourly Charter Rate for exclusive use of vehicle: \$70.75 per hour.

Minimum charge: 1 hour

Charges after the one-hour minimum: 15 minute increments

General Rates and Rules:

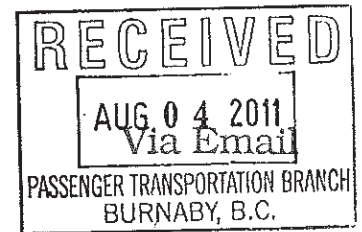
Taxes are not included

Other rates and rules may be set out in the rates document received from the applicant.

In summary, Ambassador Shuttle Service would have a total of three vehicles and service area 1 would be amended to include these 7 new zones that are still in north central Vancouver Island and a big part of arriving guests to the Comox Valley Airport. We will continue to commit ourselves to providing a world class guest experience and ensure everyone has a fair option for transportation wherever they are going when they arrive into the Comox airport.

Yours truly,

Kevin East
Owner/Operator
Ambassador Shuttle Service.



Connors, Deborah J TRAN:EX

From: Kevin East [kevin@ambassadorshuttleservice.ca]
Sent: Thursday, August 4, 2011 3:04 AM
To: Connors, Deborah J TRAN:EX
Subject: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)
Attachments: Special Auth License Application.jpg; Signing Authority.jpg; Ammendment of license letter.doc; Board Form 3.jpg; Board Form 6a.jpg; Board Form 6b.jpg; Board Form 10.jpg; Board Form 10b.jpg; Board Form 10c.jpg; Board Form 10d.jpg; Board Form 11.jpg; Board Form 14.jpg; Business Plan AUG 2011.doc; Statement of Net Worth.doc; Income Statement Jan 2011.jpg; Income Statement Feb 2011.jpg; Income Statement Mar 2011.jpg; Comox Valley Airport Trends.jpg; Comox Valley Airport Trends2.jpg; Comox Valley Airport Trends3.jpg; TofinoBusSupport.pdf; Majestic Kayak Support.pdf; HorizonsWestSupport.jpg; DolphinResortSupport.jpg; CityofNanaimoSupport.pdf; CampbellRiverMayorSupport.pdf; ComoxMayorSupport.PDF; BostromsSupport.doc; BlackRockSupport.pdf; Comox Valley Airport support.jpg

Hi Deb!! Thanks again for all your assistance! I really appreciate it and am very grateful.

I should have everything here again so you can disregard the previous email sent, except the Visa remittance slip, which was already processed.

Please let me know if I have forgotten anything as I want to ensure the board has everything they need to "hopefully" approve my applicaiton for amendment and addition of 1 vehicle.

S22

Kevin

From: Connors, Deborah J TRAN:EX [mailto:Deborah.Connors@gov.bc.ca]
Sent: Friday, July 15, 2011 2:26 PM
To: 'kevin@ambassadorshuttleservice.ca'
Subject: RE: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

Thank you Kevin, I look forward to your response.

*Deb Connors
Registration Officer
Passenger Transportation Branch
Ministry of Transportation and Infrastructure
104 - 4240 Manor Street
Burnaby, BC V5G 1B2*

*Telephone (Direct): (604) 453-4214
BC residents can contact the Branch toll free through Enquiry BC at <http://www.gov.bc.ca/contacts/index.htm>
Facsimile: (604) 453-4253
Branch Web Site: <http://www.th.gov.bc.ca/rpt>*

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From: kevin@ambassadorshuttleservice.ca [mailto:kevin@ambassadorshuttleservice.ca]
Sent: Friday, July 15, 2011 2:19 PM
To: Connors, Deborah J TRAN:EX
Subject: Re: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

Hi Deb,

Thank you so much for the detailed email on the points mentioned. I will gather this information and submit to add to the application.

I really appreciate all your assistance with this application.

Regards,

Kevin East

Ambassador Shuttle Service

Sent on the TELUS Mobility network with BlackBerry

From: "Connors, Deborah J TRAN:EX" <Deborah.Connors@gov.bc.ca>
Date: Fri, 15 Jul 2011 14:10:20 -0700
To: 'kevin@ambassadorshuttleservice.ca' <kevin@ambassadorshuttleservice.ca>
Subject: FW: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

Attention: Kevin John East, Owner/Operator

Hello Mr. East,

Please be advised that we have had an opportunity to review your application but are unable to continue to process it until the following matters have been addressed:

1. Clarify Service Proposal – There appear to be discrepancies between your submitted Board Form 3 and your letter of introduction (copy attached below). For example, the submitted Board Form 3 appears to request an expanded destination area for Service 1 ("east of and including Tofino & Ucluelet") and an expanded operating area for Service 2 ("east of and including Tofino & Ucluelet"). But, based on your cover letter, it appears that you are requesting the combination of Services 1 (airport service) and Service 2 (other PDV service), into one service, that appears to expand your airport service and increase total service area to include "east of and including Tofino & Ucluelet".

Your current terms and conditions of licence appear to separate the airport shuttle services from the other PDV services. In addition, your current Board approved rates (copy attached below) are separated into a rate type for each service (i.e. zone rates for the airport shuttle service and hourly rates for other PDV services). It is also noted that Service 1 allows for reverse trips but not for return trips and Service 2 allows for return trips but not for reverse trips. Service 1 has the following service limitation "Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft"; whereas Service 2 has the following two service limitations "Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft" and "the licence holder must maintain an advance reservation system and must provide transportation."

Please clarify, what licence amendment(s) are you requesting? For example, it might be helpful if you were to create a document that shows exactly how you would like the amended licence to appear. If you decide you want to request that the two services to be combined into one service you may also want to consider the following:

- a. You will need to explain to the Board under what conditions you will charge hourly versus zone rates (please refer to **item 6** below);
 - b. Under your current terms and conditions of licence reverse trips are permitted only under Service 1 and return trips are permitted only under Service 2. You will need to make it clear if you are requesting return and/or reverse trips authority, in a combined service, as well as consider if your application materials (submitted business plan, financial projections, support letters and other evidence of public need documents) account for these changes; and
 - c. Under your current terms and conditions of licence Service 1 has only one service limitation, but Service 2 has two service limitations. Service 1 currently allows for airport service without an advance reservation system in place but Service 2 requires an advance reservation system be in place for your other PDV services. Keeping this in mind, you will need to make it clear if you want to retain or delete them as well as consider if your application materials (submitted business plan, financial projections, support letters and other evidence of public need documents) account for these changes.
 - d. Your submitted Board Form 3 indicates you are seeking approval for "trips under contract" and it is noted that one of your submitted support letters (from Majestic Ocean Kayaking B & B) states they will use your service under contract if approved. You will need to make it clear if you are seeking authority for trips under contract and name all parties who will use your services under contract and insure that you submit support for this (e.g. copy of contract or letter of intent to enter a contract as discussed in Section 3.3. of the Application Handbook – a link to the Application Handbook is attached below).
2. Clarify Trade (Doing Business as) Name(s) – There appears to be a discrepancy between the trade names currently on your licence ("Ambassador Shuttle Service" and "Comox Valley Shuttle Service") and the trade name on your submitted application form (only one is listed, "Ambassador Shuttle Service"). Please clarify, do you wish to retain both trade names on your licence? (Please note that trade names are not considered to be legal names and are optional but some licensees use them, for example, to advertise.)
3. PDV Vehicle Proposal (Board Form 2) – Based on your application form, and cover letter included in your email application transmission, received June 7, 2011 8:48 PM, it appears that you are proposing to increase your maximum PDV fleet size to 3 vehicles that can accommodate a driver and not less than 6 and not more than 11 passengers. Please complete the attached PDV

Vehicle Proposal (Board Form 2). This requirement is listed in Appendix D of the Application Handbook (link attached below).

4. Clarify Business Plan – Throughout your submitted 21 page business plan there is mention of appendices numbered 2 to 19, but it does not appear that you have submitted them with this application. For example, page 21 (the last page) is entitled "Appendix" but it does not appear that the appendices were attached. Please clarify, do you wish to submit these Appendices?
5. Financial Plan and Financial Statements –
 - a. Please submit a Balance Sheet (i.e. statement of net worth for Kevin East) as described in Appendix 4.3 of the Application Handbook (attached in item 1 above). This information requirement is listed in Appendix D of the Application Handbook.
 - b. Please provide clarity on the timelines for the financial statements you submitted with your application. For example:
 - i. You have submitted a financial plan "cash flow projection" and another "cash flow projection" (copies attached below) but they do not appear to be exactly the same and it is unclear what time period(s) they cover (e.g. what year(s) are being reported on?). Please also note that Section 4.3 of the Application Handbook states the requirement for a month by month **cash flow projections** for the next 24 to 36 months. These projections should include the amendments you are requesting (e.g. fleet size of 3 vehicles and expanded operating area or areas).
 - ii. You have also submitted a "total gross sales" statement (copy attached below) but it is unclear what time period it covers (e.g. what year?).
6. Revised Rates and Rules – Please submit a revised rates and rules document. *Explanation:* Rates are the rates you will charge and rules are intended to explain how the rates will be applied. As part of your request for an expanded service area you are requesting approval for the introduction of more zone rates (G to M) and this request is included in your cover letter which also describes your requested licence amendments. With the decision on your first application the Board approved rates and rules, which were effective November 29, 2010 (copy attached below), and this rates and rules document now available to the public on request. Please note that if you want to introduce additional zone rates, as a result of your request for an expanded operating area, you will need to revise the current, Board approved rates and rules on file to

include your proposed amendments and submit a new rates and rules document for Board approval. When preparing your revised rates and rules document you may also want to consider that your revised rates and rules could also be affected by your decision on the amendments sought in your PDV service proposal (as discussed in **item 1** above).

7. Disclosure of Passenger Transportation Ownership – Please submit a disclosure of passenger transportation ownership. You can submit a signed statement or you may wish to use the attached Board Form 11 designed for this purpose (available in the Board Sample Forms Package <http://www.th.gov.bc.ca/forms/getForm.aspx?formId=1008>). This information requirement is explained Section 4.10 of the Application Handbook.

8. Evidence of Public Need –
 - a. You have submitted 10 letters of support (from the Mayors of Nanaimo, Comox and Campbell River; Comox Valley Airport, Tofino Bus, Majestic Ocean Kayaking, Horizons West, Black Rock Resort, Bostrom's B & B and Dolphin's Resort). In your June 7th email you mentioned that support letters would also be coming from Ocean Retreat Resort (Campbell River), The Beach Club Resort (Parksville) and the Community Relations Associate for Westcoast and Harbour Air (seaplanes). Have you received these letters yet? When do you anticipate you will be submitting them in support of your application?

 - b. Campbell River Airport? Your submitted support letter from the Mayor of the City of Campbell River appears to support a request for pick up and drop off service at Campbell River Airport. Are you wanting to include service at this airport in your proposed licence amendment (see **item 1** above)? Is the airport within the municipal boundaries of the City of Campbell River and have you contacted the airport authority to find out what permission they may require to operate at their airport?

 - c. Hails and flags? Your submitted support letter from Comox Valley Airport states they support the application to extend "hails and flags" but your current licence does not include the authority to hail or flag. Can you please provide clarification (e.g. are you requesting this authority in your proposed licence amendment – see **item 1** above)?

The following documents/forms are discussed in this email transmission (above) and have been attached (below) for your review:

- Application Handbook (available link on the Branch website:
<http://www.th.gov.bc.ca/forms/getForm.aspx?formId=999>)

- Copy of your submitted PDV Service Proposal (Board Form 3) – PDF attached
- Copy of your submitted cover letter (received June 8th via Branch email) – PDF attached
- Copies of your submitted financial plan/statements – PDF attached
- Copy of current filed, Board approved rates and rules – PDF attached

Please comply with the above and return all relevant documentation so that we can process your application as quickly as possible.

If we do not receive the required information/documents by **August 14, 2011**, your application will be forwarded, as is, to the Passenger Transportation Board for their review. Please note the application filing fee is non refundable. This directive is pursuant to Section 4(1)(c) of the Passenger Transportation Act which authorizes the Registrar of Passenger Transportation to make Rules of Procedures. Further information on Registrar's Rules, and other passenger transportation processes and application forms can be viewed at our website at www.th.gov.bc.ca/rpt or you can call the Passenger Transportation Branch at (604) 453-4250 if we may be of any further assistance.

On another matter, it has been noted that you included a **confidentiality disclaimer** on page 1 of your business plan. You may wish to review and familiarize yourself with Branch and Board policies related to the collection, use and disclosure of application information received:

BRANCH POLICY:

Page 2 of the attached application package for special authorization – Form PT5010 (<http://www.th.gov.bc.ca/forms/getForm.aspx?formId=999>) states "The personal information requested on this form is collected under the authority of, and used for the purpose of, administering and enforcing the *Passenger Transportation Act* and Passenger Transportation Regulation. The collected information may be disclosed to such other public bodies or individuals as authorized by the *Passenger Transportation Act*, Passenger Transportation Regulation and/or the provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use or disclosure of personal information, contact the Passenger Transportation Branch at (604) 453-4250."

BOARD POLICY:

Section 4.2 of the attached Application Handbook (Form PT9001 available on the Branch website (<http://www.th.gov.bc.ca/forms/getForm.aspx?formId=1007>)) states "The Board considers proprietary information (in business plans and financial statements) as confidential. Some information in a business plan, such as proposed rates and information that describes how proposed service would be operated may not be considered confidential. In fact, such "service plan" information is routinely published by the Board in the "application summary". Decisions on the release of information are made by the Board in keeping with applicable legislation and the Board Rules of Practice and Procedure and Policy Guidelines or Board orders. **Note:** Marking a business plan as "Strictly Confidential" does not preclude information from being disclosed if disclosure is required by legislation or Board policy."

Thank you and I look forward to your reply. Please do not hesitate to contact me if you have any questions regarding the above information request. Copies of this email and attachments will be sent to you via the post but you can make all your submissions via fax or email (original documents are not required).

Regards,

Deb Connors

Registration Officer

Passenger Transportation Branch

Ministry of Transportation and Infrastructure

104 - 4240 Manor Street

Burnaby, BC V5G 1B2

Telephone (Direct): (604) 453-4214

BC residents can contact the Branch toll free through Enquiry BC at <http://www.gov.bc.ca/contacts/index.htm>

Facsimile: (604) 453-4253

Branch Web Site: <http://www.th.gov.bc.ca/rpt>

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Notification sent via email transmission to ptboard@gov.bc.ca (cc: Kathleen.Mitten@gov.bc.ca) and documents have been scanned to SharedData (Applications) folder.

Applicant Name: EAST, KEVIN JOHN

Application No. 0184/11

Administrative Documents attached:

- The Registrar's application transmittal memorandum
- Branch correspondences (internal and external);
- Reports generated from the Branch data base; and
- Branch (Registration Officer) research.

Total # Pages (incl. cover) 36

Branch File: **LEFT**

Connors, Deborah J TRAN:EX

From: Connors, Deborah J TRAN:EX
Sent: Friday, August 5, 2011 11:22 AM
To: 'Kevin East'
Subject: East, Kevin John (application Nos. 0184/11 special and 0225/11 general)

Hello Kevin,

GENERAL (0225/11)

The Registrar has conditionally approved your general licence application No. 0225/11. Attached is a letter to explain the decision and the next steps required before your licence can be issued. I'll send a copy via Canada Post as well (but you can make all submissions by email/fax).



east, kevin
John_0225.11_2step

SPECIAL (0184/11)

The Registrar has reviewed your application and today it will be scanned and sent to the Passenger Transportation Board via email. Next the Board will contact you for your approval of the application summary for publication in their weekly bulletin.

I will S22 but you can always call Jeanette Wong through the main Branch number 604-453-4250 (or toll free below) if you need assistance in my absence.

Regards,

Deb Connors
Registration Officer
Passenger Transportation Branch
Ministry of Transportation and Infrastructure
104 - 4240 Manor Street
Burnaby, BC V5G 1B2

Telephone (Direct): (604) 453-4214
BC residents can contact the Branch toll free through Enquiry BC at <http://www.gov.bc.ca/contacts/index.htm>
Facsimile: (604) 453-4253
Branch Web Site: <http://www.th.gov.bc.ca/rpt>

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Date: August 4, 2011

To: Jan Broocke
Director & Secretary
to the Passenger Transportation Board

From: Dawn Major
Registrar & Director
Passenger Transportation Branch

Re: File Transmittal Per Division 4, Section(s) 31(1)(2)(a)(b) and (c) of the PTA

Application No.: 0184/11
Applicant Name: EAST, KEVIN JOHN
DBA: AMBASSADOR SHUTTLE SERVICE
COMOX VALLEY SHUTTLE SERVICE
Applicant's Address: COMOX, BC
PT Licence No.: 71650
PT Licence Expiry Date: December 16, 2011

Summary of Current Licence: Special Authorization (Passenger Directed) with a maximum fleet size of 2 vehicles that can accommodate a driver and not less than 6 and not more than 11 passengers (service limitations) operating two services in the area of the Comox Valley.

Summary of Application: Amendment of PT 71650 to expand the destination area for Service 1, to read as *"any point on the portion of Vancouver Island that is south of and including the City of Campbell River, north of and including the City of Nanaimo, east of and including Tofino/Ucluelet, Port Alberni and Mount Washington"*, add return trips authorization to Service 1, introduce seven additional zone rates for the requested expanded destination area and add one additional vehicle.

Continued on Page 2

Application No. 0184/11

Supporting Documentation: Letter of introduction, PDV service proposal, proposed zone rates, condensed operating plan, business plan, cash flow projections, net worth statement, income statements, Comox Valley Airport passenger trends, evidence of public need (letters of support), disclosure of passenger transportation ownership and unlawful activity and bankruptcy.

Comments: The applicant has also submitted an application for a new general authorization (0225/11) which was recently conditionally approved with issuance subject to the applicant's acquisition of a vehicle that meets safety requirements.

Please find Application No.0184/11 attached for your review and consideration.

Thank you.

A handwritten signature in dark ink, appearing to be 'Jr1', is written over the printed name and title. A large, sweeping circular flourish extends from the signature, looping around the 'Thank you.' text and pointing towards the top right of the page.
Dawn Major
Registrar & Director
Passenger Transportation Branch

djc

Registrar File Review Notes

Application No.: 0184/11
Applicant Name: EAST, KEVIN JOHN
DBA: AMBASSADOR SHUTTLE SERVICE
COMOX VALLEY SHUTTLE SERVICE
Applicant's Address: COMOX, BC
PT Licence No.: 71650
PT Licence Expiry Date: December 16, 2011
Date Registrar Review: August 4, 2011
Registration Officer: Deb Connors

Application Received Date: June 8, 2011

Summary of Application: Alteration of PT 71650 (SA PDV) to amend Service by expanding destination area, adding return trips and introducing new zone rates for the requested expanded service area and add one additional vehicle. See also new GA 0225/11 conditionally approved on 02Aug11 (two step letter required).

Summary of Current Licence: Special authorization (PDV) with a maximum fleet size of 2 vehicles that can accommodate a driver and not less than 6 and not more than 11 passengers (service limitations) operating two services in the area of the Comox Valley.

Service Proposal:

Amendment of PT 71650 (special authorization for PDV's) to

- Add one additional vehicle;
- Expand destination area for Service 1 to "any point on the portion of Vancouver Island that is south of and including the City of Campbell River, north of and including the City of Nanaimo, east of and including Tofino/Ucluelet, Port Alberni and Mount Washington;
- Add return trips authorization; and
- Introduce seven additional zone rates for the requested expanded destination area.

Applicant Submitted: Letter of introduction, PDV service proposal, proposed zone rates, condensed operating plan, business plan, cash flow projections, net worth statement, income statements, Comox Valley Airport passenger trends, evidence of public need (letters of support), disclosure of passenger transportation ownership and unlawful activity and bankruptcy.

Continued on Page 2

Registrar File Review Notes

EAST, KEVIN JOHN
DBA: COMOX VALLEY SHUTTLE SERVICE
Application No. 0184/11
August 4, 2011
Page 2

Investigation Summary:

NSC Status:

Sat-unaudited

Complaints:

One complaint **2011-00045** appears to be open BUT was reviewed by Inspector Webster today who feels it may have been left open as there were many correspondences with the complainant (Comox Taxi). However, The complaint has not been reported on transmittal memo because it appears to relate to a TOP the applicant was approved for which has since expired (Aug 1). [copy on Part C]).

Violation Tickets:

N/A

Administrative Penalties:

None

Meeting Notes:

PART C

INVESTIGATION SUMMARY

For

PASSENGER TRANSPORTATION APPLICATION FILE

Applicant Name: East, Kevin John

Application No.: 184/11

1. Type of Application:	General Authority (GA) <input type="checkbox"/>	Special Authority (SA) <input type="checkbox"/>	Combination <input type="checkbox"/> (GA & SA)
2. Type of Service:	GPV <input type="checkbox"/>	PDV <input type="checkbox"/>	ICB <input type="checkbox"/>
3. Type of Vehicles Proposed:	Passenger Directed <input type="checkbox"/>	Carrier Directed <input type="checkbox"/>	
4. Operation:	Seasonal <input type="checkbox"/>	Year Round <input type="checkbox"/>	

5. CHECKS: Date: <u>08/04/11</u> Time: <u>132</u> AM/PM <div style="text-align: center; font-size: small;">dd / mm / yyyy</div>	LICENCED	NON-LICENCED
<ul style="list-style-type: none"> ▪ Complaints (<i>acknowledged & closed</i>) (search 2006) ▪ Violation Tickets (<i>successfully prosecuted & closed</i>) (search 2006) ▪ Admin. Penalty Order (<i>successfully prosecuted & closed</i>) (Notice & Order) (search APF data base Mar.30/06) ▪ Board Order ▪ NSC Status 	<div style="display: flex; flex-direction: column; align-items: flex-start;"> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>Yes <input checked="" type="checkbox"/> <u>N/A</u> No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></div> <div>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></div> <div>SAT-UNAUDITED <input checked="" type="checkbox"/> SAT-AUDITED <input type="checkbox"/></div> </div>	<div style="display: flex; flex-direction: column; align-items: flex-start;"> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>N/A</div> <div>Unknown</div> <div>SAT-UNAUDITED <input type="checkbox"/> SAT-AUDITED <input type="checkbox"/></div> </div>
COMMENTS/DETAILS: _____ _____ _____		

Preliminary Investigation Conducted by: DE, **Title:** PO

COMPLETE FOR GENERAL AUTHORITY

PT Licence (If applicable): _____

(For Special Authorization, details noted on board memo):

1. Nature of Business: _____
2. Usage of the Vehicle (hotel shuttle, sightseeing, charter bus): _____
3. Number of Identifiers Requested: _____
4. Vehicle (s) Carrying Capacity, excluding the driver: _____
5. If vehicle(s) is 11 passengers or less, excluding the driver, is it carrier directed? Yes / No _____
6. If vehicle(s) is 11 passengers or less, excluding the driver, does the proposed service fall under PDV / ICB exclusion?
Yes / No _____
7. Area of Service: _____
8. Type of Compensation (charter/individual fares/flat rates/point to point): _____
9. Will compensation be applied directly to the passengers, or will charges be built into a package? _____

COMMENTS:

Selection Criteria: PT Number: 71650, Enforcement Period: 2010/2011, Admin Penalty Ordered: Yes

Notice and Order History

Enforcement Period: 2010/2011

No data matches the selection criteria

Notice and Order History

Enforcement Period: 2011/2012

No data matches the selection criteria

2011-08-04 (10:48) - djconnor

Applicant resubmitted entire application.

New signing authority and change of address rec'd. Note: it appears only the physical location of records has changed (which is not entered on LCST data base); also the new signing authority form appears to be a duplicate of the one submitted on 29Jul11 and processed by Mike.

New signing authority and change of address to Sue (question: considering the above, do new requests need to be set up on LCST?)

(
via Mike

ll



BRITISH
COLUMBIA

Ministry of
Transportation

COPY
To issuing
process

REGISTRAR, PASSENGER TRANSPORTATION BRANCH
PASSENGER TRANSPORTATION BOARD

SIGNING AUTHORITY

Part 4, Passenger Transportation Act

AUG 04 2011

Submit this Signing Authority form to the Registrar, Passenger Transportation Branch with new applications, transfer applications, and any time there is a change in signing authority (including changes in the principals of a corporation and changes in delegated signing authority). This form cancels and supersedes all previous Signing Authority forms.

1. Legal Name of Applicant (complete one of the following)

☒ Individual / Sole Proprietor;

☐ Partnership
(Name each partner):

☐ Full Name of Legal Entity
(i.e. Corporation, LLC, Society, City):

Legal Name(s):

KEVIN JOHN EAST ✓

2. Identification and Contact Information

All trade names (i.e. "doing business as"): AMBASSADOR SHUTTLE SERVICE AND COMOX VALLEY SHUTTLE SERVICE

Passenger Transportation Licence Number: 71650

Business Mailing Address: Box 1331
Comox, BC ✓

Postal/Zip Code: V9M 7Z8 ✓

Physical Location of Records
(if different):

S22

Phone: 250-339-5252 ✓

Cell: S22 ✓

Postal/Zip Code: S22

Fax:

Email: Kevin@ambassadorsshuttle.service.ca ✓

Web Site: www.ambassadorsshuttle.service.ca ✓

3. Persons with Delegated Signing Authority (Optional)

Full Name (Print)

Position

KEVIN EAST OWNER/OPERATOR
ANGELINE EAST ADMINISTRATOR

S22

4 Principal Owner(s)

This form must be signed by the applicant, a principal of the corporation, or all partners in the partnership. Any delegation of signing authority to persons named in section 3 does not relinquish or diminish the authority of applicants, partners or principals to sign for and bind the carrier on matters under the Passenger Transportation Act. I (we) authorize persons named in section 3 above to act on behalf of the carrier in all matters relating to the Passenger Transportation Act, Passenger Transportation Act Regulation and policies and orders of the Passenger Transportation Board.

It is the responsibility of the applicant, a principal of the corporation, or all partners in the partnership to formally advise the Passenger Transportation Branch of any changes to the delegation of authority.

Full Name: KEVIN EAST sole proprietor Title: owner/operator

Signature: [Signature] S22

Date: Aug 3, 2011

Full Name: _____ Title: _____

Signature: _____ Date: _____

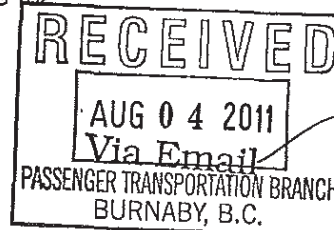
Ministry of Transportation
Passenger Transportation Branch

104 - 4240 Manor Street
Burnaby BC V5G 1B2

Phone (604) 453-4250
Fax: (604) 453-4253

[PT5002 (Signing Authority Form) August 2006]

PT5010 (Special Authorization Licence Application Package) July 2008



email on
184/11

Page 4 of 8

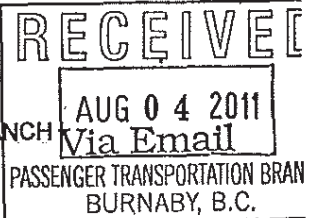


COPY
To ISSUING for
processing

AUG 04 2011

REGISTRAR, PASSENGER TRANSPORTATION BRANCH

Change of Address Application



1. Legal Name of Carrier/Applicant

Carrier Name:

dba AMBASSADOR SHUTTLE SERVICE East, Kevin John

Passenger Transportation Reference or Application Number:

71650

2. OLD Address

Business Mailing Address:

Box 1331 ✓
Comox, BC ✓

Postal/Zip Code: V9M 7Z8 ✓

Physical Location of Records
(if different):

S22

Phone: 250-339-5252

Fax:

Email: Kevin@ambassadorshuttle.service.ca

Web Site:

www.ambassadorshuttle.service.ca ✓

3. NEW Address

Business Mailing Address:

Box 1331 ✓
Comox, BC ✓

Postal/Zip Code: V9M 7Z8 ✓

Physical Location of Records
(if different):

S22

Phone: 250-339-5252

Fax:

Email: Kevin@ambassadorshuttle.service.ca

Web Site:

www.ambassadorshuttle.service.ca ✓

4. Effective Date of Change(s)

Effective Date: JULY 26, 2011

I (we) declare that the statements and information contained in this change of address application form are true and correct; and I (we) understand that they are subject to verification and that any false or misleading representations could result in enforcement sanctions pursuant to Section 57 (2)(h) of the Passenger Transportation Act (RS Chap.39). This form must be signed by the applicant, a principal of the corporation or all partners in the partnership.

Full Name:

S22

✓
BTSOR
id

Title:

owner/operator

Signature:

Date:

Aug. 3, 2011

Full Name:

4 Aug 11

Title:

Signature:

checked
4 Aug 11

Date:

10 41 AM

Ministry of Transportation

Passenger Transportation Branch
104, 4240 Major St.
BURNABY, BC
V5G 1B2

Telephone
(604) 453-4250
Facsimile
(604) 453-4253

Connors, Deborah J TRAN:EX

From: kevin@ambassadorshuttleservice.ca
Sent: Wednesday, July 20, 2011 9:04 AM
To: Connors, Deborah J TRAN:EX
Cc: Wong, Jeanette TRAN:EX
Subject: Re: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

I will have it in before you leave!
Thanks Deb!
Kevin

Sent on the TELUS Mobility network with BlackBerry

From: "Connors, Deborah J TRAN:EX" <Deborah.Connors@gov.bc.ca>
Date: Wed, 20 Jul 2011 08:43:18 -0700
To: 'Kevin East' <kevin@ambassadorshuttleservice.ca>
Cc: Wong, Jeanette TRAN:EX <Jeanette.Wong@gov.bc.ca>
Subject: RE: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

Hello Kevin,

Thanks for sending an update. I will be happy to assist in whatever way I can. You have until August 14th to respond to my letter. Please note however, that I will be away for S22 If it so happens that you cannot send your response before I leave, please send your submissions to the attention of my colleague, Jeanette Wong at Jeanette.Wong@gov.bc.ca. Jeanette can be reached via the main switchboard number 604-453-4250.

Regards,

*Deb Connors
Registration Officer
Passenger Transportation Branch
Ministry of Transportation and Infrastructure
104 - 4240 Manor Street
Burnaby, BC V5G 1B2*

*Telephone (Direct): (604) 453-4214
BC residents can contact the Branch toll free through Enquiry BC at <http://www.gov.bc.ca/contacts/index.htm>
Facsimile: (604) 453-4253
Branch Web Site: <http://www.th.gov.bc.ca/rpt>*

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From: Kevin East [mailto:kevin@ambassadorshuttleservice.ca]
Sent: Wednesday, July 20, 2011 1:22 AM
To: Connors, Deborah J TRAN:EX
Subject: RE: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

Thanks for all your help Deb. I really want to get this in this week but at the same time spend alot of time with it to ensure the board sees everything they need to see.
We are overwhelmed with calls to these further geographically areas and hope we can service all these guests arriving into our airport soon.

I have started to revise the business plan and somewhat simplify by application to be more decisive on what we are asking for and see the dire need for.

Once we get this application in I am also building another version of my business plan that will make application for a General Authorization and a 24 passenger bus to satisfy the need of Mt Washington, Fishing tours, wine tours, wedding receptions to name a few. I may ask for some help with that as well once we focus on the amendment to our current license.

Thanks again,

best regards,

Kevin

From: Connors, Deborah J TRAN:EX [mailto:Deborah.Connors@gov.bc.ca]
Sent: Monday, July 18, 2011 9:27 AM
To: 'kevin@ambassadorshuttleservice.ca'
Subject: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

Hello again Kevin,

Further to our telephone discussion last week, I am attaching the following information for your review:

1. **Special Authorization Reference Material:**

You may find it helpful to review the following parts of the Handbook:

- **Section 4.1** "Quantity and Quality of Supporting Information"
- **Section 4.2** "Business Plans"
- **Section 3.3** "Public Need"
- **Section 3.2** "Board Considerations"
- **Appendix G2** on Public Need (Limousines and Shuttles).

2. **Reference Material on Passenger Transportation Licensing Streams (General and Special):**

The Board and the Branch worked together last year to create an information sheet called "***Do I need a General Authorization or a Special Authorization Licence?***" (Form PT9005) which explains in laymen's terms the two licensing streams (general and special). An explanation of the Inter-City Bus

"connector bus" exclusion is also explained (beginning the bottom of page 5). The information sheet is now available on the Branch web site: <http://www.th.gov.bc.ca/forms/getForm.aspx?formId=1173>

3. Board Policy on Hailing and Flagging:

Board Operational Policies (OP) are available on the Board web site (<http://www.ptboard.bc.ca/> (under the Legislation Tab). I've excerpted Operational Policy III.8 for your review (*yellow highlights added for emphasis*):

OP III.8		Hailing from the Street (PDVs)	
Purpose	To outline Board policy with respect to express authorization enabling licensees operating passenger directed vehicles to pick up passengers who hail or flag a motor vehicle from the street.		
Legislation	Under the Passenger Transportation Act, a licensee operating passenger directed vehicles may pick up passengers who flag or hail a vehicle from a street if it has express authorization to do so on terms and conditions of licence. A "hail" or a "flag" requires some indication on the part of the passenger, or someone acting on behalf of a passenger, that he or she wishes to secure a vehicle for transportation. An action can be made verbally or by motion.		
Policy	Unless otherwise approved by the Board, authorization to pick up passengers who hail or flag a vehicle from the street will be applied to taxi services.		
Effective Date	November 10, 2004	Revised	May 28, 2008

4. Passenger Transportation Act and Regulation on Hailing and Flagging (*yellow highlight added for emphasis*):

I've also excerpted Sections of the Passenger Transportation Act and Regulation that discuss "hailing and flagging":

Passenger Transportation Act
(http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_04039_01#part4_division6)
:

Part 4 — Licences

Division 1 — Requirement for Licence

Licence required

23 (1) A person must not operate a motor vehicle as a type of commercial passenger vehicle unless

- (a) a valid licence, issued in respect of the motor vehicle, authorizes the licensee to operate the motor vehicle as that type of commercial passenger vehicle,
- (b) the licensee holds a valid safety certificate and is otherwise in compliance with applicable laws, and
- (c) the motor vehicle is operated in compliance with
 - (i) the terms and conditions of the licence,

(ii) any rates approved or set by the board under section 7 (1) (f) and any rules made in relation to those rates under section 7 (1) (g), and

(iii) this Act and the regulations.

(2) Without limiting subsection (1), a person must not

(a) operate a motor vehicle equipped with a meter, or

(b) operate a motor vehicle equipped with a top light,

unless the licence under which the motor vehicle is operated expressly authorizes that operation and the motor vehicle is a passenger directed vehicle.

(3) Without limiting subsection (1), a person must not convey in a commercial passenger vehicle, as passengers, persons who hail or flag the motor vehicle from the street, or who cause the motor vehicle to be hailed or flagged from the street, unless

(a) the motor vehicle is a passenger directed vehicle and the licence under which the motor vehicle is operated expressly authorizes that conveyance, or

(b) the motor vehicle is an inter-city bus or a prescribed commercial passenger vehicle.

(4) A person must not provide, or hold himself or herself out as able to provide, a service that involves the operation of motor vehicles as a type of commercial passenger vehicles unless

(a) the person is a licensee whose licence includes the authorization necessary for that type of operation, or

(b) the licence under which each of the motor vehicles through which that service is or may be provided includes that authorization.

(5) This section does not apply to a person or commercial passenger vehicle, or a class of persons or commercial passenger vehicles, that has been exempted by regulation from the application of this Act.

Passenger

Transportation

Regulation

(http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/266_2004):

Restrictions on refusal of passengers by taxi drivers

- (1) In this section, "taxi driver" means the driver of a passenger directed vehicle that is operated under a licence that expressly authorizes the driver to convey passengers who hail or flag the passenger directed vehicle from the street, or who cause the passenger directed vehicle to be hailed or flagged from the street.

I hope this information will be of help to you.

Regards,

Deb Connors

Registration Officer

Passenger Transportation Branch

Ministry of Transportation and Infrastructure

104 - 4240 Manor Street

Burnaby, BC V5G 1B2

Telephone (Direct): (604) 453-4214

BC residents can contact the Branch toll free through Enquiry BC at <http://www.gov.bc.ca/contacts/index.htm>

Facsimile: (604) 453-4253

Branch Web Site: <http://www.th.gov.bc.ca/rpt>

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Connors, Deborah J TRAN:EX

From: kevin@ambassadorshuttleservice.ca
Sent: Friday, July 15, 2011 2:19 PM
To: Connors, Deborah J TRAN:EX
Subject: Re: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

Hi Deb,

Thank you so much for the detailed email on the points mentioned. I will gather this information and submit to add to the application.

I really appreciate all your assistance with this application.

Regards,

Kevin East

Ambassador Shuttle Service

Sent on the TELUS Mobility network with BlackBerry

From: "Connors, Deborah J TRAN:EX" <Deborah.Connors@gov.bc.ca>
Date: Fri, 15 Jul 2011 14:10:20 -0700
To: 'kevin@ambassadorshuttleservice.ca' <kevin@ambassadorshuttleservice.ca>
Subject: FW: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

Attention: Kevin John East, Owner/Operator

Hello Mr. East,

Please be advised that we have had an opportunity to review your application but are unable to continue to process it until the following matters have been addressed:

1. Clarify Service Proposal – There appear to be discrepancies between your submitted Board Form 3 and your letter of introduction (copy attached below). For example, the submitted Board Form 3 appears to request an expanded destination area for Service 1 ("east of and including Tofino & Ucluelet") and an expanded operating area for Service 2 ("east of and including Tofino & Ucluelet"). But, based on your cover letter, it appears that you are requesting the combination of Services 1 (airport service) and Service 2 (other PDV service), into one service, that appears to expand your airport service and increase total service area to include "east of and including Tofino & Ucluelet".

Your current terms and conditions of licence appear to separate the airport shuttle services from the other PDV services. In addition, your current Board approved rates (copy attached below) are separated into a rate type for each service (i.e. zone rates for the airport shuttle service and hourly rates for other PDV services). It is also noted that Service 1 allows for reverse trips but not for return trips and Service 2 allows for return trips but not for reverse trips. Service 1 has the following service limitation "Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft"; whereas Service 2 has the following two service limitations "Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and

small watercraft” and “the licence holder must maintain an advance reservation system and must provide transportation.”

Please clarify, what licence amendment(s) are you requesting? For example, it might be helpful if you were to create a document that shows exactly how you would like the amended licence to appear. If you decide you want to request that the two services to be combined into one service you may also want to consider the following:

- a. You will need to explain to the Board under what conditions you will charge hourly versus zone rates (please refer to **item 6** below);
 - b. Under your current terms and conditions of licence reverse trips are permitted only under Service 1 and return trips are permitted only under Service 2. You will need to make it clear if you are requesting return and/or reverse trips authority, in a combined service, as well as consider if your application materials (submitted business plan, financial projections, support letters and other evidence of public need documents) account for these changes; and
 - c. Under your current terms and conditions of licence Service 1 has only one service limitation, but Service 2 has two service limitations. Service 1 currently allows for airport service without an advance reservation system in place but Service 2 requires an advance reservation system be in place for your other PDV services. Keeping this in mind, you will need to make it clear if you want to retain or delete them as well as consider if your application materials (submitted business plan, financial projections, support letters and other evidence of public need documents) account for these changes.
 - d. Your submitted Board Form 3 indicates you are seeking approval for “trips under contract” and it is noted that one of your submitted support letters (from Majestic Ocean Kayaking B & B) states they will use your service under contract if approved. You will need to make it clear if you are seeking authority for trips under contract and name all parties who will use your services under contract and insure that you submit support for this (e.g. copy of contract or letter of intent to enter a contract as discussed in Section 3.3. of the Application Handbook – a link to the Application Handbook is attached below).
2. Clarify Trade (Doing Business as) Name(s) – There appears to be a discrepancy between the trade names currently on your licence (“Ambassador Shuttle Service” and “Comox Valley Shuttle Service”) and the trade name on your submitted application form (only one is listed, “Ambassador Shuttle Service”). Please clarify, do you wish to retain both trade names on your licence? (Please note that trade names are not considered to be legal names and are optional but some licensees use them, for example, to advertise.)

3. PDV Vehicle Proposal (Board Form 2) – Based on your application form, and cover letter included in your email application transmission, received June 7, 2011 8:48 PM, it appears that you are proposing to increase your maximum PDV fleet size to 3 vehicles that can accommodate a driver and not less than 6 and not more than 11 passengers. Please complete the attached PDV Vehicle Proposal (Board Form 2). This requirement is listed in Appendix D of the Application Handbook (link attached below).
4. Clarify Business Plan – Throughout your submitted 21 page business plan there is mention of appendices numbered 2 to 19, but it does not appear that you have submitted them with this application. For example, page 21 (the last page) is entitled “Appendix” but it does not appear that the appendices were attached. Please clarify, do you wish to submit these Appendices?
5. Financial Plan and Financial Statements –
 - a. Please submit a Balance Sheet (i.e. statement of net worth for Kevin East) as described in Appendix 4.3 of the Application Handbook (attached in item 1 above). This information requirement is listed in Appendix D of the Application Handbook.
 - b. Please provide clarity on the timelines for the financial statements you submitted with your application. For example:
 - i. You have submitted a financial plan “cash flow projection” and another “cash flow projection “(copies attached below) but they do not appear to be exactly the same and it is unclear what time period(s) they cover (e.g. what year(s) are being reported on?). Please also note that Section 4.3 of the Application Handbook states the requirement for a month by month **cash flow projections** for the next 24 to 36 months. These projections should include the amendments you are requesting (e.g. fleet size of 3 vehicles and expanded operating area or areas).
 - ii. You have also submitted a “total gross sales” statement (copy attached below) but it is unclear what time period it covers (e.g. what year?).
6. Revised Rates and Rules – Please submit a revised rates and rules document. *Explanation:* Rates are the rates you will charge and rules are intended to explain how the rates will be applied. As part of your request for and expanded service area you are requesting approval for the introduction of more zone rates (G to M) and this request is included in your cover letter which also describes your requested licence amendments. With the decision on your first application

the Board approved rates and rules, which were effective November 29, 2010 (copy attached below), and this rates and rules document now available to the public on request. Please note that if you want to introduce additional zone rates, as a result of your request for an expanded operating area, you will need to revise the current, Board approved rates and rules on file to include your proposed amendments and submit a new rates and rules document for Board approval. When preparing your revised rates and rules document you may also want to consider that your revised rates and rules could also be affected by your decision on the amendments sought in your PDV service proposal (as discussed in **item 1** above).

7. Disclosure of Passenger Transportation Ownership – Please submit a disclosure of passenger transportation ownership. You can submit a signed statement or you may wish to use the attached Board Form 11 designed for this purpose (available in the Board Sample Forms Package <http://www.th.gov.bc.ca/forms/getForm.aspx?formId=1008>). This information requirement is explained Section 4.10 of the Application Handbook.

8. Evidence of Public Need –
 - a. You have submitted 10 letters of support (from the Mayors of Nanaimo, Comox and Campbell River; Comox Valley Airport, Tofino Bus, Majestic Ocean Kayaking, Horizons West, Black Rock Resort, Bostrom's B & B and Dolphin's Resort). In your June 7th email you mentioned that support letters would also be coming from Ocean Retreat Resort (Campbell River), The Beach Club Resort (Parksville) and the Community Relations Associate for Westcoast and Harbour Air (seaplanes). Have you received these letters yet? When do you anticipate you will be submitting them in support of your application?

 - b. Campbell River Airport? Your submitted support letter from the Mayor of the City of Campbell River appears to support a request for pick up and drop off service at Campbell River Airport. Are you wanting to include service at this airport in your proposed licence amendment (see **item 1** above)? Is the airport within the municipal boundaries of the City of Campbell River and have you contacted the airport authority to find out what permission they may require to operate at their airport?

 - c. Hails and flags? Your submitted support letter from Comox Valley Airport states they support the application to extend "hails and flags" but your current licence does not include the authority to hail or flag. Can you please provide clarification (e.g. are you requesting this authority in your proposed licence amendment – see **item 1** above)?

The following documents/forms are discussed in this email transmission (above) and have been attached (below) for your review:

- Application Handbook (available link on the Branch website:
<http://www.th.gov.bc.ca/forms/getForm.aspx?formId=999>)
- Copy of your submitted PDV Service Proposal (Board Form 3) – PDF attached
- Copy of your submitted cover letter (received June 8th via Branch email) – PDF attached
- Copies of your submitted financial plan/statements – PDF attached
- Copy of current filed, Board approved rates and rules – PDF attached

Please comply with the above and return all relevant documentation so that we can process your application as quickly as possible.

If we do not receive the required information/documents by **August 14, 2011**, your application will be forwarded, as is, to the Passenger Transportation Board for their review. Please note the application filing fee is non refundable. This directive is pursuant to Section 4(1)(c) of the Passenger Transportation Act which authorizes the Registrar of Passenger Transportation to make Rules of Procedures. Further information on Registrar's Rules, and other passenger transportation processes and application forms can be viewed at our website at www.th.gov.bc.ca/rpt or you can call the Passenger Transportation Branch at (604) 453-4250 if we may be of any further assistance.

On another matter, it has been noted that you included a **confidentiality disclaimer** on page 1 of your business plan. You may wish to review and familiarize yourself with Branch and Board policies related to the collection, use and disclosure of application information received:

BRANCH POLICY:

Page 2 of the attached application package for special authorization – Form PT5010 (<http://www.th.gov.bc.ca/forms/getForm.aspx?formId=999>) states "The personal information requested on this form is collected under the authority of, and used for the purpose of, administering and enforcing the *Passenger Transportation Act* and Passenger Transportation Regulation. The collected information may be disclosed to such other public bodies or individuals as authorized by the *Passenger Transportation Act*, Passenger Transportation Regulation and/or the provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use or disclosure of personal information, contact the Passenger Transportation Branch at (604) 453-4250."

BOARD POLICY:

Section 4.2 of the attached Application Handbook (Form PT9001 available on the Branch website (<http://www.th.gov.bc.ca/forms/getForm.aspx?formId=1007>) states "The Board considers proprietary information (in business plans and financial statements) as confidential. Some information in a business plan, such as proposed rates and information that describes how proposed service would be operated may not be considered confidential. In fact, such "service plan" information is routinely published by the Board in the "application summary". Decisions on the release of information are made by the Board in keeping with applicable legislation and the Board Rules of Practice and Procedure and Policy Guidelines or Board orders. **Note:** Marking a business plan as "Strictly Confidential" does not preclude information from being disclosed if disclosure is required by legislation or Board policy."

Thank you and I look forward to your reply. Please do not hesitate to contact me if you have any questions regarding the above information request. Copies of this email and attachments will be sent to you via the post but you can make all your submissions via fax or email (original documents are not required).

Regards,

Deb Connors

Registration Officer

Passenger Transportation Branch
Ministry of Transportation and Infrastructure
104 - 4240 Manor Street
Burnaby, BC V5G 1B2

Telephone (Direct): (604) 453-4214

BC residents can contact the Branch toll free through Enquiry BC at <http://www.gov.bc.ca/contacts/index.htm>

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From: Connors, Deborah J TRAN:EX
Sent: Friday, July 15, 2011 2:10 PM
To: 'kevin@ambassadorshuttleservice.ca'
Subject: FW: EAST, KEVIN JOHN (Special Authorization Application No. 0184/11)

Attention: Kevin John East, Owner/Operator

Hello Mr. East,

Please be advised that we have had an opportunity to review your application but are unable to continue to process it until the following matters have been addressed:

1. Clarify Service Proposal – There appear to be discrepancies between your submitted Board Form 3 and your letter of introduction (copy attached below). For example, the submitted Board Form 3 appears to request an expanded destination area for Service 1 ("east of and including Tofino & Ucluelet") and an expanded operating area for Service 2 ("east of and including Tofino & Ucluelet"). But, based on your cover letter, it appears that you are requesting the combination of Services 1 (airport service) and Service 2 (other PDV service), into one service, that appears to expand your airport service and increase total service area to include "east of and including Tofino & Ucluelet".

Your current terms and conditions of licence appear to separate the airport shuttle services from the other PDV services. In addition, your current Board approved rates (copy attached below) are separated into a rate type for each service (i.e. zone rates for the airport shuttle service and hourly rates for other PDV services). It is also noted that Service 1 allows for reverse trips but not for return trips and Service 2 allows for return trips but not for reverse trips. Service 1 has the following service limitation "*Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft*", whereas Service 2 has the following two service limitations "*Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft*" and "*the licence holder must maintain an advance reservation system and must provide transportation.*"

Please clarify, what licence amendment(s) are you requesting? For example, it might be helpful if you were to create a document that shows exactly how you would like the amended licence to appear. If you decide you want to request that the two services to be combined into one service you may also want to consider the following:

- a) You will need to explain to the Board under what conditions you will charge hourly versus zone rates (please refer to **item 6** below);
- b) Under your current terms and conditions of licence reverse trips are permitted only under Service 1 and return trips are permitted only under Service 2. You will need to make it clear if you are requesting return and/or reverse trips authority, in a combined service, as well as consider if your application materials (submitted business plan, financial projections, support letters and other evidence of public need documents) account for these changes; and
- c) Under your current terms and conditions of licence Service 1 has only one service limitation, but Service 2 has two service limitations. Service 1 currently allows for airport service without an advance reservation system in place but Service 2 requires an advance reservation system

be in place for your other PDV services. Keeping this in mind, you will need to make it clear if you want to retain or delete them as well as consider if your application materials (submitted business plan, financial projections, support letters and other evidence of public need documents) account for these changes.

- d) Your submitted Board Form 3 indicates you are seeking approval for "trips under contract" and it is noted that one of your submitted support letters (from Majestic Ocean Kayaking B & B) states they will use your service under contract if approved. You will need to make it clear if you are seeking authority for trips under contract and name all parties who will use your services under contract and insure that you submit support for this (e.g. copy of contract or letter of intent to enter a contract as discussed in Section 3.3. of the Application Handbook – a link to the Application Handbook is attached below).
2. Clarify Trade (Doing Business as) Name(s) – There appears to be a discrepancy between the trade names currently on your licence ("Ambassador Shuttle Service" and "Comox Valley Shuttle Service") and the trade name on your submitted application form (only one is listed, "Ambassador Shuttle Service"). Please clarify, do you wish to retain both trade names on your licence? (Please note that trade names are not considered to be legal names and are optional but some licensees use them, for example, to advertise.)
3. PDV Vehicle Proposal (Board Form 2) – Based on your application form, and cover letter included in your email application transmission, received June 7, 2011 8:48 PM, it appears that you are proposing to increase your maximum PDV fleet size to 3 vehicles that can accommodate a driver and not less than 6 and not more than 11 passengers. Please complete the attached PDV Vehicle Proposal (Board Form 2). This requirement is listed in Appendix D of the Application Handbook (link attached below).
4. Clarify Business Plan – Throughout your submitted 21 page business plan there is mention of appendices numbered 2 to 19, but it does not appear that you have submitted them with this application. For example, page 21 (the last page) is entitled "Appendix" but it does not appear that the appendices were attached. Please clarify, do you wish to submit these Appendices?
5. Financial Plan and Financial Statements –
- a) Please submit a Balance Sheet (i.e. statement of net worth for Kevin East) as described in Appendix 4.3 of the Application Handbook (attached in item 1 above). This information requirement is listed in Appendix D of the Application Handbook.
- b) Please provide clarity on the timelines for the financial statements you submitted with your application. For example:
- i. You have submitted a financial plan "cash flow projection" and another "cash flow projection" (copies attached below) but they do not appear to be exactly the same and it is unclear what time period(s) they cover (e.g. what year(s) are being reported on?). Please also note that Section 4.3 of the Application Handbook states the requirement for a month by month **cash flow projections** for the next 24 to 36 months. These projections should include the amendments you are requesting (e.g. fleet size of 3 vehicles and expanded operating area or areas).
- ii. You have also submitted a "total gross sales" statement (copy attached below) but it is unclear what time period it covers (e.g. what year?).

6. Revised Rates and Rules – Please submit a revised rates and rules document. *Explanation:* Rates are the rates you will charge and rules are intended to explain how the rates will be applied. As part of your request for an expanded service area you are requesting approval for the introduction of more zone rates (G to M) and this request is included in your cover letter which also describes your requested licence amendments. With the decision on your first application the Board approved rates and rules, which were effective November 29, 2010 (copy attached below), and this rates and rules document now available to the public on request. Please note that if you want to introduce additional zone rates, as a result of your request for an expanded operating area, you will need to revise the current, Board approved rates and rules on file to include your proposed amendments and submit a new rates and rules document for Board approval. When preparing your revised rates and rules document you may also want to consider that your revised rates and rules could also be affected by your decision on the amendments sought in your PDV service proposal (as discussed in **item 1** above).
7. Disclosure of Passenger Transportation Ownership – Please submit a disclosure of passenger transportation ownership. You can submit a signed statement or you may wish to use the attached Board Form 11 designed for this purpose (available in the Board Sample Forms Package <http://www.th.gov.bc.ca/forms/getForm.aspx?formId=1008>). This information requirement is explained Section 4.10 of the Application Handbook.
8. Evidence of Public Need –
- a) You have submitted 10 letters of support (from the Mayors of Nanaimo, Comox and Campbell River; Comox Valley Airport, Tofino Bus, Majestic Ocean Kayaking, Horizons West, Black Rock Resort, Bostrom's B & B and Dolphin's Resort). In your June 7th email you mentioned that support letters would also be coming from Ocean Retreat Resort (Campbell River), The Beach Club Resort (Parksville) and the Community Relations Associate for Westcoast and Harbour Air (seaplanes). Have you received these letters yet? When do you anticipate you will be submitting them in support of your application?
 - b) Campbell River Airport? Your submitted support letter from the Mayor of the City of Campbell River appears to support a request for pick up and drop off service at Campbell River Airport. Are you wanting to include service at this airport in your proposed licence amendment (see **item 1** above)? Is the airport within the municipal boundaries of the City of Campbell River and have you contacted the airport authority to find out what permission they may require to operate at their airport?
 - c) Hails and flags? Your submitted support letter from Comox Valley Airport states they support the application to extend "hails and flags" but your current licence does not include the authority to hail or flag. Can you please provide clarification (e.g. are you requesting this authority in your proposed licence amendment – see **item 1** above)?

The following documents/forms are discussed in this email transmission (above) and have been attached (below) for your review:

- Application Handbook (available link on the Branch website: <http://www.th.gov.bc.ca/forms/getForm.aspx?formId=999>)
- Copy of your submitted PDV Service Proposal (Board Form 3) – PDF attached
- Copy of your submitted cover letter (received June 8th via Branch email) – PDF attached
- Copies of your submitted financial plan/statements – PDF attached
- Copy of current filed, Board approved rates and rules – PDF attached



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df

Please comply with the above and return all relevant documentation so that we can process your application as quickly as possible.

If we do not receive the required information/documents by **August 14, 2011**, your application will be forwarded, as is, to the Passenger Transportation Board for their review. Please note the application filing fee is non refundable. This directive is pursuant to Section 4(1)(c) of the Passenger Transportation Act which authorizes the Registrar of Passenger Transportation to make Rules of Procedures. Further information on Registrar's Rules, and other passenger transportation processes and application forms can be viewed at our website at www.th.gov.bc.ca/rpt or you can call the Passenger Transportation Branch at (604) 453-4250 if we may be of any further assistance.

On another matter, it has been noted that you included a **confidentiality disclaimer** on page 1 of your business plan. You may wish to review and familiarize yourself with Branch and Board policies related to the collection, use and disclosure of application information received:

BRANCH POLICY:

Page 2 of the attached application package for special authorization – Form PT5010 (<http://www.th.gov.bc.ca/forms/getForm.aspx?formId=999>) states "The personal information requested on this form is collected under the authority of, and used for the purpose of, administering and enforcing the *Passenger Transportation Act* and Passenger Transportation Regulation. The collected information may be disclosed to such other public bodies or individuals as authorized by the *Passenger Transportation Act*, Passenger Transportation Regulation and/or the provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use or disclosure of personal information, contact the Passenger Transportation Branch at (604) 453-4250."

BOARD POLICY:

Section 4.2 of the attached Application Handbook (Form PT9001 available on the Branch website (<http://www.th.gov.bc.ca/forms/getForm.aspx?formId=1007>)) states "The Board considers proprietary information (in business plans and financial statements) as confidential. Some information in a business plan, such as proposed rates and information that describes how proposed service would be operated may not be considered confidential. In fact, such "service plan" information is routinely published by the Board in the "application summary". Decisions on the release of information are made by the Board in keeping with applicable legislation and the Board Rules of Practice and Procedure and Policy Guidelines or Board orders. **Note:** Marking a business plan as "Strictly Confidential" does not preclude information from being disclosed if disclosure is required by legislation or Board policy."

Thank you and I look forward to your reply. Please do not hesitate to contact me if you have any questions regarding the above information request. Copies of this email and attachments will be sent to you via the post but you can make all your submissions via fax or email (original documents are not required).

Regards,

Deb Connors
Registration Officer
Passenger Transportation Branch
Ministry of Transportation and Infrastructure

104 - 4240 Manor Street
Burnaby, BC V5G 1B2

Telephone (Direct): (604) 453-4214

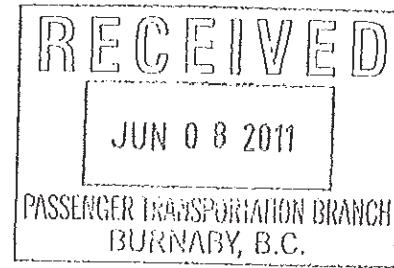
BC residents can contact the Branch toll free through Enquiry BC at <http://www.gov.bc.ca/contacts/index.htm>

Facsimile: (604) 453-4253

Branch Web Site: <http://www.th.gov.bc.ca/rpt>

This message, including any attachments, is confidential and may contain privileged information intended to be relied upon by the sender and/or the person(s) named above. If you are not the intended recipient or have received this message in error, please immediately notify the sender by reply email, permanently delete the original transmission from the sender, including any attachments, without making a copy and confirm these actions in your reply email. Thank you.

Registrar, Passenger Transportation Branch,
Ministry of Transportation,
104 – 4240 Manor Street,
Burnaby, B.C. V5G 1B2



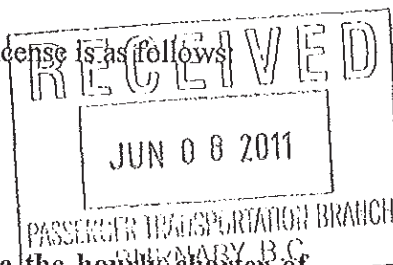
Dear Sir/Madam;

Re: Application of Ambassador Shuttle Service -- Alteration of existing license/Addition
of vehicle

As the owner of Ambassador Shuttle Service, I am applying for an alteration to our existing passenger transportation license based on need and necessity. It has been noticed from the calls received from arriving passengers as well as community members that the areas included in this application are experiencing a deficiency in available transportation from the Comox Valley Airport and throughout the Comox Valley.

S21

The requested Amendment of the Ambassador Shuttle Service license is as follows:



Delete Service 1 (as it is redundant)

Amend Service 2 as follows: (Service 2 would still include the hourly charter of \$75/hour for non-airport charters as described in current service 2 package).

Originating Area: Transportation of passengers may only originate from the Comox Valley, **INCLUDING** the Comox Valley Airport, that being the portion of Vancouver Island that is south of and including Merville, east of and including Mount Washington Alpine Resort, and north of and including Union Bay.

Destination Area: Transportation passengers must terminate at a point on the portion of Vancouver Island that is south of the City of Campbell River, north of and including the City of Nanaimo, and east of including Tofino/Ucluelet along Highway 4 and the Mount Washington Alpine Resort.

Return Trips: Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area.

Rates for new areas (Service from Comox Valley and Comox Valley Airport):

Zone G	Bowser, Willow Point, Campbell River	\$75.00
Zone H	Coombs, Qualicum Beach	\$85.00
Zone I	Parksville	\$95.00
Zone J	NanOOSE, Lantzville	\$105.00
Zone K	Nanaimo, Departure Bay, Port Alberni	\$125.00
Zone L	Nanaimo South	\$150.00
Zone M	Tofino, Ucluelet	\$250.00

The zone rates above are for the first passenger in a party. For additional passengers in the same party, add \$10 for the second passenger and \$5 for each additional passenger thereafter. More than one party may use the service at a time. A party includes any individual who is traveling alone and any group of family members, friends or colleagues who are traveling together.

In summary, Ambassador Shuttle Service would have a total of three vehicles and have one Service that would originate anywhere in the Comox Valley including the Comox Valley Airport and service the destination areas mentioned above.

Yours truly,

Kevin East
Owner/Operator
Ambassador Shuttle Service.

Approved Rates

Kevin EAST

dba Ambassador Shuttle Service

I. Zone Rates for Airport Charters (Service 1 only)

Zone	Service from Comox Valley Airport (YQQ) to:	Rate for first person in party
A	Comox, Cape Lazo, Powell River Ferry Terminal	\$18.90
B	Courtenay	23.60
C	Royton, Merville	28.30
D	Oyster River, Black Creek, Miracle Beach, Saratoga Beach, Union Bay	42.46
E	Mt. Washington (base of mountain)	42.46
F	Mt Washington (Alpine Lodge)	66.60

The zone rates above are for the first passenger in a party. For additional passengers in the same party, add \$10 for the second passenger and \$5 for each additional passenger thereafter. More than one party may use the service at a time. A party includes any individual who is traveling alone and any group of family members, friends or colleagues who are traveling together.

II. Hourly Rates for Non-Airport Charters (Service 2 only)

Hourly Charter Rate for exclusive use of the vehicle: \$70.76 per hour.

Minimum Charge: 1 hour

Charges after the one-hour minimum: 15 minute increments.

III. General Rates and Rules

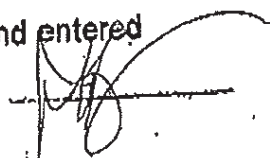
- Taxes are not included.
- Other rates and rules may be set out in the rates document received from the applicant.

Passenger Transportation Board

approved rates and rules

EFFECTIVE AS OF Nov. 29, 2010

and entered



CURRENT



BRITISH
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The Best Place on Earth

Licensee Plate Listing

PT Number: 71650

Plate Type: All
Decal Status: All
Show can/lost/stol plates: No
Sort By: Plate Num

EAST, KEVIN JOHN

Active Yes
PT Number 71650

Licence Status		Active											PDV Exclusions		ICB Exclusions	
Expiry Date	Dec 16, 2011												Part 3, Sec 2B		Part 2, Sec 1	
Renewable	Yes												Part 3, Sec 2C		Part 2, Sec 2	
Licence Auth	Special												Part 3, Sec 2D			
PC Authority	Passenger Directed															
Plate #	Usage	Decal #	Decal Date	PTA/MIC	Juris	Year	Make/Model	Cap	Eco	W/C	F/S	Issue Date	Status			
810854	PDV	1034855	Dec 2011	03403185	BC	2008	HONDA	7	No	No		Dec 17, 10				
810855	PDV	1034856	Dec 2011	01520957	BC	2003	HONDA ODYSY	7	No	No		Dec 17, 10				

Normal Plates				Wheelchair		Eco-friendly		Special Plates		GPV Fleet	
Appr'd	Issued	Active	Req'd	Active	Req'd	Active	Req'd	Active	Issued	Active	Last Updated
PDV	2	2	2	0	0	0	0	0	0	0	
ICB		0	0								
GPV		0	0								

BRITISH
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CTMS WEB

[Logout](#)Vehicle
Client
F/R

Vehicle Search

Plate #: OR Regl #: OR Full VIN: OR Partial VIN:

Client Number Search

Client #: 060646634 OR Select:

Client

Name: EAST, KEVIN JOHN Status: VERIFIED ACTIVE Eff Date: 1992-Dec-11
RESIDENCE

S22

Drivers: LIC

Vehicles: 000

FR Filing: NONE

Prorate Acct: NONE

MC Authority: YES

NSC Certificate: YES

Last Update By: 00310354

Date Last Updated: 2010-Dec-20

Comments:

NSC

Safety Rating: SAT-UNAUDITED

Profile Status: SATISFACTORY

Audit Status: UNAUDITED

Carrier Status: ACTIVE

Certification #: 018239

Certification Type: ORIGINAL

Financial Responsibility

No F/R # exists for this client.

CTMS WEB version 1.3.1_0003

[DJCONNOR], 2011-Jul-13 15:40:56

GA1500
HST#

S21

GOVERNMENT AGENTS REVENUE MANAGEMENT SYSTEM
TRANSACTION RECEIPT

PAGE 1

JUNE 08, 2011 10:07
70001 PASSENGER TRANSPORTATION BR

TRANSACTION ID: 10000010
(DUPLICATE RECEIPT) SC56141

5781 PTB PASSENGER TRANS APPLIC FEE . FEE
DOCUMENT: NAME EAST, KEVIN JOHN
REFERENCE: ACCOUNT NO. ~~184~~/11

ITEM PRICE	QUANT	AMOUNT
200.00	1	200.00
<div> <div> SUBTOTAL HST CHARGED ON </div> <div> 0.00 </div> </div>		
TRANSACTION TOTAL		200.00
VISA		200.00
TOTAL PAYMENT		200.00
CHANGE		0.00

Appn # 184/11

PART A

PASSENGER TRANSPORTATION APPLICATION CHECKLIST & SUMMARY

Applicant(s):	EAST, KEVIN JOHN		
DBA:	AMBASSADOR SHUTTLE SERVICE		
Physical Location:	COHOX, BC		
Lawyer/Agent:	N/A		
Transferor's Name:	N/A		
Type of Application:	General Authority (GA) <input type="checkbox"/>	Special Authority (SA) <input checked="" type="checkbox"/>	Combination (GA & SA) <input type="checkbox"/>
Type of Service:	GPV <input type="checkbox"/>	PDV <input checked="" type="checkbox"/>	ICB <input type="checkbox"/>

New / Transfer / Alteration / Tariff / Additional Identifier(s) (# 1)

Application No.: 184/11

*Transfer applications – complete checks for both transferor and applicant

PT Ref. #: 71650

*Partnership applications – require Client/NSC #s for all partners

Application Fee Received: Yes ☒ No ☐

<input checked="" type="checkbox"/>	PT Hold Status ACTIVE	NSC # S21	NSC #
<input checked="" type="checkbox"/>	<u>Applicant's Identification:</u>	Client #	Client #
<input checked="" type="checkbox"/>	Individual / Partnership	Driver Licence #	Driver Licence #
<input type="checkbox"/>	Incorporation	Certificate of Incorporation #	<input checked="" type="checkbox"/> UPN: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> UPN Licence # Expiry Date:
<input type="checkbox"/>	Society	Certificate #	
<input type="checkbox"/>	Limited Liability Company (LLC)	LLC Certificate #	<input checked="" type="checkbox"/> TOP: Yes <input type="checkbox"/> No <input type="checkbox"/> Permit # 8175/11 Expiry Date: TBD

<input type="checkbox"/>	O.I. Operation Intake	Yes <input type="checkbox"/> (attach)	No <input type="checkbox"/>
<input checked="" type="checkbox"/>	PAE Pending: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Appl #	Description:
<input type="checkbox"/>	Cancelled PT Application: Yes <input type="checkbox"/> If yes, pull file & : No <input checked="" type="checkbox"/>	Terms & Conditions of a Licence attached: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> A) attached: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Checks Completed:	Clerk's Initials	JUN 08 2011	

PASSENGER TRANSPORTATION APPLICATION CHECKLIST & SUMMARY

(1) Registrar's (Basic) Requirements:

8/0 BC National Safety Certificate Number

/ Home Jurisdiction Safety Fitness Certificate (Extra Provincial Only) (For GPV, PDV & ICB)

/ Home Jurisdiction Operating Authority (Extra Provincial/Inter-State Auth. Only) (For GPV, PDV & ICB)

✓ Legal Entity (ies) – Applicant / Transferor / Contracts / Expro Corp. – Letter of exemption (Bus Corp Act) (For GPV, PDV & ICB)

✓ Full Legal name(s) / Signature(s)—Applicant(s) (For GPV, PDV & ICB)

see (2) below Service Proposal Description (to determine if GA and/or SA)

✓ Application Fee (\$200.00) (Cheque / MasterCard / (Visa) Deposited on 8 Jun 11

N/A Driver Licence(s) (only for non BC base applicant(s))

chile Passenger Transportation Signing Authority (PT5002) (For GPV, PDV & ICB) / Agent Letter of Authorization

N/A R.O. – attach form "GA Exclusion for Part C"

✓ Application Registrar's (Basic) Requirements Complete? (initial)

(2) PT Board (Basic) Requirements:

✓ PDV Vehicle Proposal (Board Form 2) / PDV Service Proposal (Board Form 3)

/ ICB application Summary (Board Form 4) / ICB Route Worksheet for each proposed route / Sample Time Schedule for each proposed route (sec. 4.8) (Board Form 5)

/ Public Notice of Reduction of Routes / Minimum Route Frequency (sec 4.7)

✓ Business Plan (sec 4.2)

✓ Financial Statements (Balance Sheet, Income Statements, Cash Flow Projections) (sec. 4.3)

✓ Public Need Indicators/ Contract (sec 3.3 & 4.4 & Appendix G)

✓ Rates & Rules and/or Contract (sec 3.7, 4.5 & Appendix C5)

N/A Change of Rates and Rules (Note: Need rationale for proposed change of rates – See sec. 4.6, 4.7 & C5)

✓ Disclosure of other ground Transportation Ownership unlanded & bankruptcy

✓ Application PT Board Requirements Complete? (initial)

If vehicle(s) have been purchased/leased, the Applicant(s) may have included the following documents. If not, the following will become "Subject To" requirements:

 Photocopy of the vehicle registration for each identifier requested.

 Photocopy of the Commercial Vehicle Inspection Report (CVIP) or equivalent mechanical inspection report(s) if vehicles are base plated outside of British Columbia.

 Photocopy of BC Financial Responsibility (FR) if vehicle is base plated outside of British Columbia or a letter with an explanation if applicant do not have a FR letter.

 Photocopy of International Registration Plan (IRP) if vehicle is base plated outside of British Columbia or a letter with an explanation if applicant is not registered with IRP.



Notification sent via email transmission to ptboard@gov.bc.ca (cc: Kathleen.Mitten@gov.bc.ca) and documents have been scanned to SharedData (Applications) folder.

Applicant Name: EAST, KEVIN JOHN

Application No. 0184/11

Application Documents attached:

- Applicant's current PT licence (if applicable);
- Forms and documents submitted by the applicant; and
- Current Rates and Rules documents (if applicable).

Total # Pages (incl. cover) 14

Branch File: **RIGHT**



SPECIAL AUTHORIZATION

PASSENGER TRANSPORTATION BRANCH MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

LICENCE

2/11

Passenger Transportation Licence

Licence Holder: **EAST, KEVIN JOHN**
COMOX, BC

Licence Number: **71650**

Trade Name(s): **AMBASSADOR SHUTTLE SERVICE**
COMOX VALLEY SHUTTLE SERVICE

Licence Expires: **DECEMBER 16, 2011**

NOTICE TO LICENCE HOLDER

1. A copy of this licence document must be carried on the vehicle and be available at all times for inspection.
 2. The licence cancels all previous licences.
-

The Licence is a special authorization issued pursuant to the *Passenger Transportation Act*, and in the case of an extra-provincial undertaking pursuant to the *Motor Vehicle Act, 1987 (Canada)*, and is authorized to provide the passenger transportation services within the meaning of a special authorization, under the *Passenger Transportation Act* under the terms and conditions as specified below.

Special Authorization

Passenger Directed Vehicle (PDV)

Terms & Conditions:

Maximum Fleet
Size: 2 vehicles

Vehicle Capacity: A driver and no less than 6 and not more than 11 passengers

Service 1: *The following terms and conditions apply to Service 1.*

Originating Area: Transportation of passengers may only originate from the Comox Valley Airport.

Page 1 of 2
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/jyl/ss

Issued at Burnaby, British Columbia

Registrar, Passenger Transportation Branch

Date: December 17, 2010

PAGE 2

- Destination Area:** Transportation of passengers must terminate at any point on the portion of Vancouver Island that is south of and including Oyster River, north of and including Union Bay, and east of Mt. Washington and the Village of Cumberland.
- Reverse Trips:** Transportation of passengers may only originate in the *destination area* if the transportation terminates in the originating area.
- Service Limitations:** Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft.
- Service 2:** *The following terms and conditions apply to Service 2.*
- Originating Area:** Transportation of passengers may only originate from the Comox Valley, except the Comox Valley Airport, that being the portion of Vancouver Island that is south of and including Merville, east of and including the Mount Washington Alpine Resort, and north of and including Union Bay.
- Destination Area:** Transportation of passengers must terminate at a point on the portion of Vancouver Island, except the Comox Valley Airport, that is south of and including the City of Campbell River, north of and including the City of Nanaimo, and east of and including the Mount Washington Alpine Resort (and along Highway 4, east of and including the City of Port Alberni).
- Return Trips:** The same passengers may only be returned from where their trip terminates in the *destination area* to any point in the *originating area* if the return trip is arranged by the time the originating trip terminates.
- Service Limitations:** Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft.
- The licence holder must maintain an advance reservation system and must provide transportation only to passengers who book the service through that reservation system.
- Transfer of a licence:** **This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the Passenger Transportation Act.**



SPECIAL AUTHORIZATION

PASSENGER TRANSPORTATION BRANCH MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

LICENCE

Passenger Transportation Licence

Licence Holder: **EAST, KEVIN JOHN
COMOX, BC**

Licence Number: **71650**

Trade Name(s): **AMBASSADOR SHUTTLE SERVICE
COMOX VALLEY SHUTTLE SERVICE**

Licence Expires: **DECEMBER 16, 2011**

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1. A copy of this licence document must be carried on the vehicle and be available at all times for inspection.
 2. The licence cancels all previous licences.
-

The Licence is a special authorization issued pursuant to the *Passenger Transportation Act*, and in the case of an extra-provincial undertaking pursuant to the *Motor Vehicle Act, 1987 (Canada)*, and is authorized to provide the passenger transportation services within the meaning of a special authorization, under the *Passenger Transportation Act* under the terms and conditions as specified below.

Special Authorization: Passenger Directed Vehicle (PDV)

Terms & Conditions:

Vehicles:

Maximum Fleet Size: 3 passenger directed vehicles

Vehicle Capacity: A driver and not less than 6 and not more than 11 passengers.

Service 1: *The following terms and conditions apply to Service 1.*

Originating Area: Transportation of passengers may only originate from the Comox Valley Airport.

Page 1 of 2
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/jyl/ss

Issued at Burnaby, British Columbia

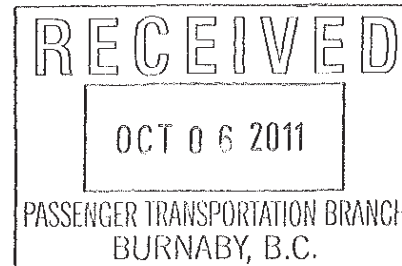
Registrar, Passenger Transportation Branch

Date: September 30, 2011

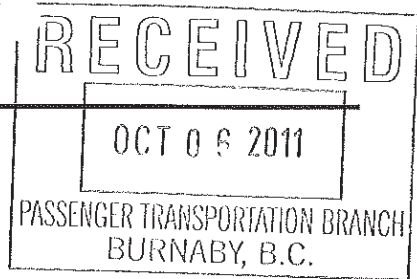
PAGE 2

- Destination Area:** Transportation of passengers must terminate north to and including Campbell River, south to and including Nanaimo, and east to include Tofino, Ucluelet, Port Alberni and Mt. Washington.
- Return Trips:** The same passengers may only be returned from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates.
- Service Limitations:** Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft.
- Service 2:** *The following terms and conditions apply to Service 2.*
- Originating Area:** Transportation of passengers may only originate from the Comox Valley, except the Comox Valley Airport, that being the portion of Vancouver Island that is south of and including Merville, east of and including the Mount Washington Alpine Resort, and north of and including Union Bay.
- Destination Area:** Transportation of passengers must terminate at a point on the portion of Vancouver Island, except the Comox Valley Airport, that is south of and including the City of Campbell River, north of and including the City of Nanaimo, and east of and including the Mount Washington Alpine Resort (and along Highway 4, east of and including the City of Port Alberni).
- Return Trips:** The same passengers may only be returned from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates.
- Service Limitations:** Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft.
- The licence holder must maintain an advance reservation system and must provide transportation only to passengers who book the service through that reservation system.
- Transfer of a licence:** **This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the Passenger Transportation Act.**

Application Decision



Application:	184-11
Applicant:	EAST, Kevin John
Trade Names:	Ambassador Shuttle Service
Address:	Box 1331, Comox BC V9M 7Z8
Special Authorization:	Passenger Transportation Licence 71650 authorizes the applicant to operate passenger directed vehicles. The special authorization can be viewed in the <i>Weekly Bulletin</i> of December 1, 2010 at www.ptboard.bc.ca/ptb/bulletins.htm .
Summary:	<p>Amendment of Licence (PDV) (Section 31 of the Passenger Transportation Act)</p> <ul style="list-style-type: none">• Proposed amendment of the <i>destination area</i> for Service 1 by expanding service north to and including Campbell River, south to and including Nanaimo, and east to include Tofino, Ucluelet, Port Alberni and Mt. Washington.• Proposed amendment to add return trip authority.• Introduction of proposed new rates for services the applicant proposes in the amendment of licence application. <p>Addition of Motor Vehicles (PDV) (Section 32 of the Passenger Transportation Act)</p> <ul style="list-style-type: none">• Proposed addition of 1 motor vehicle to increase the maximum fleet size for passenger directed vehicles from 2 to 3 vehicles.
Publication:	The application was published in the <i>Weekly Bulletin</i> on August 10, 2011.
Submissions:	<ul style="list-style-type: none">• BC Taxi Association• Comox Taxi Ltd.
Board Determinations:	<p>The amendment to the term and condition of licence to extend the destination area is approved.</p> <p>The amendment to add return trip authority is approved. It will replace the reverse trip clause.</p> <p>The Board approves 1 additional vehicle.</p> <p>The rates sought by the applicant are approved.</p>



Background:

Kevin John EAST received special authorization as an urgent public need on November 29, 2010. This was a result of the death of the previous licensee, leaving a service void. PT licence #71650 authorizes the operation of 2 passenger directed vans under two separate service clauses. One is an airport shuttle service and the other a charter service.

Service 1 permits origination of trips from the Comox Valley Airport with destinations within the general area of the Comox Valley. A zone rate structure is applied. This application proposes to amend the *destination area and add new additional rates* for Service 1.

Service 2 of this licence authorizes Ambassador Shuttle Service to originate trips in a broader portion of Comox Valley, excluding the Comox Valley Airport, and to take passengers to destinations within a greater portion of Vancouver Island. The fare structure is an hourly rate.

The applicant received authorization in April, 2011 for 1 TOP to operate for 9 days and in July, 2011 for 2 TOPs to operate for 4 days.

This applicant is requesting the addition of 1 vehicle to the fleet. Mr. East has also submitted an application for a new general authorization (225-11).

Procedural Matters:

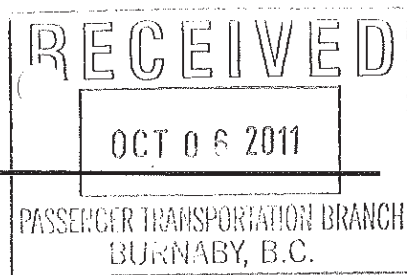
Submissions and Applicant's Responses

1. BC Taxi Association

- Comox Taxi is serving in that region and is part of the Association.
- The member taxi company has advised the Association that the applicant has not been complying with its conditions of licence.
- The economy is going through a slow mode and has impacted negatively the taxi business in the Comox Valley region.
- Granting the application will not promote sound economic conditions in the transportation business in BC.
- The applicant will not meet all the requirements as set in the Section 28 (1) (a-c) of the *Passenger Transportation Act*.

Applicant's Responses to the BC Taxi Association

- The Comox Airport is only being serviced by 1 taxi company. "In fact we often have to return to the airport for a second trip due to a 30 to 45 minute taxi wait time."
- There were 4 complaints made by Comox Taxi to the Passenger Transportation Branch. All have been addressed with the Branch. One of the complaints was valid. The Service 2 rate of \$70.75 per hour was divided in half (\$35) for a short



trip. "We immediately corrected this misunderstanding on our part. The other 3 complaints were not valid and not true".

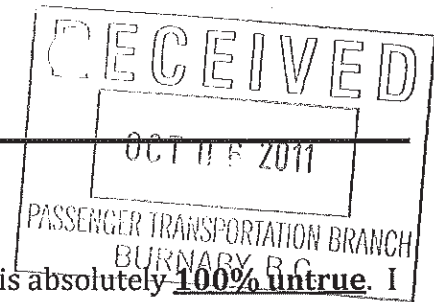
- The applicant does not agree that the economy in the Comox Valley is in a slow mode and provides evidence of this in the public need section of its application.
- This application provides sound economic conditions. There is a proven public need as shown from the letters of support.

2. Comox Taxi Ltd. (two letters were received)

- Letter #1 outlined complaints about the applicant's poor judgment in the marketing, promotion and execution of the licences. It notes that the applicant:
 - displayed a sign that said "We go anywhere a taxi goes";
 - rented two 15 passenger vans under its Temporary Operating Permits (TOP). These were not the same type of van that were approved;
 - picked up customers and charged less than its charter rate;
 - quotes less than the approved tariff; and
 - solicits business from Comox Taxi clients.
- "He continually reduces his tariff rate to and from the airport. Generates income from point to point trips in town for flat rates and provides service outside his licence boundaries."
- In letter #2 the Operations Manager for Comox Taxi submits that the applicant plans to sell the business. This is why he wants the expanded area and additional vehicle.

Applicant's Responses to Comox Taxi Ltd.

- "We have never exercised poor judgment in the marketing, promotion and execution of our licence."
- The applicant removed the sign in question and has moved on to correct signage.
- The applicant does not flag at the airport. His drivers meet and greet any guests looking for help with transportation.
- The applicant rented two – 6 passenger vans as approved in the TOP decision.
- The applicant quoted \$35 in error. He has ceased this practice and refers smaller fares to Comox Taxi.
- "I have never solicited business from clients who approached any other transportation company."
- "We get approximately 10 calls a week from people that want local transportation of which we refer 100% to Comox Taxi."



- "In regards to Comox Taxi's second submission it is absolutely 100% untrue. I have never even thought about selling my business and ZERO plans to do so.

In reviewing the submissions, I note that both the applicant and Comox Taxi Ltd. remarked on negative relations and compliance issues between the 2 companies.

Reasons:

- Is the applicant a fit and proper person to provide the service that the applicant proposes to provide under special authorization, and is the applicant capable of providing that service?*

The Board considers "applicant fitness" from two perspectives, or in two steps: (a) is the applicant a "fit and proper person" to provide the proposed service; and (b) is the applicant capable of providing that service?

Mr. East submitted a resume that shows extensive business experience. The applicant operates as a sole proprietor, oversees the day to day operations, is the spokesperson for the company and is a full-time driver. The application included a detailed business plan that outlines the marketing and operational strategy.

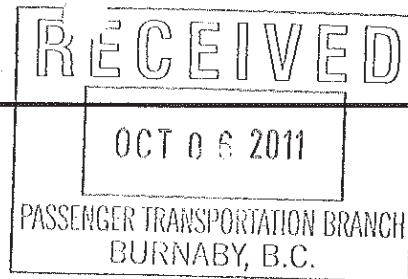
The applicant has been operating the 2 vehicles authorized under PT licence #71650 since December, 2010. Since PT Licence was granted "that has provided me with an excellent window by which to observe, record and understand the business."

A substantial amount of financial information was included. Provided were: cash flow and projections for 2011; 3 year income statements and projections; monthly trip projections to Comox, Courtney, Mt. Washington, Campbell River and Nanaimo; 2012 monthly trip projection for 3 vehicles; an income statement and statement of net worth. In addition, the applicant presented detailed and itemized monthly business endeavors for 2011. To date the 2011 monthly cash flow projections continue to be passed, with June being 51.6% above projection.

Disclosures of passenger transportation ownership and unlawful activity & bankruptcy were included.

The applicant's responses to allegations of non-compliance satisfy the Board that the principal now has full understanding of, and will comply with, all terms and conditions.

It is with this acknowledgment that I find the applicant to be fit, proper and capable of providing the proposed service.



II. Is there a public need for the service that the applicant proposes to provide under special authorization?

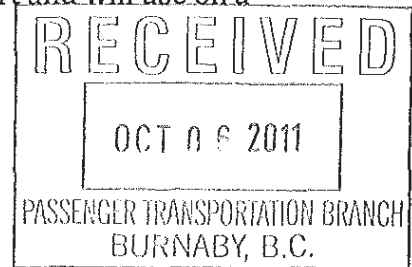
Amendments of Licence

1. Expansion of destination area

The applicant proposes to amend the destination area for Service 1 by expanding service north to and including Campbell River, south to and including Nanaimo, and east to include Tofino, Ucluelet, Port Alberni and Mt. Washington. The originating area is the Comox Valley Airport (YQQ). To demonstrate a public demand, the applicant provided the following information:

- Comox Valley Airport Passenger Trends, as presented by the Strategex Consulting Group, shows 2010 has seen an increase of 557 passengers per month over the previous year. The airport estimates a steady annual increase of 3%.
- YQQ operations manager writes a letter of support which states the airport continues to record business growth and the addition of flights. "Ambassador Shuttle Service has re-launched with new ownership and there have been consistent high levels of service and reliability in meeting the majority of the incoming flights. At the Comox Valley Airport we regularly observe passengers that have a need to travel to the destinations mentioned in the Ambassador Shuttle Service application for an extended service. The locations within the extended service area continue to grow in popularity each year."
- The areas such as Tofino, Ucluelet, Nanaimo and Campbell River are becoming more and more popular with the access from Calgary and Edmonton to YQQ by Westjet. An additional evening flight from Calgary has been added. The applicant states it gets several requests to provided transportation services to these areas.
- A Kelowna based airline, Flair Air, has started weekly service between YQQ and Fort Nelson. It estimates 100 passengers per week and expects the service to generate 8,000 passengers per year. "The direct charter flights save Island based workers a lot of time and money." Many of these northern workers reside in Campbell River and Port Alberni.
- YQQ will see the return of Cancun & Puerto Vallarta flights for the winter of 2011-2012.
- Letters of support to expand the destination service area were received from the following:
 1. Mayor of Nanaimo
 2. Mayor of Comox
 3. Mayor of Campbell River
 4. Comox Airport Authority
 5. Tofino Bus -Island Express

-
6. Majestic Ocean Kayaking and B&B – regularly support and will use on a contract basis.
 7. Horizon's West B&B – Ucluelet
 8. The Dolphins' Resort – Campbell River
 9. Bostrom's B&B – Ucluelet
 10. Black Rock Oceanfront Resort – Ucluelet
 11. Comox Valley Chamber of Commerce and Visitor Centre writes to acknowledge that there is potential for further development of a shuttle service operating to the areas proposed.
 12. WestJet manager writes: "Our team in Comox is using Ambassador Shuttle as the ground transportation of choice when it comes to accommodating our guests."
 13. Captain Iain Sharp of WestJet proposes the company uses the applicant for crew transportation.



I find that the applicant has provided sufficient support from third parties who make bookings or referrals for passengers who would use this type of service into the extended destination areas. Evidence has been provided to show a growth in YQQ passengers and the flights offered specifically attract passengers to this airport. I approve the proposed amendment of the destination area for Service 1.

2. Addition of 1 vehicle

The applicant states that the reason for an additional vehicle "is due to the great success we have had in picking up contracts and charter business that have taken both our vehicles away from the airport where they are desperately needed. Last week alone we had to turn down 17 requests as our 2 vans were fully booked."

The following were mentioned to show vehicle usage:

- Park and Ride contract for the Vancouver Island Music Festival
- Filberg Festival Park and Ride, with 2 TOPs for 4 days
- Comox Valley Exhibition Park & Ride for 3 days
- North Island College shuttles to and from local hotels
- Crown Isle service for their guests
- Kingfisher Resort as a backup transportation service
- A possible service with Mount Washington to transfer guests with ski packages.

"All of this new business and great partnerships, combined with the several weddings and charters with wineries etc. are causing a direct shortage of shuttle service at the airport for arriving guests looking for transportation" both in and beyond the Comox Valley.

RECEIVED

OCT 06 2011

PASSENGER TRANSPORTATION BRANCH
BURNABY, B.C.

The applicant cited that with recent trends in tourism and community growth, the demand for transporting people has increased dramatically and will continue to do so in the coming years. Some of these trends affecting transportation demand are:

- The effect of the 2010 Winter Olympics on the Comox Valley visibility to the world.
- The growth of the Mt. Washington Ski Area development
- Population growth and housing starts in the Comox Valley
- Increase in tourism as a recreational destination
- Additional WestJet flights
- The new drinking and driving law

I find the applicant has shown support for an additional vehicle, particularly to service the Comox Valley Airport. Ambassador Shuttle Service has the unique ability to specialize in transporting individuals and groups with recreational equipment.

3. Add return trip authority

Many transportation licences include a "return clause". Such a clause states that "the same passengers may be returned from where their trip terminates in the *destination area* to any point in the *originating area* if the return trip is arranged by the time the originating trip terminates.

The applicant currently has "reverse trips" as a term and condition for Service 1. This allows transportation of passengers to originate in the *destination area* if the transportation terminates in the *originating area*. With the approval of the expanded destination areas, this clause gives a very liberal authority to the applicant. It would create an expansion of the geographic area that the applicant could offer for origination of trips. For example, Ambassador Shuttle Service would be able to go to Campbell River, Nanaimo, Tofino, Ucluelet, Port Alberni or Mt. Washington to pick up passengers as long as they were destined for the Comox Valley Airport. I find this would put the applicant into competition with passenger transportation operators that currently have authority in these centres.

I therefore approve the addition of the "return clause" but it is to replace the "reverse clause". The return clause allows the return of passengers to YQQ when the return trip is prearranged during the originating trip.

4. Proposed rates

I also approve the seven new zone rates (G – M) that are a result of this destination amendment. This is an acceptable application of the zone fare structure.

It is acknowledged in the approved amendment above, that YQQ has experienced passenger growth over the past year and evidence of increased flights would indicate that growth will continue. Initially, Ambassador Shuttle Service was approved for a licence in November, 2005. There have been no approved amendments to the destination area or additional vehicles to this authorization since that time.

RECEIVED

OCT 06 2011

PASSENGER TRANSPORTATION BRANCH
BURNABY, B.C.

III. Would the application, if granted, promote sound economic conditions in the passenger transportation business in British Columbia?

The Board approaches the "economic conditions" issue from a broad perspective. The economic conditions of the "transportation business in British Columbia" are considered ahead of the economic and financial interests of an individual applicant or operator. The Board supports healthy competition within passenger transportation markets. As well, the Board discourages destructive forms of competition that could unduly harm existing service providers.

The president of the Comox Valley Economic Development Society stated "The airport increased its passenger numbers in 2010 and has effectively rebounded from the economic downturn." This statement may address the BC Taxi Association's submission that the economy is in slow mode in the Comox Valley.

The applicant reports a "great relationship" with our transportation peers and we have worked closely together. Ambassador Shuttle has partnered with Sky High Shuttle and Island Chauffeur on many occasions." There were no competing shuttle operators as submitters. By removing the "reverse clause" from Service 1, undue competition should be avoided.

Comox Taxi Ltd., as the major submitter, supplies a taxi service. The applicant supplies a shuttle service. I find the two services quite different and appealing to different clientele. With the service limitation that the vehicles must be equipped with external racks to carry bicycles and other recreational equipment, the applicant is offering a unique service.

I find that the approval of the amendments and the addition of 1 vehicle supports sound economic conditions in the BC transportation industry.

Activation of Identifiers

Unless otherwise approved by the Board, the additional identifiers approved in this decision must be activated within 6 months of the date of this decision. Any additional identifiers that have not been activated within the 6 month time period are no longer approved and the maximum fleet size is reduced accordingly.

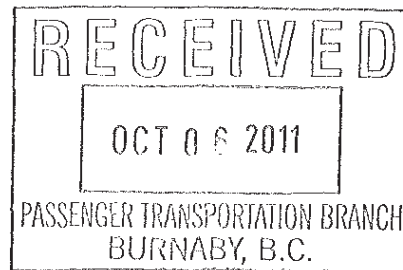
Notice to Registrar re: Activation

The Registrar must not, without direction from the Board, issue any identifiers for additional vehicles approved in this decision that have not been activated within the 6 months of the date of the decision. (**Note:** activation means completed paperwork for each vehicle has been submitted by the licensee to the Registrar.)

**Special
Authorization:**

**Terms &
Conditions:**

Passenger Directed Vehicle (PDV)



Vehicles:

Maximum Fleet Size: 3 passenger directed vehicles

Vehicle Capacity: A driver and not less than 6 and not more than 11 passengers.

Service 1: *The following terms and conditions apply to Service 1.*

Originating Area: Transportation of passengers may only originate from the Comox Valley Airport.

Destination Area: Transportation of passengers must terminate north to and including Campbell River, south to and including Nanaimo, and east to include Tofino, Ucluelet, Port Alberni and Mt. Washington.

Return Trips: The same passengers may only be returned from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates.

Service Limitations: Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft.

Service 2: *The following terms and conditions apply to Service 2.*

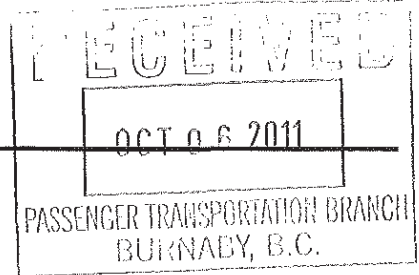
Originating Area: Transportation of passengers may only originate from the Comox Valley, except the Comox Valley Airport, that being the portion of Vancouver Island that is south of and including Merville, east of and including the Mount Washington Alpine Resort, and north of and including Union Bay.

Destination Area: Transportation of passengers must terminate at a point on the portion of Vancouver Island, except the Comox Valley Airport, that is south of and including the City of Campbell River, north of and including the City of Nanaimo, and east of and including the Mount Washington Alpine Resort (and along Highway 4, east of and including the City of Port Alberni).

Return Trips: The same passengers may only be returned from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates.

Service Limitations: Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft.

The licence holder must maintain an advance reservation system and must provide transportation only to passengers who book the service through that reservation system.



Transfer of a
licence:

This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the Passenger Transportation Act.

Rates:

Passenger Directed Vehicle (PDV)

The Board approves the rates and rules proposed by the applicant as follows:

I. Zone Rates for Airport Charters (Service 1 only)

Zone	Service from Comox Valley Airport (YQQ) to:	Rate for first person in party
A	Comox, Cape Lazo, Powell River Ferry Terminal	\$18.90
B	Courtenay	23.60
C	Royston, Merville	28.30
D	Oyster River, Black Creek, Miracle Beach, Saratoga Beach, Union Bay	42.45
E	Mt. Washington (base of mountain)	42.45
F	Mt Washington (Alpine Lodge)	56.60
G	Bowser, Willow Point, Campbell River	70.75
H	Coombs, Qualicum Beach	80.18
I	Parksville	89.61
J	Nanoose, Lantzville	99.04
K	Nanaimo, Departure Bay, Port Alberni	117.90
L	Nanaimo South, Duke Point Ferry	141.48
M	Tofino, Ucluelet	235.80

The zone rates above are for the first passenger in a party. For additional passengers in the same party, add \$10 for the second passenger and \$5 for each additional passenger thereafter. More than one party may use the service at a time. A party includes any individual who is traveling alone and any group of family members, friends or colleagues who are traveling together.

II. Hourly Rates for Non-Airport Charters (Service 2 only)

Hourly Charter Rate for exclusive use of the vehicle: \$70.75 per hour.

Minimum Charge: 1 hour

Charges after the one-hour minimum: 15 minute increments.

III. General Rates and Rules

- Taxes are not included.
- Other rates and rules may be set out in the rates document received from the applicant.

Board Panel Chair:

Brenda Brown

Signature of Panel Chair:

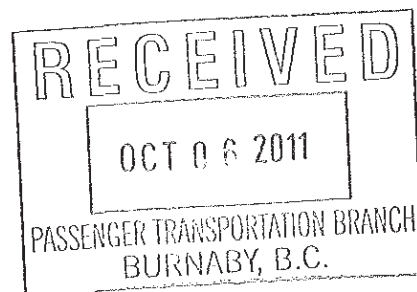
Brenda Brown

Determination Date:

September 27, 2011

**Entered by the Director
and Secretary to the Board:**

[Signature]



Passenger Transportation Board

approved rates and rules

EFFECTIVE AS OF Sept 27, 2011

Approved Rates

Kevin EAST

dba Ambassador Shuttle Service

and entered

I. Zone Rates for Airport Charters (Service 1 only)

Zone	Service from Comox Valley Airport (YQQ) to:	Rate for first person in party
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E	Mt. Washington (base of mountain)	42.45
F	Mt Washington (Alpine Lodge)	56.60
G	Bowser, Willow Point, Campbell River	70.75
H	Coombs, Qualicum Beach	80.18
I	Parksville	89.61
J	Nanoose, Lantzville	99.04
K	Nanaimo, Departure Bay, Port Alberni	117.90
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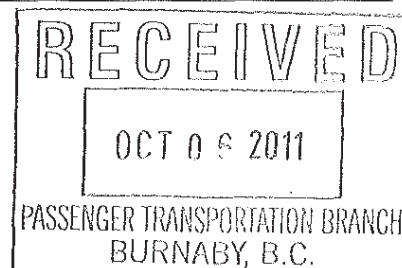
Hourly Charter Rate for exclusive use of the vehicle: \$70.75 per hour.

Minimum Charge: 1 hour

Charges after the one-hour minimum: 15 minute increments.

III. General Rates and Rules

- Taxes are not included.
- Other rates and rules may be set out in the rates document received from the applicant.



Leung, Janette TRAN:EX

From: Leung, Janette TRAN:EX
Sent: Friday, September 30, 2011 1:38 PM
To: 'Kevin East'
Subject: Next steps in activating your addition SA plate

SEP 30 2011
Requirement Letter



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df

Dear Kevin – Please see attached a letter outlining the next steps to activating your additional SA plate. A hard copy has been mailed to your office.

The amended terms and condition approved by the Board will be on your licence will be sent to you shortly (by mail and email).

Thanks,
Jan

Janette Leung
Licencing and Client Services
Passenger Transportation Branch
Ministry of Transportation and Infrastructure
104 - 4240 Manor Street
Burnaby BC V5G 1B2
☎ (604) 453-4231
☎ (604) 453-4253
Toll Free Line: 1 888-453-4280



September 30, 2011

EAST, KEVIN JOHN
P.O. BOX 1331
COMOX, BC V9M 7Z8

SEP 30 2011
Sent by mail & email.
J.

Dear Kevin John East:

Re: Application # 0184/11

Passenger Transportation Board Decision Letter dated September 28, 2011

The Passenger Transportation Branch requires the following documentation to activate your licence as authorized by the Passenger Transportation Board.

- **Submission of identifier fees in the amount of \$100 per vehicle. Please make cheque or money order payable to the Minister of Finance (Canadian Funds only). If paying by credit card, please call the office with your credit card payment information.**
- **Photocopy(ies) of current Owner's Certificate(s) of Insurance showing the vehicle(s) to be licensed/registered in the correct I.C.B.C. insurance category and correct seating capacity.**
- **Photocopy(ies) of Commercial Vehicle Inspection Report(s) - Form MV3104 to verify vehicle(s) have been inspected and passed by an approved vehicle inspection facility. Please contact the Passenger Transportation Branch for an approved designated inspection facilities. (Please note, inspections are required to be performed on a semi-annual basis unless your operation is part of a preventative maintenance program).**

The required documentation must be received by **March 27, 2012** or your application will be rejected.

EAST, KEVIN JOHN
September 30, 2011
Page 2

Please directly contact the Passenger Transportation Branch at (604) 453-4250 if we may be of any further assistance at this time.

PLEASE BE AWARE THIS LETTER IS NOT AN AUTHORIZATION TO COMMENCE SERVICE.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dawn Major".

Dawn Major
Registrar & Director
Passenger Transportation Branch
/jyl

Connors, Deborah J TRAN:EX

From: Passenger Transportation Br, TRAN:EX
Sent: Monday, September 26, 2011 7:37 AM
To: TRAN ALL Passenger Transportation Registration Officers
Subject: FW: Added comments for Application 184-11

FYI

It appears the Board was also sent this e-mail.

Thanks,

Louise Swan

Passenger Transportation Auditor
Commercial Vehicle Safety and Enforcement
Ministry of Transportation & Infrastructure
104 - 4240 Manor Street
Burnaby, BC V5G 1B2
Tel: 604-453-4220 Fax: 604-453-4253
Inquiry BC toll-free number 1-800-663-7867 ask to be put through to 604-453-4250
email: louise.swan@gov.bc.ca

"This message, including any attachments, is confidential and may contain privileged information intended to be relied upon by the sender and/or the person(s) named above. If you are not the intended recipient or have received this message in error, immediately notify the sender by reply email, permanently delete the original transmission from the sender, including any attachments, without making a copy and confirm these actions in your reply email. Thank you."

From: Kevin East [<mailto:ambassadorshuttleservice.ca@gmail.com>]
Sent: Saturday, September 24, 2011 9:55 PM
To: Passenger Transportation Board TRAN:EX; Passenger Transportation Br, TRAN:EX
Subject: Added comments for Application 184-11

Dear Passenger Transportation Board,

If possible, I wanted to communicate to the Passenger Transportation Board that we have been short listed and interviewed for the contract for the WestJet Crewmembers transportation here in the Comox Valley.

If successful this contract would be commencing in November, 2011. We would be the exclusive shuttle for all WestJet crewmembers that end their shifts at the Comox Valley airport. Ambassador Shuttle Service would be responsible for transporting up to 6 crew members to their hotel and then returned to the airport the following morning.

Please also find attached letters of support we received and have previously submitted to WestJet for this contract that we are very excited to have been considered for.

We received some great support reference letters from the Comox WestJet manager, a Westjet pilot and of course the several character reference letters that we received and submitted to you already.

We also have several verbal support references which we can provide letters of support if necessary, which include Central Mountain Air and Pacific Coastal Airlines (which have a direct need for shuttles to Campbell River and Nanaimo due to diverted flights back to Comox from above normal amounts of fog in these airports.

I have attached the following press releases from the Comox Valley Airport which support the future public need for increased transportation at the airport with new airlines, etc..

http://www.comoxairport.com/nr_sept16_2011_new_air_service.asp

http://www.comoxairport.com/nr_sept16_2011_incentive.asp

We thank you again for your time and consideration in our application for extended service based on public need and the quickly growing popularity of the Comox Valley Airport which services the entire North Central Vancouver Island.

Very Respectively,

Kevin East
Owner/Operator
Ambassador Shuttle Service
250-339-5252

Connors, Deborah J TRAN:EX

From: Passenger Transportation Br, TRAN:EX
Sent: Friday, September 23, 2011 7:32 AM
To: TRAN ALL Passenger Transportation Registration Officers
Subject: FW: Added Support Letter for Application 184-11
Attachments: Chamber of Commerce Support Letter.pdf; WestJet Reference Letter.pdf; YQQ-Comox Crew Transportation.pdf

FYI

It looks like they also sent it to the Board.

Thanks,

Louise Swan

Passenger Transportation Auditor
Commercial Vehicle Safety and Enforcement
Ministry of Transportation & Infrastructure
104 - 4240 Manor Street
Burnaby, BC V5G 1B2
Tel: 604-453-4220 Fax: 604-453-4253
Inquiry BC toll-free number 1-800-663-7867 ask to be put through to 604-453-4250
email: louise.swan@gov.bc.ca

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From: Kevin East [<mailto:ambassadorshuttleservice.ca@gmail.com>]
Sent: Thursday, September 22, 2011 6:09 PM
To: Passenger Transportation Board TRAN:EX; Passenger Transportation Br, TRAN:EX
Subject: Added Support Letter for Application 184-11

Dear Passenger Transportation Board,

If possible, can you please add this support letter from the Comox Valley Chamber of Commerce Executive Director.

The Comox Crew Transportation is a support letter in regards to our recent application to provide the contract for the WestJet Crew members.

Respectively,

Kevin East
Ambassador Shuttle Service
250-339-5252

Application Summary For Publication

Application:	184-11
Applicant:	EAST, Kevin John
Trade Names:	Ambassador Shuttle Service
Address:	Box 1331, Comox BC V9M 7Z8
Special Authorization:	Passenger Transportation Licence 71650 authorizes the applicant to operate passenger directed vehicles. The special authorization can be viewed in the <i>Weekly Bulletin</i> of December 1, 2010 at www.ptboard.bc.ca/ptb/bulletins.htm .
Summary:	<p>Amendment of Licence (PDV) <i>(Section 31 of the Passenger Transportation Act)</i></p> <ul style="list-style-type: none">• Proposed amendment of the <i>destination area</i> for Service 1 by expanding service north to and including Campbell River, south to and including Nanaimo, and east to include Tofino, Ucluelet, Port Alberni and Mt. Washington.• Proposed amendment to add return trip authority.• Introduction of proposed new rates for services the applicant proposes in the amendment of licence application. <p>Addition of Motor Vehicles (PDV) <i>(Section 32 of the Passenger Transportation Act)</i></p> <ul style="list-style-type: none">• Proposed addition of 1 motor vehicle to increase the maximum fleet size for passenger directed vehicles from 2 to 3 vehicles.
Special Authorization Sought:	Passenger Directed Vehicle (PDV)
Proposed Terms & Conditions:	<i>The terms and conditions proposed below are in addition to the terms and conditions that were previously approved by the Board.</i>
Vehicles:	
Maximum Fleet Size:	3 passenger directed vehicles
Vehicle Capacity:	A driver and not less than 6 and not more than 11 passengers.

Service 1:	<i>The following terms and conditions apply to Service 1.</i>
Originating Area:	Transportation of passengers may only originate from the Comox Valley Airport.
Destination Area:	Transportation of passengers must terminate north to and including Campbell River, south to and including Nanaimo, and east to include Tofino, Ucluelet, Port Alberni and Mt. Washington.
Return Trips:	The same passengers may be returned from where their <i>return trip</i> terminates in the <i>destination area</i> to any point within the <i>originating area</i> when the <i>return trip</i> is arranged by the time the originating trip terminates.
Reverse Trips:	Transportation of passengers may originate from the <i>destination area</i> when the transportation terminates within the <i>originating area</i>
Service Limitations:	Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft.
Service 2:	<i>The following terms and conditions apply to Service 2.</i>
Originating Area:	Transportation of passengers may only originate from the Comox Valley, except the Comox Valley Airport, that being the portion of Vancouver Island that is south of and including Merville, east of and including the Mount Washington Alpine Resort, and north of and including Union Bay.
Destination Area:	Transportation of passengers must terminate at a point on the portion of Vancouver Island, except the Comox Valley Airport, that is south of and including the City of Campbell River, north of and including the City of Nanaimo, and east of and including the Mount Washington Alpine Resort (and along Highway 4, east of and including the City of Port Alberni).
Return Trips:	The same passengers may only be returned from where their trip terminates in the destination area to any point in the originating area if the return trip is arranged by the time the originating trip terminates.
Service Limitations:	Service is limited to the operation of vehicles equipped with external racks to carry bicycles and other recreational equipment including skis, snowboards and small watercraft. The licence holder must maintain an advance reservation system and must provide transportation only to passengers who book the service through that reservation system.
Transfer of a licence:	This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the Passenger Transportation Act.

**Proposed
Rates:**

Passenger Directed Vehicle (PDV)

The applicant seeks Board approval of the following rates for passenger directed vehicles. Other rates and rules may be set out in the rates document received from the applicant.

I. Zone Rates for Airport Charters (Service 1 only)

Zone	Service from Comox Valley Airport (YQQ) to:	Rate for first person in party
A	Comox, Cape Lazo, Powell River Ferry Terminal	\$18.90
B	Courtenay	23.60
C	Royston, Merville	28.30
D	Oyster River, Black Creek, Miracle Beach, Saratoga Beach, Union Bay	42.45
E	Mt. Washington (base of mountain)	42.45
F	Mt Washington (Alpine Lodge)	56.60

Proposed New Rates

G	Bowser, Willow Point, Campbell River	70.75
H	Coombs, Qualicum Beach	80.18
I	Parksville	89.61
J	Nanoose, Lantzville	99.04
K	Nanaimo, Departure Bay, Port Alberni	117.90
L	Nanaimo South, Duke Point Ferry	141.48
M	Tofino, Ucluelet	235.80

The zone rates above are for the first passenger in a party. For additional passengers in the same party, add \$10 for the second passenger and \$5 for each additional passenger thereafter. More than one party may use the service at a time. A party includes any individual who is traveling alone and any group of family members, friends or colleagues who are traveling together.

II. Hourly Rates for Non-Airport Charters (Service 2 only)

Hourly Charter Rate for exclusive use of the vehicle: \$70.75 per hour.

Minimum Charge: 1 hour

Charges after the one-hour minimum: 15 minute increments.

III. General Rates and Rules

- Taxes are not included.
- Other rates and rules may be set out in the rates document received from the applicant.

Publication of Application: August 10, 2011

Deadline for Submissions: August 25, 2011

SUPERSEDED DOCUMENTS

(DID NOT SCAN TO PT BOARD)

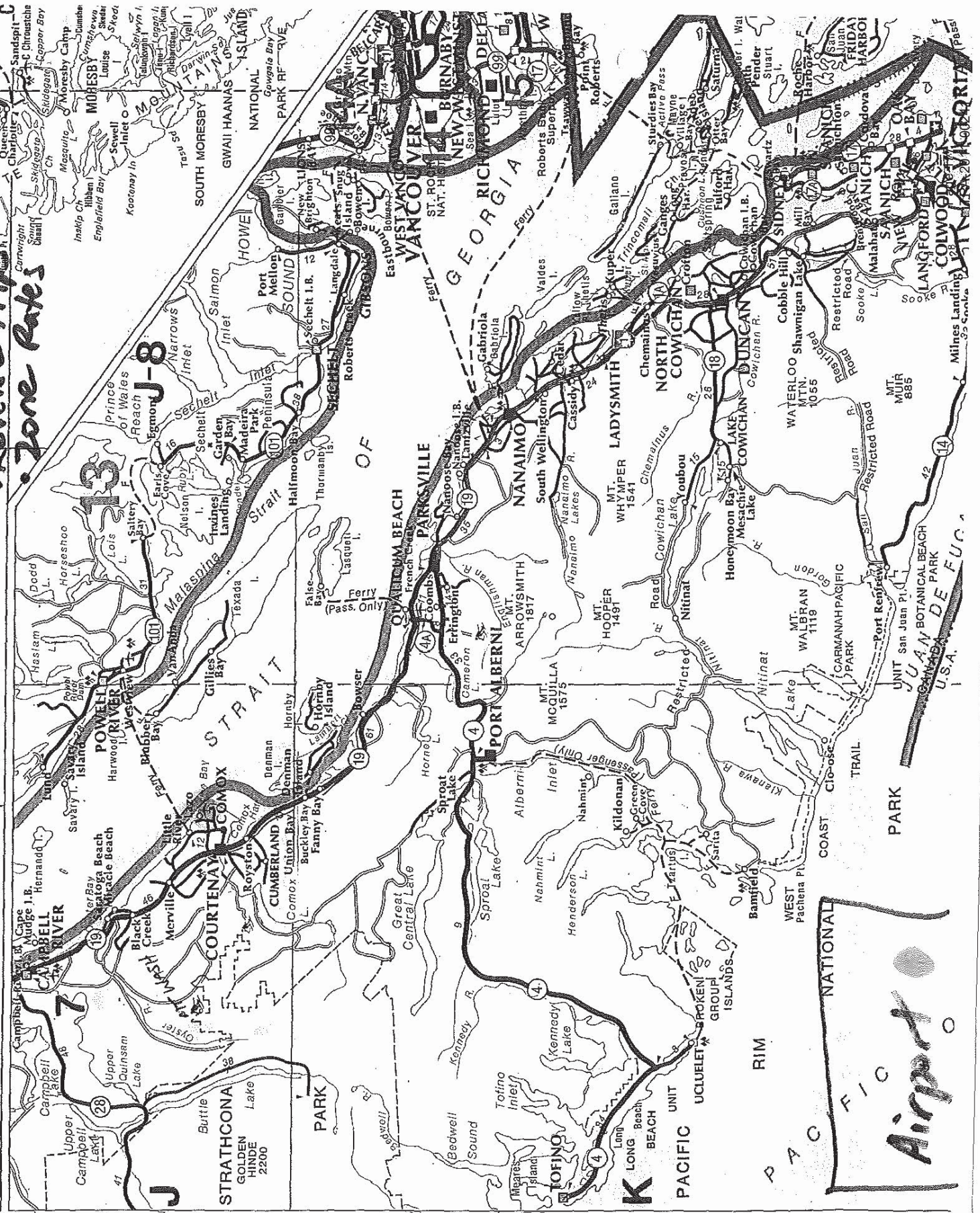
Support Letters Analysis: DL

JUL 15 2011

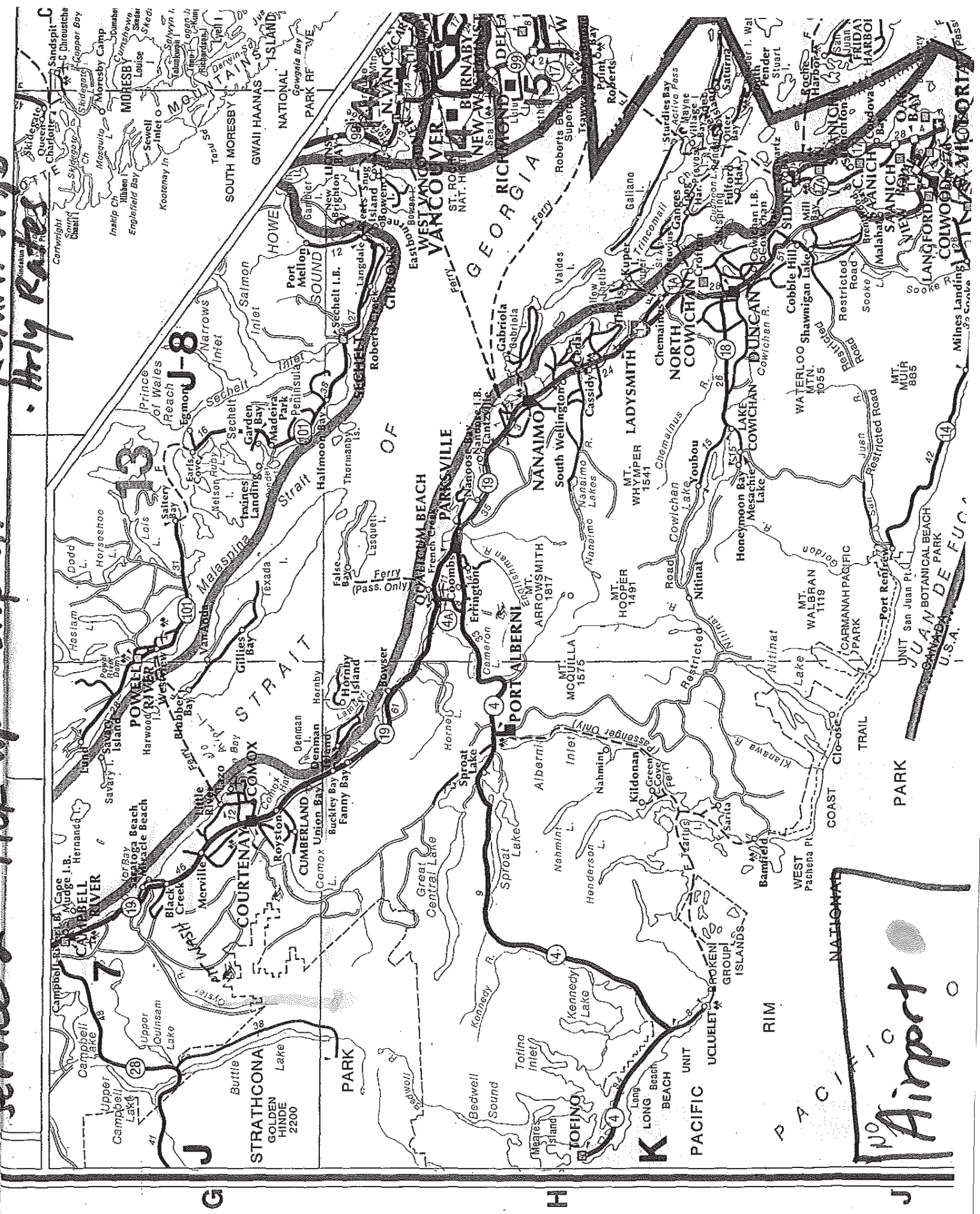
- ① Nanaimo (Mayor) extend airport svc to Nanaimo
- ② Comox (Mayor) extend beyond comox valley
- ③ Campbell River (Mayor) pick up/drop off at Campbell River Airport.
- ④ Comox Valley Airport Campbell River, Nanaimo, Todno/Ucluelet 5 points between Hails/Flays
- ⑤ Todno Bus (Dylan Green) supports increased service area (not specified)
- ⑥ Majestic Ocean Kayaking B&B Ucluelet (contract basis if approved)
- ⑦ Horizons West North, West & Central areas of Vancouver Island (based in Ucluelet)
- ⑧ Black Rock Oceanfront Resort Based in Ucluelet
- ⑨ Bosom's B&B Based in Ucluelet
- ⑩ Dolphin's Resort Based in Campbell River

Service 1 Pick up Drop off

Reverse Trips
Zone Rates



Service 2 Pick up Drop off
Return Trip
Daily Rates



NO Airport



BRITISH
COLUMBIA

Ministry of
Transportation

REGISTERED PASSENGER TRANSPORTATION BRANCH

**SPECIAL AUTHORIZATION
LICENCE APPLICATION**

Part 4, Passenger Transportation Act

Office Use Only
PT Application# _____

About this form: Do not use this form if you are applying to transfer a licence that includes a special authorization, applying for additional ICBs, or applying for a change of PDV rates and rules. The Registrar web site has other application forms and guidelines for use in these instances.

1. Legal Name of Applicant (check one of the following and write FULL legal name in space provided)

☒ Individual / Sole Proprietor:

☐ Partnership
(name each partner):

☐ Legal Entity
(i.e. Corporation, LLC, Society, City):

Legal Name(s):

KEVIN JOHN EAST

2. Identification and Contact Information

All trade names (i.e. "doing business as"): AMBASSADOR SHUTTLE SERVICE

Safety Certificate Number: S21

Home Jurisdiction: _____

BC Insurance Filing Number (BC Financial Responsibility Certificate letter issued by I.C.B.C.): _____

Business Mailing Address: PO Box 1331

Comox BC

Postal/Zip Code: V9M 7Z8

Physical Location of Records
(if different):

S22

Phone: 250-339-5252

Cell: _____

S22

Postal/Zip Code: _____

S22

Fax: _____

Email: Kevin@ambassadorshuttle.service.ca

Web Site: www.ambassadorshuttle.service.ca

3. Application for Special Authorization to operate as an Inter-City Bus (ICB)

☐ New ICB: I am requesting the following number of identifiers (vehicle plates and decals) _____

☒ Amendment of ICB Licence: My Passenger Transportation Licence Reference Number is 71650

4. Application for Special Authorization to operate as a Passenger Directed Vehicle (PDV)

☐ New PDV: I am requesting the following number of identifiers (vehicle plates and decals) _____

☒ Amendment of PDV Licence: My Passenger Transportation Licence Reference Number is 71650

☒ Addition of Motor Vehicles (PDV): I am applying to add 1 identifiers (vehicle plates and decals) to my fleet; and my Passenger Transportation Licence Reference Number is 71650

5. Declarations

I (we) declare that the statements and information contained in, attached to and submitted with this licence application form are true and correct; and I (we) understand that they are subject to verification and that any false or misleading representations could result in the refusal or cancellation of the licence applied for. I am also confirming my commitment to safe operation as identified in the *Passenger Transportation Act*.

This form must be signed by the applicant, a principal of the corporation, all partners in the partnership or a person with delegated signing authority as filed with the Passenger Transportation Branch.

Full Name: KEVIN EAST

Title: OWNER/OPERATOR

Signature: _____

S22

rec'd 9 Nov 10

Date: MARCH 29, 2011

Full Name: _____

checked 13 Jul 11 3:56pm

Title: _____

Signature: _____

Date: _____

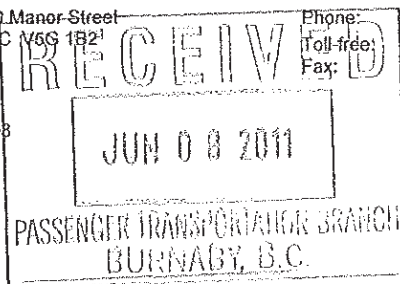
Ministry of Transportation
Passenger Transportation Branch

104 - 4240 Manor Street
Burnaby BC V6G 1B2

Phone: _____
Toll-free: _____
Fax: _____

(604) 453-4250
(888) 453-4280
(604) 453-4253

PT5010 (Special Authorization Licence Application Package) July 2008



Page 3 of 8

*Superseded by
4 Aug 11*

Leung, Janette TRAN:EX

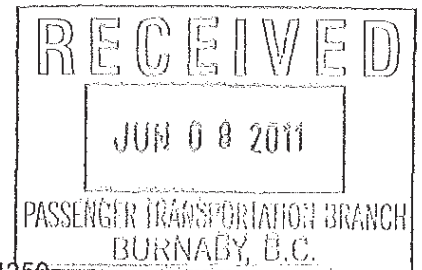
From: Passenger Transportation Br, TRAN:EX
Sent: Wednesday, June 8, 2011 8:32 AM
To: TRAN ALL Passenger Transportation Clerks
Subject: FW: PDV Application for Amendment of License and Addition of Vehicle.
Attachments: image003.jpg; Glacier Bkgrd.jpg; PTB Ammendment Application.jpg; Credit Card Remittance slip.jpg; Comox Valley Airport Trends.jpg; Comox Valley Airport Trends2.jpg; Comox Valley Airport Trends3.jpg; Comox Valley Airport support.jpg; Majestic Kayak Support.pdf; BostromsSupport.doc; HorizonsWestSupport.jpg; TofinoBusSupport.pdf; BlackRockSupport.pdf; DolphinResortSupport.jpg; CityofNanaimoSupport.pdf; CampbellRiverMayorSupport.pdf; ComoxMayorSupport.PDF; Ammdement of license letter.doc; Business Plan Dec 15 2010 final.doc; TOTAL GROSS SALES.xls; Copy of New BF Financial Plan Disk file Christine.xls; Board Form 6a.jpg; Board Form 6b.jpg; Board Form 3.jpg

For your action.

Thanks,

Louise Swan

Passenger Transportation Auditor
Commercial Vehicle Safety and Enforcement
Ministry of Transportation & Infrastructure
104 - 4240 Manor Street
Burnaby, BC V5G 1B2
Tel: 604-453-4220 Fax: 604-453-4253
Inquiry BC toll-free number 1-800-663-7867 ask to be put through to 604-453-4250
email: louise.swan@gov.bc.ca



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From: Ambassador Shuttle Service [<mailto:info@ambassadorshuttleservice.ca>]
Sent: Tuesday, June 7, 2011 8:48 PM
To: Passenger Transportation Br, TRAN:EX
Subject: PDV Application for Amendment of License and Addition of Vehicle.

To whom it may concern,

Please find attached materials required to make application for the boards consideration of an amendment of our license and the addition of 1 vehicle.

We are building some great relationships on Vancouver Island and are thoroughly enjoying the business which we purchased back in December of 2010.

After running the business for 5 months now and providing a great experience for our regular and ever growing new guests we find ourselves in several situations where we would love to offer our services to guests looking to travel just beyond our current geographically area of which we receive requests from often.

I have worked diligently over the past 5 months to ensure we offer the best world class experience possible and would be very supportive to these communities, resorts, airports and ferries to offer that same service to all those that contact us inquiring about the extended areas that we are making application for.

We have collected several letters of support from the communities that we are looking at servicing from the Comox Valley and Comox Valley Airport.

We are still awaiting four additional Public Need Indicators (letters of support) to arrive from:

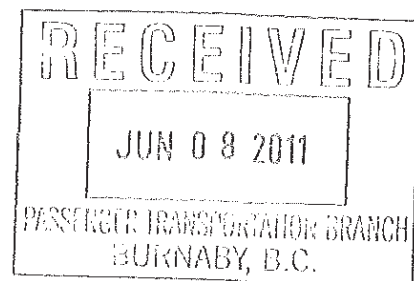
Lucas Steifvater, Owner of Ocean Retreat Resort in Campbell River
Brian Millward, Assistant General Manager of The Beach Club Resort in Parksville
- Mayor Charlie Cornfield, Mayor of Campbell River.
Andrew MacMillian, Community Relations Associate, Westcoast Air, Harbour Air Seaplanes.

In addition to these public need indicators I have also included my business plan, financial statements, disclosure of unlawful Activity and Bankruptcy and Board forms 3 and 6.

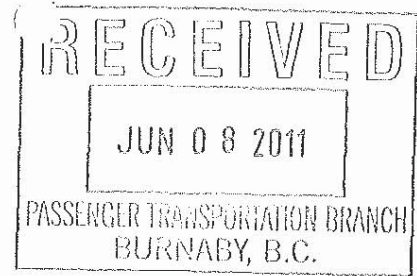
I have also made application for the addition of one vehicle that would accommodate a driver and not less than 6 and not more than 11 passengers. This would move our fleet from two vehicles to three vehicles that service the peak needs during summer months as well as the quickly growing ski season at Mt Washington.

Thank you in advance for your time and consideration.

Kevin J. East
Owner/Operator
Ambassador Shuttle Service
Connecting the Comox Valley
1-800-339-5252
250-339-5252 (phone/fax)



Registrar, Passenger Transportation Branch,
Ministry of Transportation,
104 – 4240 Manor Street,
Burnaby, B.C. V5G 1B2



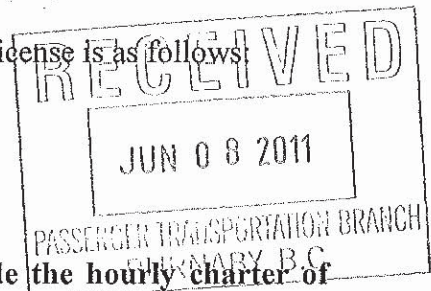
Dear Sir/Madam;

Re: Application of Ambassador Shuttle Service – Alteration of existing license/Addition
of vehicle

As the owner of Ambassador Shuttle Service, I am applying for an alteration to our existing passenger transportation license based on need and necessity. It has been noticed from the calls received from arriving passengers as well as community members that the areas included in this application are experiencing a deficiency in available transportation from the Comox Valley Airport and throughout the Comox Valley.

S21

The requested Amendment of the Ambassador Shuttle Service license is as follows:



Delete Service 1 (as it is redundant)

Amend Service 2 as follows: (Service 2 would still include the hourly charter of \$75/hour for non-airport charters as described in current service 2 package).

Originating Area: Transportation of passengers may only originate from the Comox Valley, **INCLUDING** the Comox Valley Airport, that being the portion of Vancouver Island that is south of and including Merville, east of and including Mount Washington Alpine Resort, and north of and including Union Bay.

Destination Area: Transportation passengers must terminate at a point on the portion of Vancouver Island that is south of the City of Campbell River, north of and including the City of Nanaimo, and east of including Tofino/Ucluelet along Highway 4 and the Mount Washington Alpine Resort.

Return Trips: Transportation of passengers may only originate in the destination area if the transportation terminates in the originating area.

Rates for new areas (Service from Comox Valley and Comox Valley Airport):

Zone G	Bowser, Willow Point, Campbell River	\$75.00
Zone H	Coombs, Qualicum Beach	\$85.00
Zone I	Parksville	\$95.00
Zone J	NanOOSE, Lantzville	\$105.00
Zone K	Nanaimo, Departure Bay, Port Alberni	\$125.00
Zone L	Nanaimo South	\$150.00
Zone M	Tofino, Ucluelet	\$250.00

The zone rates above are for the first passenger in a party. For additional passengers in the same party, add \$10 for the second passenger and \$5 for each additional passenger thereafter. More than one party may use the service at a time. A party includes any individual who is traveling alone and any group of family members, friends or colleagues who are traveling together.

In summary, Ambassador Shuttle Service would have a total of three vehicles and have one Service that would originate anywhere in the Comox Valley including the Comox Valley Airport and service the destination areas mentioned above.

Yours truly,

Kevin East
Owner/Operator
Ambassador Shuttle Service.