Coquitlam

**City of Coquitlam**
**MINUTES – REGULAR COMMITTEE MEETING**

**UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE**
**Tuesday, April 3, 2012**

A Regular Meeting of the Universal Access-Ability Advisory Committee convened on Tuesday, April 3, 2012 at 7:01 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, B.C. with the following persons present:

COMMITTEE MEMBERS: Councillor Selina Robinson, Chair
Councillor Brent Asmundson, Vice-Chair
Frank Lee
Natalie Lisik
Lelainia Lloyd
Sue Mann
Homa Rameshg
Soheila Saber
Mary Saleh
Wes Sim
Gerry Williamson
Elaine Willis

STAFF: Catherine Mohoruk, Manager Transportation Planning
Sean O-Sullivan, Traffic Operations Engineer
Karen Wanders, Committee Clerk

**NEW BUSINESS**

**1. Welcome and Introductions**

The Chair facilitated roundtable introductions of Committee Members and staff. She thanked the members for volunteering their time on the Universal Access-Ability Advisory Committee.

To be respectful of those who have chemical sensitivities, the Chair requested that Committee Members and staff refrain from wearing scented products to future Advisory Committee meetings.

**2. Presentation by Committee Clerk - Committee Orientation**

Utilizing an onscreen presentation, the Committee Clerk provided an orientation to the members of the Universal Access-Ability Advisory Committee and referred to slides titled as follows:

- Universal Access-Ability Advisory Committee Mandate
- Coquitlam City Council Members
- 2012 Coquitlam Advisory Committees

- Statutory Committees
- The Role of Committees
- The Role of Chair and Vice-Chair
- The Role of the Staff Liaison
- The Role of the Clerk's Department
- The Committee Term of Appointment
- Attendance Requirement of Committee Members
- Code of Conduct
- Reporting to Council
- Making Committee Recommendations
- Meetings are Open to the Public

The Committee Clerk inquired as to whether or not Committee Members were amenable to receiving their agenda packages via electronic mail. All members were in agreement to receiving their agenda packages via electronic mail with the exception of Natalie Lisik, Homa Rameshg and Gerry Williamson.

In order to consider Item 6 next, the Agenda was re-ordered.

**6. 2012 Meeting Schedule**

The Chair reviewed the proposed 2012 meeting schedule and no concerns were noted.

**3. Discussion - Draft 2012 Committee Workplan**

The Chair reviewed the proposed 2012 Committee Workplan. She provided background information relative to the Accessibility Awards highlighting the amount of time required to organize the Accessibility Awards in previous years and the fact that the Committee agreed to take a hiatus from the Awards in 2011. She stated that the 2012 Committee will need to discuss whether or not to proceed with the Accessibility Awards for the coming years.

Councillor Asmundson left the meeting at this time (7:56 p.m.).

The Committee discussed the 2012 Workplan and the Committee mandate. The Committee agreed to add the following text at the end of the second bullet of the Universal Access-Ability Advisory Committee mandate:

"and/or physical or mental challenges"

Discussion ensued relative to the following:

- Encouraging event organizers to provide an opportunity for volunteers to address any physical limitations that need to be accommodated
- The status of the Parking Mobility program, an initiative where citizens can report offenders parking illegally in a designated disabled parking stall via a free application that can be downloaded to mobile smart phones
- Pedestrian sidewalk closures and ensuring that builders are following the code during construction

- The fact that the word "disability" has different references for different cultures

Natalie Lisik informed the Committee that she is a member of the 2012 Access Transit Users' Advisory Committee and that she would be amenable to providing updates to the Committee when appropriate. The Committee agreed to receive regular updates from Natalie Lisik and requested that this be included in the Universal Access-Ability Advisory Committee's Workplan.

The Committee requested that the following be included in their workplan:

- Wheelchair Accessible Parking in the Public Realm
- Transit Users' Advisory Committee Updates
- A Review of Sidewalk Closures During Construction of New Land Development

The Committee requested that an overview of the Committee's mandate, responsibility and focus be reviewed along with a discussion relative to the definition of "disability" at the next Universal Access-Ability Advisory Committee Meeting.

The Committee recommends:

**COMMITTEE RECOMMENDATION**

That Council approve the 2012 Universal Access-Ability Advisory Committee Work Plan as follows:

- Finalize Event Accessibility Check List
- Review of Accessible Pedestrian Signals
- Evergreen Line – Provide updates relating to station design/accessibility to skytrain facilities
- Rick Hansen 25th Anniversary Relay 2012 – Update
- Setting Priorities for New City Sidewalks
- Revisit the Accessibility Awards and consider re-vamping the event by recognizing individuals rather than companies or developers
- Development of a Social Media Piece for the UAAAC to help individuals interface
- Wheelchair Accessible Parking in the Public Realm
- A Review of Sidewalk Closures During Construction of New Land Development
- Transit Users' Advisory Committee Updates
- 2012 Committee Review & Feedback

The Chair advised that she will meet with staff to review the identified Workplan items put forth by the Universal Access-Ability Advisory Committee.

**4. Discussion – Event Accessibility Check List**

Natalie Lisik provided a historical overview of the Event Accessibility Check List stating that the intent of the Check List is to provide event planners and/or coordinators with a planning tool when organizing an event. She reviewed the revised document and stated that she will include a volunteer section where any volunteer physical limitations can be included and addressed.

The Chair stated that the next meeting for the Festival Planners Network is scheduled for May 7, 2012 and that it would be appropriate to present them with the Draft Event Accessibility Checklist in order to receive their feedback. She also stated that this would be an appropriate time to receive feedback from City Staff.

Discussion ensued relative to the following:

- The documents utilized to help develop the Event Accessibility Check List
- The feasibility of including this information within the City's Passport
- The minimum building code requirements for accessible washroom facilities
- Utilizing universal symbols

Natalie Lisik, Mary Saleh and Councillor Robinson agreed to present the Draft Event Accessibility Check List to the Festival Planners Network at their May 7, 2012 meeting.

The Chair acknowledged and thanked Natalie Lisik for her work in drafting the Event Accessibility Check List.

**5. Discussion – Suburban Taxis**

The Manager Transportation Planning provided an overview of the applications submitted to the Passenger Transportation Board by three taxi operators, currently providing service to Coquitlam. She stated that the taxi operators are requesting to operate 15% of their fleet in the City of Vancouver on specified days and times (as noted in the applications). She reviewed a letter sent on behalf of staff on November 23, 2011 to the Passenger Transportation Board, highlighting the City's concerns with the applications.

She stated that Council requested that this correspondence be placed on the next agenda of the Universal Access-Ability Advisory Committee for review and comment. She also informed the Committee that, at this time, the Passenger Transportation Board has not made a decision on the applications.

Discussion ensued relative to the following:

- The impact on the City's residents should taxi companies in Coquitlam remove some of their vehicles
- The specific time periods when the taxis will be reallocated
- The fact that residents have raised concerns on the low number of accessible taxis in Coquitlam

The Committee Recommends:

**COMMITTEE RECOMMENDATION**

That Council direct staff to forward a letter to the Passenger Transportation Board, on behalf of the Universal Access-Ability Advisory Committee, opposing the applications submitted to the Passenger Transportation Board for "Suburban" Taxis to operate in the City of Vancouver on Friday and Saturday evenings and other peak period days, referencing the concerns as laid out in the letter dated November 23, 2011 of the Manager Transportation Planning to the Passenger Transportation Board.

The Manager Transportation Planning distributed and reviewed a separate notice received from the solicitor for the Royal City Taxi Ltd. She stated that the Royal City Taxi Ltd. is requesting to expand both their sedan fleet (by fifteen vehicles) and their accessible taxis (by three vehicles). She informed the Committee that municipalities have thirty days, upon receipt of the notice, to comment on the application.

Discussion ensued relative the need for additional accessible taxis in Coquitlam.

The Committee Recommends:

**COMMITTEE RECOMMENDATION**

That Council direct staff to forward a letter to the Passenger Transportation Board supporting the Royal City Taxi Ltd. PTB Application #AV50-12, to increase both their sedan fleet by an additional fifteen (15) sedan licenses and their accessible taxis by an additional three (3) licenses.

## OTHER BUSINESS

There was no other business.

## INFORMATION ITEMS

**I-1 Access Transit – Increase in Accessible Bus Stops in Coquitlam**

**I-2 Home Adaptations for Independence Program**

**I-3 Profile of Seniors' Transportation Habits**

## NEXT MEETING DATE

The next meeting is scheduled for Tuesday, May 3, 2012 at 7:00 p.m.

## ADJOURNMENT

The meeting adjourned at 8:50 p.m.

MINUTES CERTIFIED CORRECT

_____ CHAIR

Karen Wanders
Committee Clerk

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Coquitlam

# 2012 Advisory Committee Work Plan

## Universal Access-Ability Advisory Committee

The mandate of the Universal Access-Ability Advisory Committee is to:

- Work to create a City that is more inclusive for existing and future residents with disabilities by addressing the physical, social and attitudinal barriers which impede their full participation in all aspects of City life;
- Provide advice to Council regarding the development of City policies and programs to educate and inform on matters affecting residents with disabilities and/or physical or mental challenges;
- Review design plans for civic buildings and provide advice to ensure the needs of persons with disabilities are considered; and
- Provide advice regarding the development of City policies and programs to ensure the needs of existing and future residents living with disabilities are considered (e.g. transportation, housing, capital programs, leisure and parks services, environment).

**2012 Work Plan Items**

| Item | Department | Comments (Council, Staff or Committee initiated) |
|---|---|---|
| Finalize Event Accessibility Check List | | Committee Initiated |
| Review of Accessible Pedestrian Signals | Engineering and Public Works (E&PW) | Staff Initiated |
| Evergreen Line – Provide updates relating to station design/accessibility to skytrain facilities | E&PW and/or Strategic Initiatives and/or the Province | Carried over from 2010 & 2011 Work plan |
| Rick Hansen 25th Anniversary Relay 2012 - Update | E&PW and Parks, Recreation and Culture Services | |
| Setting Priorities for New City Sidewalks | E&PW | Staff Initiated |
| Wheelchair Accessible Parking in the Public Realm | E&PW | Committee Initiated |
| A Review of Sidewalk Closures During Construction of New Land Development | E&PW and Development Services | Committee Initiated |

2012 Advisory Committee
Work Plan

| Item | Department | Comments (Council, Staff or Committee initiated) |
|---|---|---|
| Transit Users' Advisory Committee Updates | | Committee Initiated (Natalie Lisik to provide updates) |
| Revisiting of the Accessibility Awards and consider re-vamping the event by recognizing individuals rather than companies or developers | E&PW | Committee Initiated |
| Development of a Social Media Piece for the UAAAC to help individuals interface | | Committee Initiated |
| 2012 Committee Review & Feedback | Clerks | Council Direction |

Item 5

5-5

# Coquitlam

November 23, 2011
Our File: 16-8690-01/000/2011-1
Doc #: 1151253.v2

Jan Broocke
Director and Secretary to the Passenger Transportation Board
PO Box 9850 STP PROV GOVT
Victoria, BC V8W 9T5

Dear Ms Broocke:

**RE: Applications to the Passenger Transportation Board for "Suburban" Taxis to Operate in City of Vancouver on Friday and Saturday Evenings and Other Peak Period Days**

Thank you for the opportunity to provide input on the applications noted above. The Mayor's office referred your request for input to me. City staff have reviewed the information provided and identified the following concerns regarding the potential removal of 13 Coquitlam taxis during the specified periods. More information is provided on the attached questionnaire.

Wait Times for Late Night Taxi Services

Feedback received from Coquitlam businesses and the RCMP indicate that while services are normally good; however, often on Friday and Saturday nights, there are long waits around bar closing, during special events, and during rainy or inclement weather. Reallocation of services may further exacerbate wait times.

Availability of Accessible Taxis

Residents have raised concerns on the low number of accessible taxis in Coquitlam at all times of the day. The City is concerned that reallocation during certain periods may further limit the availability of accessible taxi vehicles.

City of Coquitlam
3000 Guildford Way, Coquitlam, BC V3B 7N2
Office: 604.927.3000
www.coquitlam.ca

Lack of Late Night Transit Alternatives

Many areas in Coquitlam have hourly or no transit services operating after 10 p.m. Because of the limited nature of late night transit, the City is concerned that the proposed reallocation could negatively affect residents who do not drive. Also, the City would be concerned that a reduction in late night taxi services may encourage bar patrons to drive when it is not safe to do so.

"Black" and "Red" Days and Other Special Days

The City would need more information on "black" and "red" days at cruise ship terminals as well as on how other special event days are approved by the board to provide a response regarding these time periods. More clarity is needed on how many days each year services would be reallocated and how this would affect the reliability of taxi services in Coquitlam.

We hope these comments and the attached questionnaire outlining our concerns will assist the Passenger Transportation Board in their decision. If you have any questions, on the above please feel free to contact me.

Yours truly,

C. A. Mohoruk

Catherine Mohoruk, Eng. L.
Manager Transportation Planning

Att: Questionnaire on Taxi Services in Coquitlam

c - Mayor and Council
Peter Steblin, City Manager
Bill Susak, General Manager of Engineering & Public Works

passenger
TRANSPORTATION BOARD 202-940 BLANSHARD STREET • PO BOX 9850 STN PROV GOVT • VICTORIA BC V8W 9T5

November 9, 2011

His Worship Mayor Richard Stewart
City of Coquitlam
3000 Guildford Way
Coquitlam, BC V3B 7N2

By email: mayor_council@coquitlam.ca

Dear Mayor Stewart:

**Re: Applications to the Passenger Transportation Board for "Suburban" Taxis to operate in City of Vancouver on Friday and Saturday Evenings and Other Peak Period Days.**

The Passenger Transportation Board (the "Board), an independent tribunal, considers applications from taxi operators to obtain a licence, change an existing licence and add more vehicles to their fleet. Applications are published in the Board's *Weekly Bulletin*. This Bulletin is posted on our website: http://www.th.gov.bc.ca/ptb/bulletins.htm. We have attached a brief information sheet on passenger transportation licensing by the Board.

On July 27, 2011, the Board published similar applications from 16 taxi companies in the Greater Vancouver Regional District. These companies are applying to operate 15% of their fleet in the City of Vancouver on Friday and Saturday evenings (10 p.m. – 5 a.m.), on "black" and "red" days at cruise ship terminals and other special days as approved by the Board.

Coquitlam Taxi (1977) Ltd., Port Coquitlam Taxi Ltd. and Bel-Air Taxi (1982) Ltd. are three of the applicants. They currently have authority to pick up passengers in your municipality. Coquitlam Taxi has a maximum fleet size of 31 vehicles, Port Coquitlam Taxi has 14 vehicles and Bel-Air has 46 vehicles.

"Public need" has for many years been a key aspect of regulating taxi supply in the Province. If the application were approved, these companies could remove up to 13 vehicles from service in your municipality on Friday and Saturday nights and other special occasions.

As part of its investigation of these applications, the Board is seeking input from the base municipalities in which the 16 companies operate.

We would appreciate it, if you would respond to the attached questionnaire. Please be aware that we will forward your response to counsel for the taxi companies.

Please respond to this office by **January 16, 2012**. Our contact information is:

| | | | |
|---|---|---|---|
| **Mailing Address:** | PO Box 9850 STN PROV GOVT<br>Victoria, British Columbia, V8W 9T5 | | |
| **Street Address:** | 202-940 Blanshard Street<br>Victoria, British Columbia | | |
| **Phone:** | 250-953-3777 | Facsimile: | 250-953-3788 |

If you have any questions, please contact me directly by phone at 250-953-3782 or by e-mail at jan.broocke@gov.bc.ca

Yours sincerely,

Jan Broocke
Director & Secretary
to the Passenger Transportation Board

Attachments

pc: Peter Steblin
City Manager

William H. McLachlan, Barrister and Solicitor,
McLachlan, Brown, Anderson
(Counsel for the applicant companies)

## Questionnaire on Taxi Service in Your Municipality

| | | | |
|---|---|---|---|
| **Name of Municipality** | Coquitlam | **Name & Position of Contact Person** | Catherine Mohoruk<br>Manager Transportation Planning |
| **Phone Number** | 604-927-3471 | **E-Mail** | cmohoruk@coquitlam.ca |

1. Does your municipality regulate taxi cabs? ☒ Yes ☐ No

   If yes, please explain the nature of regulation? (e.g. business licence, vehicle for hire by-law, etc.)

   Coquitlam Taxi By-law No 38, 1972 and amendments controls the licencing and regulations for vehicles for hire in Coquitlam.

2. Do you have a cap on the supply of taxi cabs? ☐ Yes ☒ No

   If yes, what is the cap?

   _____

3. Do you have any operational requirements, such as hours or days of service, for the operation of a taxi cab? ☐ Yes ☒ No

   If yes, please explain.

   _____

4. If this application were approved, would it violate any municipal by-laws?
   ☐ Yes ☒ No

   If yes, please explain.

   _____

5. Does your municipality experience any issues with taxi service on Friday and Saturday nights? ☒ Yes ☐ No

   If yes, please explain.

   Wait times are often long at bar closing and special events on Friday and Saturday. Also, some of our residents have expressed concerns about the number of accessible taxi's during all hours of the day.

6. Have you had any comments from people about taxi service on Friday and Saturday nights in your municipality? ☒ Yes ☐ No

   If yes, please explain. Information on the number and types of comments would be appreciated.

   Staff contacted several Coquitlam bars, the Boulevard Casino and the RCMP. The feedback received indicates Friday/Saturday night taxi service is normally good, except for waits at bar closing time, during special events and during rainy or inclement weather.

7. Do you have any other comments you would like to make to the Board.

   Transit services are limited in Coquitlam during the late night hours. According to TransLink's schedule some routes stop running at 10pm and many others operate on an hourly service. Because of limited late night transit services residents who cannot drive are dependant on taxi services.

# Passenger Transportation Licensing

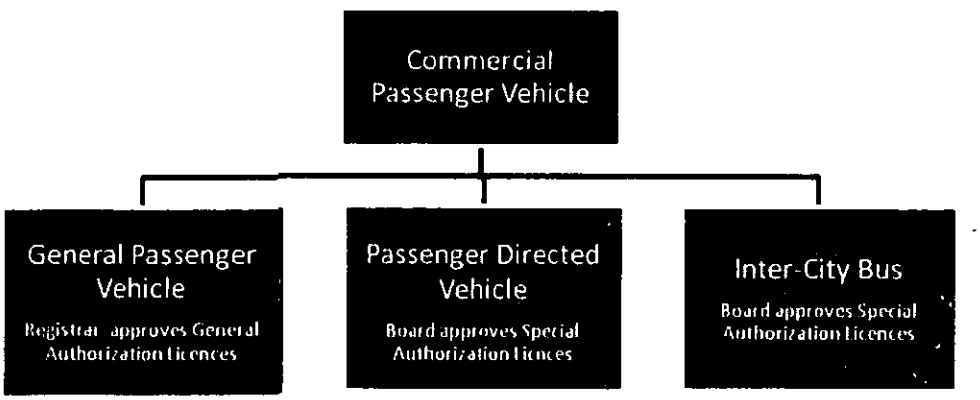
The *Passenger Transportation Act* sets out three types of commercial passenger vehicles:

1. passenger directed vehicles – e.g. taxis, limousines, shuttle vans
2. inter-city buses – e.g. buses that operate on a schedule
3. general passenger vehicles – e.g. sightseeing or tour buses with a set itinerary

The *Passenger Transportation Act* sets out two types of licence authorizations:

1. Special Authorization
2. General Authorization

The Passenger Transportation Board makes decisions on applications for Special Authorizations. The Registrar of Passenger Transportation makes decisions on applications for General Authorizations.




The Passenger Transportation Board reviews Special Authorization applications and considers three questions:

1. Is there a public need for an applicant's proposed service?
2. Is the applicant a fit and proper person and capable of providing the service?
3. Would approving the application promote sound economic conditions in the transportation industry?

If the Board approves an application, the Registrar of Passenger Transportation will issue a licence when safety requirements are met.

The Registrar of Passenger Transportation in the Ministry of Transportation and Infrastructure issues licences when safety requirements are met. There is no public need or other economic regulation test. The Registrar may refuse to issue a licence if he or she finds that the applicant is not a fit and proper person to provide the service.

The Registrar works with Commercial Vehicle Safety and Enforcement (CVSE) staff in the planning and delivery of enforcement and compliance actions for licensed and unlicensed carriers. The Registrar may impose administrative penalties on licensees.

## Contacts

The Registrar, Passenger Transportation Branch can be contacted at:

**Ministry of Transportation and Infrastructure, Passenger Transportation Branch, 104, 4240 Manor Street, Burnaby, B.C., V5G 1B2**

**Phone: 604 453-4250; Toll Free: 888 453-4280**

**Fax: 604 453-4253 Email**: passengertransportationbr@gov.bc.ca

The Passenger Transportation Board can be contacted at:

**Passenger Transportation Board, PO Box 9850 STN PROV GOVT, Victoria, British Columbia V8W 9T5**

**Phone: 250-953-3777**
**Fax: 250-953-3788 Email:** ptboard@gov.bc.ca

Item 5.

C. Mohoruk

# McDONALD & COMPANY

BARRISTERS & SOLICITORS

MARK A. McDONALD
*Associate Counsel:*
JONATHAN SIMON

631 CARNARVON STREET
NEW WESTMINSTER, B.C.
V3M 1E3
Phone (604) 521-8885
Fax (604) 521-3611
*e-mail:mcdonal9@direct.ca*

CITY OF COQUITLAM
RECEIVED
APR - 2 2012
Per
ENGINEERING AND PUBLIC WORKS

March 29, 2012

City Clerk of New Westminster Fax - 604-527-4594
City Clerk of Burnaby Fax - 604-294-7537
City clerk of Coquitlam Fax - 604-927-3015

Dear Sirs:

**RE: Royal City Taxi Ltd.**
**PTB application AV50-12**

I am the solicitor for Royal City Taxi Ltd. Royal City Taxi is licensed to provide service partly in Burnaby and Coquitlam and throughout New Westminster.

I wish to advise that Royal City Taxi has filed an application for an increase in its fleet. Royal City has not had an increase in its fleet since 2007. The recent development in your cities has been an impetus to increase our fleet and our ability to serve your citizens.

*Proposed Alteration of the Passenger Transportation License*

Royal City Taxi Ltd. is applying to alter its Passenger Transportation License to add the following:

Increase to the sedan fleet for an additional 15 sedan licenses (making 58 total)
Increase to the accessible taxis for an additional 3 licenses (making 12 total)

The vehicles we seek to add will be new and eco-friendly in accordance with current PTB guidelines. The accessible taxis will be the most eco-friendly vehicles we can find.

A new protocol from the passenger transportation board requires us to send the enclosed notice.

Yours truly,

Mark A. McDonald
for Royal City Taxi Ltd.
encls.

passenger
TRANSPORTATION BOARD 2202-940 BLANSHARD STREET · PO BOX 9850 STN PROV GOVT · VICTORIA BC V8W 9T5

## Municipal Notice | Taxi Applications PT Board Form 4

Application AV50-12

**About this Form:**

The form has 2 pages. It must be completed by:
- ✓ Licensees applying to operate a taxi in a new municipality (see Part 1)
- ✓ Licensees applying to add more taxis to their fleet (see Part 1)
- ✓ New applicants applying to start a taxi service (see Part 2)

**Applicants must:**
(a) send completed forms to each municipality where they are licensed (or seek a licence) to pick up passengers, and
(b) include copies of the forms in their application package.

*Note:* The Passenger Transportation Board sends applicants a copy of any negative comments it receives from a municipality. Applicants will have a chance to send their comments to the Board.

### NOTICE

City Clerk
**To: Chief Administrative Officer**

New Westminster, Burnaby, Coquitlam
*Name of Municipality*

March 29, 2012
*Date*

**Please be advised that** the Licensee or New Applicant listed on page 2 of this Notice is applying to the **Passenger Transportation Board** to provide taxi service in your municipality.

A municipality may send comments about this application or taxi services in general to the Passenger Transportation Board by:

Fax: (250) 953-3788

E-mail: ptboard@gov.bc.ca

Mail: PO Box 9850 STN PROV GOVT
Victoria British Columbia V8W 9T5

We recommend that municipalities comment **within 30 days** of receipt of this notice. This should ensure that comments are received on time.

After an applicant sends its municipal notices and submits its application, the Board publishes the application in the Board's "Weekly Bulletin." Bulletins are published on Wednesdays. They may be viewed online at: http://www.th.gov.bc.ca/ptb/bulletins.htm. The Board will consider any comments received up until 15 days after publication in the "Weekly Bulletin".

To confirm whether the comment period is still open, municipal representatives can call the Board office at 250-953-3777 or email ptboard@gov.bc.ca.

## Part 1: To be completed by PT Licensees

**Licensee**

Legal Name: Royal City Taxi LTD.

Trade Name: Royal City Taxi

PT Licence Number: 70450

**Fleet Size (Taxis only)**

Current Number of Conventional Taxis: 43

Current Number of Accessible Taxis 9

**Number of Additional Conventional Taxis Requested:** 15

**Number of Additional Accessible Taxis Requested** 3

**Operating Area (check one)**

☒ I operate in this municipality

☐ I am applying to operate in this municipality

My total originating area is:

Transportation of passengers may only originate from any point in the City of New Westminster, that portion of the City of Burnaby within 4 road kilometres of the City of New Westminster, that portion of the City of Richmond within 2 road kilometres of the City of New Westminster, that portion of the City of Surrey within 2 road kilometres of the south end of the Pattullo Bridge, the municipality of Fraser Mills, that portion of the City of Coquitlam south of Dewdney Trunk Road and that portion of the District of Delta known as Annacis Island.

N/A → **Part 2: To be completed by new applicants**

**Applicant**

Legal Name:

Trade Name:

N/A → **Fleet Size Requested**

Number of Conventional Taxis:

Number of Accessible Taxis:

N/A → **Operating Area**

The originating area I'm applying for is:
*(please list all municipalities and areas)*