

**Owen Sound Police Services Board
Public Meeting Minutes Wednesday,
May 27, 2020
2nd Floor Board Room
(YouTube live stream/Zoom)**

Members Online: J. Thomson (Chairman), I. Boddy, M. Koepke, G. Pierce, and J. Sampson

Admin. Present: Chief C. Ambrose, Inspector D. Bishop, Inspector J. Fluney, Director S. Bell-Matheson and Director C. Hill

Admin. Absent: Director K. Fluney

Minutes: J. Thomson

1. Call to Order

Chairman declared the Wednesday, May 27, 2020 meeting be called to order at 10:00 a.m.

“Prior to today’s meeting the Board met in closed session to review and discuss matters that in their opinion fell under Section 35 (4) of the Police Services Act, R.S.O 1990 c. P.15 and as per the Owen Sound Police Services Board BY-LAW NO. 2019-01 Section 19.1 Closed Items.”

2. Approval of the Agenda

Moved by M.Koepke seconded by J. Sampson

“That the agenda dated May 27, 2020 be approved” **CARRIED**

3. Declaration of Conflict of Interest arising out of the matters listed on the agenda. HEARING NONE

4. Presentations, Deputations, and Public Question period. HEARING NONE

5. Approval of Minutes

Moved by Koepke, seconded by G. Pierce

“That the minutes dated May 27, 2020 be approved” **CARRIED**

6. Business arising out of the minutes dated May 27, 2020 Public Meeting. HEARING NONE.

7. Chairman's Report

The Chairman had no updates from the Ministry or other updates for this meeting.

8. Reports from Inspector D. Bishop

The following reports provided in the correspondence package were presented and discussed as needed.

- Auxiliary Unit
- Criminal Investigations Branch and Drug Enforcement

9. Reports from Inspector J. Fluney

The following reports provided in the correspondence package were presented and discussed as needed.

- Collision Statistics
- Community Services Office
- Lost Hours and Training
- Traffic Enforcement

10. Reports from Director of Civilian Services K. Fluney

The following reports provided in the correspondence package were presented by Inspector Bishop and discussed as needed.

- Board By-laws
- Court
- Records

11. Report from Director of Corporate Services S. Bell-Matheson

The following reports provided in the correspondence package were presented by Inspector Bishop and discussed as needed.

- Calls for Service
- OSPS – Emergency Communications Centre

12. Report from Director of Information Technology Services C. Hill

The following reports provided in the correspondence package were presented by Inspector Bishop and discussed as needed.

- Information Technology

As the above reports did not contain any recommendations or requests for approval they will be placed on file with the minutes from this meeting.

13. Financial Report

Chief Ambrose reviewed the financial statements ending April 30, 2020. The Chief noted that expenses are tracking to budget and that the unfavourable variances in salary lines were a result of the three pay periods in January. He also expected there to be additional expenses related to Covid 19. It was also noted that the Civil Remedies Grant had not yet been received during the month of April, but had been recently received in May. No issues were identified.

Approval of Outstanding Accounts for Payment

Moved by G. Pierce, seconded by J. Sampson

“That the payment for outstanding accounts be approved” **CARRIED**

14. Reports from the Chief of Police

- i. Second Hand Shops update – Licenses
These are awaiting input from the City
- ii. Current OSPS Vehicle Contracts update
 - a. Oil Changes
 - b. Vehicle Service, Repairs and Maintenance
Tenders for this service have not gone out from the City as of yet but should be out soon. As a result the current contract has been extended to the end of July 2020.
- iii. 2020 – 2022 Strategic Priorities Plan

Moved by M. Koepke, seconded by I. Boddy

“That the 2020 – 2022 Strategic Priorities Plan be approved.” **CARRIED**

- iv. OSPSB Taxi By-law 2020-01

Moved by G. Pierce, seconded by M. Koepke

“That leave be granted to introduce By-law number 2020-01, a by-law to govern Taxis within the city of Owen Sound and the same be hereby deemed to have been read a third and final time. **CARRIED**

Proclaimed by the Chairman

“That By-law number 2020-01, a by-law to govern Taxis within the city of Owen Sound be hereby deemed to have been read a third time and be finally passed, signed and sealed.”

15. Other Items and New Business

There were no other items or business to be discussed.

16. Terminate the Public Meeting

The Board having dealt with all of the items on the agenda, and there being no additional business to conduct, the Chairman declared the meeting to be terminated.

Next meeting is: **Wednesday, June 24, 2020 at 10:00am**



Report to the Board: Auxiliary Unit

From: Inspector D. Bishop

Date: Monday, May 11, 2020

As a result of COVID-19 related concerns and restrictions, Auxiliary Unit operations and training were temporarily suspended in March. The Service continues to re-assess the situation regularly and looks forward to resuming operation in the future when it is deemed safe to do so.



Report to the Board: Criminal Investigations Branch and Drug Enforcement

From: Inspector D. Bishop

Date: Monday, May 11, 2020

Criminal Investigations

On April 16, members of the Criminal Investigations Branch arrested a 24-year-old parolee who had failed to return to a custodial facility as per conditions of his statutory release. The male was tracked to a west side residence where he was taken into custody. Members of the Provincial Repeat Offender Parole Enforcement Unit (R.O.P.E. Squad) had spent several previous days in Owen Sound attempting to locate and arrest the male prior to moving to other duties.

On April 22, the Criminal Investigations Branch concluded an investigation into two suspicious fires that took place at the apartment building located at 305 14th Street West. The fires occurred on August 15, 2019 and February 29, 2020. The Owen Sound Fire Department responded to each of the fires and were successful in limiting the spread of the flames and damage was confined to a small area. A female youth of Owen Sound has been charged with two counts of Arson- damage to property and is scheduled to appear at the Youth Court of Justice in July, 2020.

Detectives initiated an investigation after a noticeable spike in break-ins to construction trailers and job sites in Owen Sound as well as the surrounding townships. The investigation, which included the execution of search warrants at two west-side apartments, resulted in the recovery of stolen property including a motor vehicle, licence plates, a mitre saw, BMW tires and keys for Caterpillar, Kioti and John Deere heavy equipment. Police also seized various narcotics in the investigation. A 38- year old man and a 30-year-old woman were charged with numerous property and drug offences.

On April 30 a child abuse investigation was concluded with the arrest of the new boyfriend of the victim's mother. It was determined that the accused, a 21-year-old man, forcibly grabbed the three-month old baby from a swing by one arm causing a spiral fracture of the humerus

(upper arm). The injuries suffered by the baby were not witnessed by the child's mother though she was present in the home. The accused was arrested by Detectives as he loaded up his car to flee to the G.T.A. He is charged with Aggravated Assault. The child has been apprehended and removed from the home by Bruce Grey Child and Family Services.

Drug Enforcement and Intelligence

On April 7, the Drug Unit observed a female known to be bound by house arrest conditions driving a vehicle on the east side. The vehicle was stopped by police and the female was found in possession of both crystal methamphetamine and fentanyl. The female was charged with drug offences and failure to abide by house arrest.

On April 21, the Drug Unit obtained a warrant to search two west side apartment buildings as part of an ongoing investigation. Upon execution of the search warrants, quantities of crystal methamphetamine, fentanyl, heroin and cocaine were seized along with drug paraphernalia and cash proceeds totaling \$2890. A 30-year-old female was charged with Possession for the Purpose of Trafficking, Possession of Controlled Substances as well as Possession of Proceeds of Crime and Stolen Property.

Later on April 21, the Drug Unit and Criminal Investigations Branch arrested a second male associated to the investigation. The 38-year-old was found in possession of an additional 8.4 grams of crystal methamphetamine. He was charged with drug offences and possession of several items of stolen property including a vehicle, various license plates, a mitre saw, water pump, vehicle wheels and tires, and sets of keys for heavy equipment including Caterpillar, John Deere and Kioti tractors and fork lifts.

On April 28, the Drug Unit arrested a 42-year-old male who had recently moved to Owen Sound. Surveillance was conducted on this male as he travelled to Orangeville, met with his drug supplier and obtained a supply of methamphetamine and fentanyl. The accused was arrested in the parking lot behind the downtown Circle K store as he attempted to return with the drugs to his apartment. The man was found to be in possession of more than \$2,000 worth of crystal methamphetamine and fentanyl as well as illicit edible cannabis product, a Taser, a prohibited knife, an expandable baton and nearly \$3,500 in cash. The accused was charged with drug trafficking and weapons offences and remains in custody.



Report to the Board: Collision Statistics

From: Inspector J. Fluney

Date: Thursday, May 07, 2020

April 2020 – Collision Statistics

Total Collisions:	(22)	Comments
Collisions - East side Owen Sound	08	
Collisions - West side Owen Sound	06	Including 01 FTR
Collisions - parking lots	08	Including 04 FTR
Fail to Remain Collisions	05	
Collisions referred to CRC	08	
Collisions investigated by OSPS	14	



Report to the Board: Community Services Office

From: Inspector J. Fluney

Date: Thursday, May 07, 2020

In April, the Community Services Officer engaged in the following highlights:

Continued with traditional corporate and social media for OSPS;

- COVID-19, #HereToHelpGB campaign, supporting community partners and remembering the victims in Nova Scotia

Spearheaded the #HereToHelpGB campaign. The Campaign now has all 5 Police Services and 15 Community Partners involved;

- Earned media for the campaign - Rogers Cable, Bayshore Broadcasting, 92.3 The Dock & the Owen Sound Sun Times

Took part in the following;

- Provincial teleconference on KIDS program- Currently on Provincial Steering Committee along with members of the OPP
- Teleconference with Parachute Canada- safe driving fall campaign
- COVID-19 community relations with community partners working with Seniors and our most vulnerable populations

Community Presentations;

- COVID-19 Open Line - Bayshore Broadcasting
- Youth Justice- created video on COVID-19 for Y Youth Justice Program
- Rogers Cable- Frauds and Scams during COVID-19
- Commenced work on Frauds and Scams webinar with Georgian College staff and students

Special Events supported;

- Emergency Services drive by's for Front Line workers at GBHS, Lee Manor and Maplevue Nursing Home
- 5 Birthday community drive by's - all for children and participants of REACH Grey Bruce
- Remembrance Ceremony for RCMP Const. Heidi Stevenson



Report to the Board: Lost Hours and Training

From: Inspector J. Fluney

Date: Thursday, May 07, 2020

Eleven fulltime members reported sick in April for a total of fifty-nine complete or partial shifts, representing a total of 636 hours.

Month/Year	SICK/STD			WSIB		
	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours	Number of Members	Total Number of Shifts (complete and partial)	Total Number of Hours
April 2020	11	59	636*	1	22	176
March 2020	20	49	530	1	22	176
April 2019	9	53	439	0	0	0

*327 of the total hours are due to non-work related injuries of three members.

One member remains on W.S.I.B.

Training:

- One member that had been on modified duties has received re-training to return to full duties
- An experienced officer was hired and received in-house training and has now been assigned to a patrol platoon
- One member that had been off on maternity leave has returned to full duties on a patrol platoon
- One recruit constable returned from police college and commenced patrol duties with a coach officer



Report to the Board: Traffic Enforcement

From: Inspector J. Fluney

Date: Thursday, May 07, 2020

<u>Platoon #1 – 4</u>		<u>Traffic/Part-time Officers</u>	
Highway Traffic Act: (includes CAIA)	53	Highway Traffic Act: (includes CAIA)	05
Compliance Reports:	03	Compliance Reports:	--
Recorded Cautions:	36	Recorded Cautions:	05
Liquor Licence Act:	04	Criminal Code/CDSA	--
Criminal Code/ CDSA:	154	Other POA/By-Law:	--
Other POA/By-Law:	08	Foot Patrol (Downtown):	15
Foot Patrol (Downtown):	90		

R.I.D.E.

There was a total of 4 on-duty R.I.D.E. checks in the month of April.

The combined statistics were:

- 3 hours
- 45 drivers checked
- 0 HTA Charges/Cautions

Four people were charged with Impaired Driving/Over 80 during regular patrols.



Report to the Board: Board Bylaws

From: Director of Civilian Services – K. Fluney

Date: Thursday, May 14, 2020

April 2020

TAXI

Total number of Taxi Driver's Licences Issued/Renewals	= 1
Total number of Re-Issue Lost Taxi Driver Licences	= 0
Total number of Taxi Driver's Licences Deferred/Denied	= 0
Total number of New/Taxi (transfer) Vehicle Licences Issued	= 0
Total number of Agent Transfers	= 0
Total number of New Agents Registered	= 0

ADULT ENTERTAINMENT

Total number of Adult Entertainment Licences Issued	= 0
Total number of Adult Entertainment Licences Denied	= 0
Total number of Adult Entertainment Owner Licences Renewed	= 0

There were no new adult entertainment licences issued as Smugglers is currently not operational due to COVID-19.

ALARMS

Invoices to be prepared and completed for Chief's signature.



Report to the Board: Courts

From: Director of Civilian Services – K. Fluney

Date: Thursday, May 14, 2020

Personnel:

One part-time Special Constable resigned.

Operational:

Custodies Transported during the month of April: OPP - 0, OSPS – 0 **TOTAL - 0**

Video /Audio appearances: 25 persons in custody appeared by audio

Meals provided to custodies: 0

Special Constable Total Hours: 688.5

Issues, Concerns & Comments:

March 27, 2020 was last date prisoners were brought to the Owen Sound Courthouse because of the new COVID-19 measures put in place. All prisoners are done by audio appearance either from the Correctional Facility or the Police Detachments.

Special Constables are still required to provide court security at a reduced level as the court building remains open to the public. Special Constables have been assigned at the police station to cover in custody hearings. When not required for prisoners in custody members have assisted to perform other duties.

Front Entrance Statistics:

- There was nothing to report.



Report to the Board: Records

From: Director of Civilian Services – K. Fluney

Date: Thursday, May 14, 2020

Local criminal record searches are being completed and sent back to the individuals within 1 week of submitting them. Due to COVID-19 anyone wishing to complete a local criminal record check has been directed to complete that check online. Results are being processed within a couple of days and sent back to the applicant.

There was a total of **2,590** bulk searches completed in April 2020.



Owen Sound Police Service
Director of Corporate Service's Report
April, 2020
Public Report

Submitted by:
S. Bell-Matheson

Owen Sound Police Service

Emergency
Communications
Centre

The background features a large, semi-transparent crest of the Owen Sound Police Service. The crest is circular with a scalloped outer edge. At the top is a crown. Below the crown is a red maple leaf. The words "COMMUNITY PARTNERSHIP" are written in a blue arc above the leaf, and "OWEN SOUND POLICE SERVICE" is written in a blue arc below it. The entire crest is centered behind the text.



STATS



- Total # of 9-1-1 Calls

2019

62,468

2018

52,254

- We keep on average 46% of the 9-1-1 calls, the remainder are transferred to a Secondary PSAP

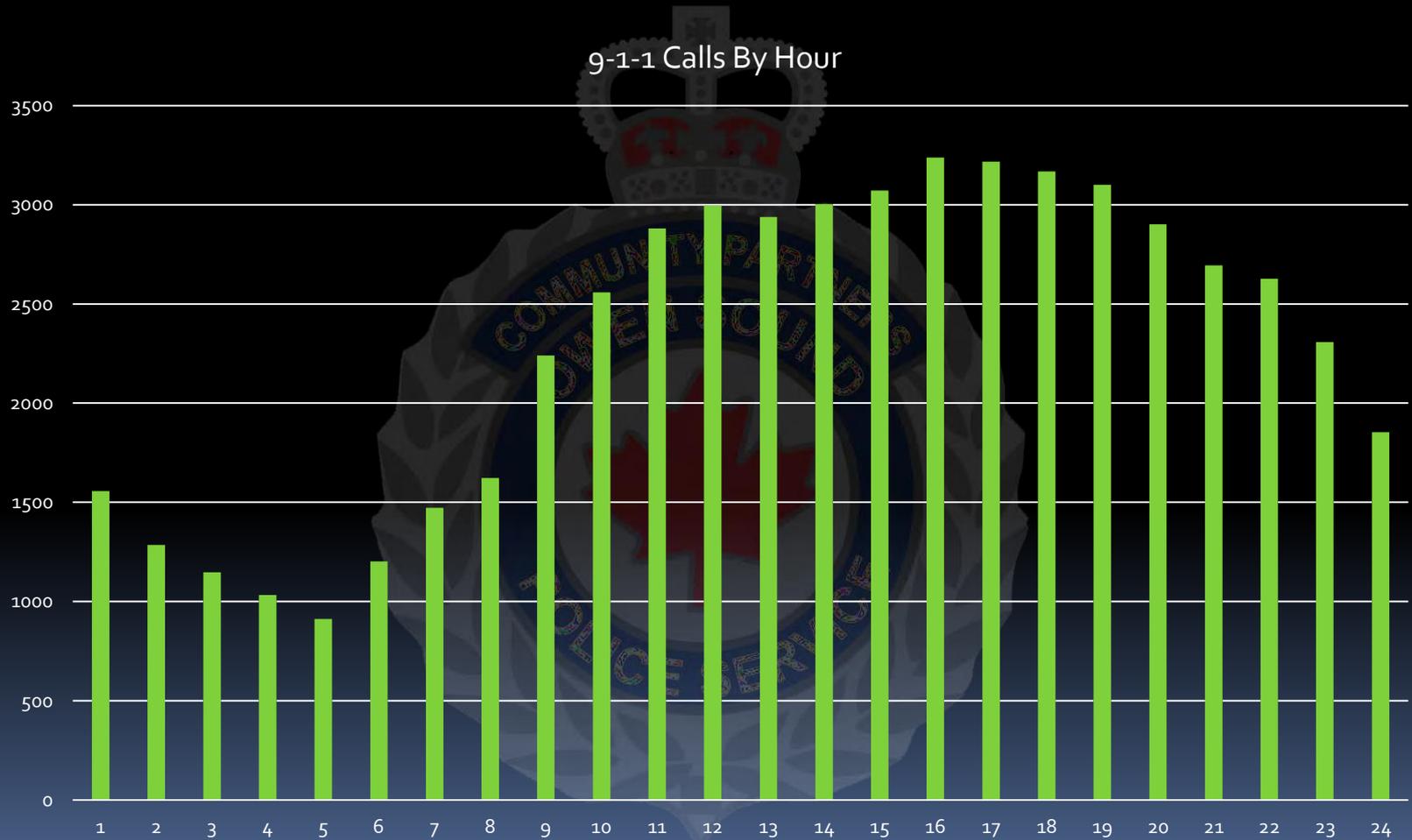
	2019
Kept	28,858
Ambulance	18,391
OPP/Other Police	14,223
Fire	951

No Voice/Abandoned/Disconnected Calls

2018	3,615
2019	7,445

- Must be treated as an emergency until all efforts have been exhausted to indicate otherwise
- If on a regular landline dispatchers have the ability to conduct a ringback, create a call for service and dispatch an officer
- If on a mobile network then dispatchers are required to call back the number and leave a voice message, create a call for service and dispatch an officer to closest location based on lat/long information delivered
- Misdials or unintentional calls to 9-1-1 – dispatcher hears conversations or radio in background and have listened sufficiently to determine there is no indication of emergency or caller stays on the line and admits to the error. In these situations dispatchers must pay close attention to tone, voice inflection and word choice of the caller in an attempt to determine there is no indication of emergency situation. Confirmed calls that are misdials or unintentional do not require an incident to be created or dispatched unless there are indicators of an emergency
- All calls from a psychiatric facility, nursing home or hospital are to be treated as genuine calls for service until proven otherwise and an officer dispatched
- Drain on both communications staff and officers

9-1-1 Calls By Hour





Report to the Board: Information Technology

From: Director of Information Technology Services – C. Hill

Date: Tuesday, May 19, 2020

April

- Time and Employee Management migration project continuing after delay due to Covid-19. Expected rollout June
- Certification tests with Bell on new phone system
- Enhanced interoperability for some dispatched police services with O.P.P. communications centres
- OSPS mapping of Grey-Bruce and other dispatched areas began to provide updated sub-divisions, boundaries, etc.
- Movement of Communications Centre to 2 locations at OSPS HQ for Covid -19 precautions and upgraded backup communications centre for enhanced capabilities



Owen Sound Police Service
MONTHLY FINANCIAL REPORT
APRIL 2020

Prepared by: Donna Flood
Financial Coordinator
May 15, 2020

OWEN SOUND POLICE SERVICES
FINANCIAL REPORT -APRIL 2020
DEPARTMENT 3100 POLICE OFFICERS

page 1a

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2020 BUDGET	2019 ACTUALS
CPP Grant	0.00	-61,250.00	61,250.00	-113,150	0.01
Total REVENUE - GENERAL	0.00	-61,250.00	61,250.00	-113,750	0.01
PERSONNEL					
OFFICERS - Wages -Full lime	1,372,639.42	1,369,631.47	3,007.95	4,108,194	1,289,029.89
OFFICERS - Wages -Part time	67,929.31	82,203.47	-14,274.16	246,610	62,494.14
Wages - Contingency		-45,866.99	45,868.99	-137,601	
Wages - Overtime	28,614.66	25,000.00	3,614.66	75,000	21,10.0
Accrued Payroll Expense	-84,696.07	6,666.67	-91,362.74	20,000	-8,445.67
PAYROLL BENEFIT OVERHEAD	445,165.04	422,697.51	22,467.53	1,288,093	429,494.94
Travel expense	36.78	333.33	-298.55	1,000	355.31
Clothing & C. Allowance	3,635.12	4,666.67	-1,031.55	14,000	4,718.48
Uniforms & Equipment	7,675.47	6,666.67	1,008.80	20,000	9,131.04
Pensioners S8benefit;	44,572.18	61,000.00	-16,427.82	113,000	41,478.80
Car Allowances	3,200.00	3,200.00	0.00	9,600	2,400.00
Professional Development	16,625.14	16,666.67	-41.53	50,000	10,523.20
Memberships	4,018.69	2,833.33	1,185.36	1,500	4,207.34
Donations		0.00	0.00		500.00
Reallocated Wages	18,620.52	18,620.52	0.00	55,162	18,620.52
Recoveries	-829.08	-833.33	4.25	-500	63,793.48
Total Personnel - GENERAL	1,927,207.18	1,973,485.93	-46,278.80	5,920,451	1,955,445.24
Personnel - PAID DUTY					
Paid Duty REVENUE	-4,290.00	-13,333.33	9,043.33	-40,000	-640.00
W111415 - Overtime Incl. Benefits	1,656.88	5,333.33	-3,676.45	181000	1,180.02
Total Personnel- PAID DUTY	-2,633.12	-8,000.00	5,368.88	-24,000	540
Personnel - R.I.D.E. Program					
RJDE - Ontario Gram	0.00	-4,539.33	4,539.33	-11,601	
RIDE - Wages - Overtime Incl. Benefits	3,064.63	4,539.33	-1,474.65	131611	7,007.311
Total Personnel- R.I.D.E. Program	3,064.63	0.00	3,064.63	0	7,007.38
Personnel - AUXILIARY POLICE					
REVENUE	0.00	0.00	0.00	0	
Clothing & C. Allowance (December)	0.00	500.00	-500.00	1,500	
Uniforms & Equipment	689.93	1,000.00	-310.07	3,000	
Professional Development	67.81	166.67	-98.86	\$00	
Miscellaneous expense	0.00	0.00	0.00	0	
Total Personnel - AUXILIARY POLICE	757.74	1,666.67	-908.93	5,000	0.00
Personnel - ELTC					
	48;	1.7	5,	. st	J,962,992,14
ADMINISTRATION					
Admin-CISO					
CISO Grant	-3,150.44	-2,666.67	-483.77	-8,000	
CISO Repairs	239.03				
CISO Vehicle Lease/Expense	3,530.12	2,133.33	1,396.79	6,400	
Total Admin - CISO	618.71	-533.33	913.01	-1,600.00	0.00
Admin - CRIME PREVENTION					
STOP I Y.I.P.I. GRANTS	-3,208.00	0.00	-3,208.00	0	
Donations (D.A.R.E.)	-9,498.43	-866.67	-8,831.76	-2,000	-11,657.76
Wages - Part Time	267.18	0.00	267.18	0	710.34
Wages - Full Time	23,300.60	22,008.16	1,292.44	66,024	
Reallocated Wages		0.00	0.00	0	14,165.20
PAYROLL BENEFIT OVERHEAD	6,987.53	6,822.153	165.00	20,461	10133
Clothing & C Allowance	27.01	33.33	-6.32	100	20.
Accrued P8) Joll Expense	-422.89	0.00	-422.89	0	-95.76
Meeting Expenses	17.30	0.00	17.30	0	
Office Supplies & Mail Hydro & supplies	355.95	0.00	355.95	0	433.36
Materials & Supplies		1,000.00	-1,000.00	3,000	4,961.05
Promotion Exp (Incl. Advertising)	957.28	333.33	623.95	1,000	306.36
Misc. (Training/POC Grant Expenses)	991.31	33.33	957.98	100	
Telephones	197.00	216.67	-19.67	1150	529.99
Total Admin. - CRIME PREVENTION	19,971.84	29,780.69	-9,808.85	119,342	947.437

OWEN SOUND POLICE SERVICES
FINANCIAL REPORT -APRIL 2020
DEPARTMENT 3100 POLICE OFFICERS

	ACTUALS	PERIOD BUDGET	VARIANCE	pas,e lb 2020 BUDGET	
Administration-USE OF FORCE					
Materials & Suppl'es	9,481.81	4,000.00	5,481.81	12,000	4,725.49
Administration- GENERAL					
Bank Charges	694.42	500.00	194.42	1,500	654.78
Meeting Expenses		500.00	*500.00	1,500	156.49
Investigation Expense	1,943.95	2,333.33	-389.38	7,000	2,543.58
Postage/Caulier/Shipplng	948.68	833.33	115.35	2,500	927.37
Photocopy /Lease charges	3,763.09	3,100.00	663.09	9,300	3,698.50
Office Suppl'es & Expense	8,131.46	6,000.00	2,131.46	11,000	9,978.29
Subscriplions/Public. itions	1,676.54	1,111.67	509.87	3,500	4,767.34
HR Cantrac:l	1,017.60	5,943.56	-4,925.96	17,131	7,631.98
Counseling	10,376.49	9,158.49	1,218.00	27,475	6,763.01
Advertising		333.33	-333.33	1,000	
Misc:elaneous Expense	401.36	0.00	401.36	0	155.00
Telephones	10,477.29	11,333.33	-856.04	34,000	9,945.83
Legal Fees		833.33	-833.33	2,500	
Office Equip Lease/Rllflal	2,333.33	4,333.33	-1,775.08	13,100	2,274.00
Total Administration-GENERAL	41,989.13	46,368.72	-4,379.59	139,106.17	49,496.17
APMINISTRATIO,t,10TAL	41,989.13	46,368.72	-4,379.59	139,106.17	49,496.17
EQUIPMENT					
Equipment - GENERAL					
Uc:ence	2,516.83	1,482.00	1,034.83	1,482	8,478.8
Fuel	15,142.65	20,000.00	-4,857.35	60,000	19,151.16
Repairs/ Parts & Materials	19,669.00	11,666.67	8,002.33	11,000	5,976.12
Photo & ID Exp/Equipme...	2,380.19	2,166.67	213.52	5,500	3,452.08
Insurance	23,295.00	20,000.00	3,295.00	20,000	15,426.89
Ser.lice Agreements	75,917.85	50,566.67	25,351.18	151,700	88,414.86
Expense recovery	-814.611	0.00	-814.69		574.17
Vehicle Leases		0.00	0.00		
Total Equipment - GENERAL	138,106.83	105,882.00	32,224.83	274,682.00	133,843.16
Equipment* (Camm. Serv.)					
Fuel		0.00	0.00	0	
Repairs	3,062.81	1,000.00	2,062.81	3,000	5,379.2
Insurance & Uc:ence	2,629.00	1,400.00	1,229.00	1,400	1,111.11
Total Equipment - GENERAL	5,691.81	2,400.00	3,291.81	4,400.00	18,659.2
ECI91 t II>>:	5,691.81	2,400.00	3,291.81	4,400.00	18,659.2
CAPITAL - GENERAL					
Fo, Future Financing	50,000.00		50,000.00		
Offic8 Equipment	1,503.81	0.00	1,503.81		
Computer equipment	16,579.60	0.00	16,579.60		19,658.85
Software		0.00	0.00		34,460.44
Automob es		0.00	0.00		
Use of Force		0.00	0.00		
Video Equipment		0.00	0.00		
Communications Equipment	66,200.79	0.00	66,200.79		2,286.11
klerdicalion Equipment		0.00	0.00		
Building ImprOYe111enls		0.00	0.00		
ABOther Equipment		50,750.00	-50,750.00	151,250	*6,396.95
From Board Reserve		0.00	0.00	0	
To Board ResitMls		0.00	0.00		
All Other Capital Items		0.00	0.00		3,058.44
Software Capital		0.00	0.00		
Communic:allon Capital	8,175.76	0.00	8,175.76		
Sale of Fixed Assets	-2,073.85	0.00	*2,073.15		
TOTAL DEPARTMENT 3100	2,284,642.72	2,144,550.72	139,852.97	ts.387,1181.17	2,215,464.65

**OWEN SOUND POLICE SERVICES
FINANCIAL REPORT -APRIL 2020
DEPARTMENT 3200 POLICE CIVILIANS**

page 2a
2020

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2020 BUDGET	2019 ACTUALS
REVENUE - Dispatch					
CPPGRANT		0.00	0.00	0	15,976.17
Dispatch Recovery O/MUN	-579,269.33	-312,457.81	-266,811.52	-937,373	-553,59284
Fire Paging Revenues	-96,916.32	-67,751.02	-29,165.30	-203,253	-157,860.35
Owen Sound Fire Department	-77,694.58	-25,898.19	-51,796.39	-77,695	-76,36230
E911 County Revenue	-92,108.80	-30,702.93	-61,405.87	-92,109	-91,051.52
Tot I .REVENUE - Dispatch	-845,989;03	- 436;80 .96	-4091179.07	-1,310,430	862t890.84
PERSONNEL					
DISPATCH -Wages-Full time	187,333.80	235,374.02	-48,040.22	706,122	238,394.88
Wages - Part Time	178,728.73	149,776.56	28,952.17	449,330	158,47090
Wages - Overtime	12,631.55	1,666.67	10,964.88	5,000	10,697.79
Software Licence & Upgrades	0.00	0.00	0.00	0	
Reallocated Wages		0.00	0.00	0	-53,401.32
Accrued Payroll Expense	-50,338.92	1,166.67	-51,505.59	3,500	-23,581.11
PAYROLL BENEFIT OVERHEAD	81,070.35	95,432.51	-14,362.16	286,298	99,120.23
Contract Services	35,002.50	0.00	35,002.50		
Travel expense	85.16	0.00	85.16		40.81
Professional Development	6,405.05	10,000.00	-3,594.95	30,000	3,322.49
Total Personnel - DISPATCH	450,918.22	493,416.41	-42,498.19	1,480,249	433,064.67
Personnel- RECORDS/DATA ENTRY					
REVENUE - POLICE REPORTS	-11,627.00	-13,333.33	1,706.33	-40,000	-15,38802
Records Management Revenue	0.00	-11,666.67	11,666.67	-35,000	-13,809.29
Accrued Payroll Expense	-15,673.56	0.00	-15,673.56		-9,567.86
RECORDS - Wages -Full time	132,195.10	97,068.40	35,126.70	291,205	69,721.06
Wages - Part Time	34,794.97	29,250.53	5,544.44	87,752	50,221.68
Wages - Overtime	1,752.67	500.00	1,252.67	1,500	882.78
Reallocated Wages		0.00	0.00	0	-2,607.08
PAYROLL BENEFIT OVERHEAD	45,536.00	34,478.78	11,057.22	103,436	27,732.69
Total Personnel- RECORDS/DATA ENTRY	186,978.18	136,297.71	50,680.47	408,893	107,185.96
Personnel-ADMINISTRATION					
SECRETARIAL- Wages-Full time	20,480.85	20,578.70	-97.85	61,736	20,480.85
Accrued Payroll Expense	-2,966.67	0.00	-2,966.67		-2,274.46
Reallocated Wages		0.00	0.00	0	32,236.32
Wages - Part Time	18,335.31	17,286.17	1,049.14	51,859	17,751.68
PAYROLL BENEFIT OVERHEAD	8,916.19	8,972.32	-56.13	26,917	8,777.73
Total Personnel -ADMINISTRATION	44,765.68	46,837.19	-2,071.51	140,512	76,972.12
Personnel - Cell Block Monitoring					
Wages - Part time		58,400.00		175,200	
Record Checks Revenue		-119,933.33		-359,800	
Payroll Benefits Overhead		8,760.00		26,280	
Total Personnel - Cell Block Monitoring	0	-52,773	0	-158,320	0
Personnel- IDENTIFICATION UNIT					
IDENTIFICATION - Wages -Full time	28,028.76	26,008.53	2,020.23	78,026	24,857.28
Wages - Overtime		0.00	0.00	0	
Accrued Payroll Expense	-1,418.26	0.00	-1,418.26		
PAYROLL BENEFIT OVERHEAD	8,688.89	8,062.65	626.24	24,188	7,457.22
Total Personnel - IDENTIFICATION UNIT	35,299.39	34,071.18	1,228.21	102,214	32,314.50

OWEN SOUND POLICE SERVICES
FINANCIAL REPORT -APRIL 2020
DEPARTMENT 3200 POLICE CIVILIANS

page 2b

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2020 BUDGET	2019 ACTUALS
Personnel - LICENCING/CPIC					
REVENUE - PERMITS/BYLAW	-1,989.96	-6,666.67	4,676.71	-20,000	-4,090.00
LICENCE - Wages	20,846.26	19,394.96	1,451.30	58,185	19,197.36
Wages - Overtime		0.00	0.00		
Accrued Payroll Expense	-1,093.18	0.00	-1,093.18		
PAYROLL BENEFIT OVERHEAD	6,462.31	6,012.44	449.87	18,037	5,759.19
Total Personnel - LICENCING/CPIC	24,225.43	18,740.73	5,484.70	56,222	20,866.55
Personnel - SWITCHBOARD					
WAGES - Full Time	4,032.31	20,422.96	-16,390.65	61,269	2,297.81
Wages - Part Time	51,309.00	17,998.26	33,310.74	53,995	19,198.43
Wages - Overtime	469.04	0.00	469.04		1,019.97
Accrued Payroll Expense	-4,785.56	0.00	-4,785.56		-6,490.89
Payroll Benefit Overhead	7,983.04	9,030.86	-1,047.82	27,093	3,271.18
Total Personnel - SWITCHBOARD	59,007.83	47,452.07	11,555.76	142,356.21	19,296.50
Personnel - Information Technology Services					
IT/Records Management Revenue	-11,569.90	-20,000.00	8,430.10	-60,000	
IT Wages - Full Time	62,363.71	59,853.87	2,509.84	179,562	
Payroll Benefits Overhead	19,332.77	18,554.70	778.07	55,664	
Reallocated Wages	-21,571.52	-21,571.52	0.00	-64,715	
Payroll Accrual		0.00	0.00		
Total Personnel - Information Technology Serv	48,555.06	36,837.05	11,718.01	110,511	0
PERSONNEL TOTAL	sq1,194.n	17Ei,815.30	24t379;43	2,28?,6 7.05	- 89,7(0,30)
ADMINISTRATION					
Pensioners Benefits	8,317.52	13,333.33	-5,015.81	40,000	8,333.95
Telephone	38,069.09	15,833.33	22,235.76	47,500	32,574.03
Telephone Cost RECOVERY	-6,630.48	-3,333.33	-3,297.15	-10,000	-11,410.58
EQUIPMENT • General					
Repairs to Equipment	1,773.94	2,333.33	-559.39	7,000	966.21
ADMINISTRATION & EQUIPMENT TOTAL,	41,530.07	28,166.67	13, 40	. \$)0	31M63.61
TOTAL DEPARTMENT 3200	-3,264.23	368,172.01	-371,436.24	1,056,707	-142,726.93

**OWEN SOUND POLICE SERVICES
FINANCIAL REPORT-APRIL 2020
DEPARTMENT 3300 COURT SECURITY**

page 3a

	2020	PERIOD		2020	2019
	ACTUALS	BUDGET	VARIANCE	BUDGET	ACTUALS
Personnel - COURT CASE MANAGERS					
Wages -Full time	33,327.06	52,287.60	-18,960.54	15 8	54,871.20
Wages - Contingency		-2,292.56	2,292.56	8n	
Wages - Overtime		333.33	-333.33		
PAYROLL BENEFIT OVERHEAD	10,331.41	15,498.46	-5,167.05	4 495	16,461.36
Accrued Payroll Expense	-1,820.58	500.00	-2,320.58		
Earnings recovery		0.00	0.00	0	-11,964.64
Clothing & C. Allowance		0.00	0.00	0	
Travel Expenses		0.00	0.00	0	
Total Personnel - GENERAL	41,837.89	66,326.84	-24,488.95	198,981	59,367.92
Personnel- SPECIAL CONSTABLES					
From Prior Reserves					
SPEC. - Wages - Part time	128,206.51	113,634.47	14,572.04	340,903	147,000.68
SPEC. - Wages - Full time	23,226.19	23,021.10	205.09	69,063	
Wages - Overtime	201.31	500.00	-298.69	1,500	1,419.34
Retirement incentive		0.00	0.00	0	
Pension benefits	1,034.22	2,916.67	-1,882.45	8,75()	1,162.44
PAYROLL BENEFIT OVERHEAD	24,307.89	24,181.71	126.18	72,545	20,977.17
Clothing & C. Allowance	351.13	516.67	-165.54	1,550	369.15
Training		1,666.67	-1,666.67	5,000	
Uniforms & Equipment	1,077.01	833.33	243.68	2,500	528.33
Accrued Payroll Expense	-22,149.00	0.00	-22,149.00		-15,683.57
Government Grant		-140,737.57	140,737.51	-422,213	
Total Personnel - SPEC. CONSTABLES	156,255.26	26,533.04	129,722.22	79,599	155,773.54
p= sonNEi-,total	198,093.15	92859,88	107,918.09	278,580	215,141.46
Administration - GENERAL					
Prisoner & Escort Expenses	2,705.65	666.67	2,038.98	2,000	1,976.06
Prisoner & Escort RECOVERY	600.31	-333.33	933.64	-1,000	-2,354.84
Miscellaneous Expense	149.57	166.67	-17.10	500	25.43
Telephone Lines and Leases	529.29	800.00	-270.71	2,400	455.69
Total Administration - GENERAL	3,984.82	1,300.00	2,684.82	3,900	102.34
TOTAL DEPARTMENT 3300	202,077.97	94,159.88	107,918.09	282,480	215,243.80

OWEN SOUND POLICE SERVICES
 FINANCIAL REPORT -APRIL 2020
 DEPARTMENT 3000 POLICE SERVICES BOARD

page 4a

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2020 BUDGET	2019 ACTUALS
PERSONNEL-GENERAL					
One time funding Pr Yr Res			0.00		
From BOARD Reserves (Appreciation)		-10,833.33	10,833.33	-32,500	
Remuneration	2,781.00	3,876.55	-1,095.55	11,630	2,781.00
Wages - Full Time	5,120.19	5,119.75	0.44	15,359	5,120.19
Reallocated Wages	2,951.00	2,951.00		8,853	2,951.00
PAYROLL BENEFIT OVERHEAD	1,587.24	1,587.12	0.12	4,761	1,536.03
Accrued Payroll Expense	-1,479.17	0.00	-1,479.17		
Appreciation functions	27.00	3,333.33	-3,306.33	10,000	1,724.50
Expense Recovered	-900.00	0.00	-900.00	0	
Total PERSONNEL - GENERAL	10,087.26	6,034.42	4,052.84	18,103	14,112.72
ADMINISTRATION					
One time funding					
Professional Development	0.00	2,000.00	-2,000.00	6,000	2,404.75
Memberships	3,629.99	550.00	3,079.99	1,650	1,672.38
Meeting Expenses	940.26	333.33	606.93	1,000	187.11
Office Supplies & Expense	81.65	166.67	-85.02	500	357.62
Advertising	0.00	333.33	-333.33	1,000	
Telephones	197.96	383.33	-185.37	1,150	191.95
Legal Fees	1,196.70	3,000.00	-1,803.30	9,000	740.81
Consultants fees	0.00	0.00	0.00	0	4,736.70
Total ADMINISTRATION	6,046.56	6,766.67	-720.11	20,300	10,291.32
POLICE SERVICE BOARD ACTIVITIES					
Revenue	-2,537.73	0.00	-2,537.73	0	
External Police Reports	-50,713.95	0.00	-50,713.95	0	
From Prior Reserves	0.00	0.00	0.00	0	
Interest Revenue	-1,335.22	0.00	-1,335.22	0	
Bank Charges	80.17	0.00	80.17	0	
Office Supplies	0.00	0.00	0.00	0	
To Police Board Reserves	54,506.73	0.00	54,506.73	0	
Total POL \$ERV BOARD ACTIVITIES	0.00	0.00	0.00	0	0.00
TOTAL DEPARTMENT 3000	16,133.82	12,801.09	3,332.73	38,403	24,404.04

OWENSOUND POLICE SERVICES
FINANCIAL REPORT -APRIL 2020

DEPARTMENTS 3000 - 3100 - 3200 - 3300

	ACTUALS	BUDGET	VARIANCE		2020 BUDGET	2019 Actuals
DEPARTMENT 3100 „ OFFICERS"	2,144,256.61	2,093,800.72	50,455.89	2%	6,235,638	2,162,397.76
CAPITAL ASSETS	140,386.11	50,750.00	89,636.11		152,250	53,066.89
DEPARTMENT 3200 "CIVILIANS "	-3,264.23	368,172.01	-371,436.24	-101%	1,056,707	(142,726.93)
DEPARTMENT 3300 " COURT "	202,077.97	94,159.88	107,918.09	115%	282,480	215,243.80
DEPARTMENT 3000 „ BOARD "	16,133.82	12,801.09	3,332.73	26%	38,403	24,404.04
SUMMARY TOTAL	2,499,590.28	2,619,683.71	-120,093.43		7,765,478	2,312,385.56
			-1.55%			

OWEN SOUND POLICE SERVICES

PAYMENT OF ACCOUNTS FOR APPROVAL

For the period April 1 to April 30, 2020

Detailed list available upon request

	<u>AMOUNT</u>
DEPARTMENT 3000 (Board)	\$ 82.06
DEPARTMENT 3100 (Officers)	22,091.24
DEPARTMENT 3200 (Civilians)	14,121.04
DEPARTMENT 3300 (Court Security)	706.61
TOTAL EXPENSES	<u>\$ 37,000.95</u>

Owen Sound Police Services Board

Strategic Priorities 2020 — 2022



**On the Path to Community Safety
and Well-Being**

922 2nd Avenue, West
Owen Sound, Ontario
N4K 4M7

2020

Police Services Board



John Thomson
Chairman/
Community Rep.



Ian Boddy; Mayor



Marion Koepke;
Councillor



Garth Pierce;
Prov. Appointee



Jill Sampson;
Prov. Appointee

From the Board Chairman



On behalf of the Owen Sound Police Services Board, it is my pleasure to share with you our 2020-2022 Strategic Priorities. These policing priorities for our community represent our commitment to community safety and well being, and to ensuring that Owen Sound remains the place “where you *want* to live.” Working closely with our Police Service, the Board provides governance and guidance. After consultation with our community members, key stakeholders, and members of our Service, our key focus areas moving forward were identified as Mental Health, Addictions, Communications, Traffic, Sustainability, Community Policing and Member Wellness.

Under the leadership of Chief Craig Ambrose , the Service will operationalize these key focus areas into an Operational Plan to effectively and efficiently address these issues moving forward. We encourage you to review this plan as we move towards an exciting future of growth and continual improvement in our City.



INTRODUCTION

As the civilian governance body for the Owen Sound Police Service (OSPS), the Police Services Board (PSB) ensures that effective and adequate policing services are maintained in the City by providing oversight, guidance and governance to the Service. Working together with the Chief of Police and members of the Service, the Board is committed to the OSPS mission of *supporting and educating our community to enhance community safety*.

Community safety is a shared and key responsibility in a healthy community. In short, it reflects a goal to maintain an environment that is safe, and feels safe to our community members and visitors.

The Owen Sound Police Service takes a leadership role in ensuring and promoting community safety, but it can only be accomplished with the assistance of the community itself and our many partners in both the private and public sectors. The Owen Sound Police Service's primary goal is to serve the community and improve upon the quality of life for all persons.

The purpose of this document outlining the Board's strategic priorities is to;

- Guide the Board's decision-making and oversight
- Provide direction to the Chief as he manages operational decisions
- Assist in creating the OSPS Operational Plan 2020-2022
- To provide a clear mandate to the OSPS senior leadership team to lead, shape, and manage the Service
- Provide a framework upon which to measure success

Mental Health

- Calls associated with mental health related illnesses continue to increase and challenge policing resources and that of many other partner agencies. The OSPS continues to work in partnership with other community agencies to provide innovative approaches to ensure we are responding to these matters in the most compassionate, efficient and effective manner.

Addictions

- Owen Sound, like many Ontario communities, continues to be challenged by addiction related issues which often correlate into social disorder. The Owen Sound Police recognize that police enforcement shouldn't be the focus of a community-centered approach, and that a more holistic approach in cooperation with community partners is required.

Traffic

- As our community continues to grow, and with a number of capital projects underway, the Board recognizes that traffic issues continue to affect community safety and can be a source of frustration for community members. Education and enforcement remain a priority.

Communications

- Communicating with our community is key to trust and accountability. The Board wishes to increase awareness of the value and services offered to the community, and to increase the Service's presence in social media and other non-traditional media while at the same time recognizing that traditional media remains an important source of information for portions of our population.

Sustainability

- The Board recognizes that emergency services are a significant cost driver in municipal budgets. The Board will continue to work toward managing costs and looking for additional revenue streams to offset expenses.

Community Policing

- A key priority for the Board is ensuring that our police service continues to build strong bonds within our community and delivers the personalized policing model that the citizens of Owen Sound expect and deserve.

Member Wellness

- The Police Services Board values our members and as such member wellness remains a key priority. The Board will continue to develop programs and strategies to help our members remain healthy, and to ensure they remain fit and ready to serve our community.



AREAS OF FOCUS

FOCUS AREA	CHALLENGES AND OPPORTUNITIES	CORE INITIATIVES 2020-2022
<p>Mental Health</p>	<ul style="list-style-type: none"> • MMHART program just rolling out, and has been impacted by Covid-19 restrictions • Uncertainty of funding for MHA initiatives • Number of MHA calls is increasing, as is time required to deal with them • Cuts to MHA health care translates to greater requirement for police Intervention • Excellent level of cooperation between OSPS and area partners and service providers • Covid-19 has increased community anxiety and made interventions more difficult 	<ul style="list-style-type: none"> • Increase MMHART team referrals • Advanced MHA training for all uniform officers and Special Constables • Review MMHART after first six month to find efficiencies • Implement Police – Hospital Transition Protocol
<p>Addictions</p>	<ul style="list-style-type: none"> • Grey County experiencing higher addiction rates than provincial averages • Owen Sound is the social services hub for Grey County • Grey County has a robust system of community supports in place • Economic impact of a recession will compound addiction issues • Social supports restricted due to Covid-19 closures 	<ul style="list-style-type: none"> • Explore non-custodial care options for intoxicated persons through community partnership • Increased education and prevention initiatives • Further harm reduction partnerships with Public Health • Development of Investigative Priority Matrix • Increased Joint Force Operations

FOCUS AREA	CHALLENGES AND OPPORTUNITIES	CORE INITIATIVES 2020-2022
Traffic	<ul style="list-style-type: none"> • 10th Street bridge reconstruction causing long term traffic disruption • Impaired driving remains higher than provincial averages • New Community Services Officer presents opportunities for education and engagement • Increase in commercial vehicle traffic contributes to congestion 	<ul style="list-style-type: none"> • Increase hours spent on enforcement • Revisit RIDE program technique • Train more officers in Commercial Motor Vehicle enforcement • Increase awareness through enhanced education and social media contacts
Communications	<ul style="list-style-type: none"> • Opportunity to reach more young persons through evolving social media landscape • Need to remain current on media trends • Recognize that traditional media remains important and relevant in Owen Sound • Opportunity to improve on call for service follow ups • Leverage new Community Service Officer to improve outreach 	<ul style="list-style-type: none"> • Increase media releases related to good news policing stories • Revisit media strategy • More relevant and more frequent social media content • Develop and deliver Citizens Police Academy
Sustainability	<ul style="list-style-type: none"> • Increased budget pressure at municipal and provincial levels • Uncertainty around grant funding • Opportunity to better educate public on role and value of policing • Renewed focus on community policing, engage and mobilize the community to share responsibility for public safety in Owen Sound • Focus on return to work initiatives for absent employees • Explore opportunities for further civilianization in policing 	<ul style="list-style-type: none"> • Develop succession plan • Market and pursue additional external dispatch and 3rd party record check contracts to offset costs • Development of Communications and Marketing Plan • Leverage technology in support of operational effectiveness and innovation • Focus on essential police services and clearly communicate OSPS responsibilities

FOCUS AREA	CHALLENGES AND OPPORTUNITIES	CORE INITIATIVES 2020-2022
<p>Community Policing</p>	<ul style="list-style-type: none"> • Strong system of community supports in Owen Sound and Grey County • Quarantine and social distancing measures require revised service delivery approaches • Strong support for local policing model • Community Safety and Well Being Planning currently underway to enhance shared responsibilities 	<ul style="list-style-type: none"> • Strong proactive presence and support in high traffic business areas • Ensuring police maintain a leadership role in community safety and well-being • Revised youth programming to ensure continued relevance • Leveraging technology to enhance community interaction • Strengthening school programs • Participation in STAR Table GreyBruce
<p>Member Wellness</p>	<ul style="list-style-type: none"> • Increased recognition and diagnosis of PTSD and occupational stress injuries in policing • Ensuring all employee related processes are bias-free and fair • Update all Service procedures and provide training as required • Provide additional wellness training and initiatives for members 	<ul style="list-style-type: none"> • R2MR training for all members • Bi-annual events held in support of member wellness • Examine additional developmental opportunities for civilian members • Leveraging technology for member wellness initiatives

*Supporting and educating our community
to enhance community safety*





www.owensoundpolice.com



OWEN SOUND POLICE SERVICES BOARD

Expires: Indefinite

Repeals: 2014-01, 2006-06,
2002-02, 01 & 2001-02 & 1997-01

Revisions: May 27, 2020

BY-LAW NO. 2020-01

A BY-LAW TO LICENCE, REGULATE AND GOVERN BROKERS, OWNERS AND DRIVERS OF TAXICABS AND OTHER VEHICLES REGULARLY USED FOR HIRE FOR THE CONVEYANCE OF PASSENGERS IN AND ABOUT THE CITY OF OWEN SOUND

WHEREAS the Board passed bylaw 2014-01 on the 19th day of February, 2014; and

WHEREAS Section 151 and Section 156 of the Municipal Act, 2001 S.O 2001, c M.25 as amended (the "Act"), authorize a municipality to pass by-laws for licensing, regulating and governing the owners and drivers of taxicabs and other vehicles used for hire, or any class or classes thereof, and the rates and fares to be charged for the conveyance of goods or passengers, and for revoking and canceling licences so granted; and

WHEREAS Section 23.1 and section 23.2 of the Act allows a municipality, to delegate its powers and duties; and

WHEREAS the Corporation of the City of Owen Sound has passed By-law No. 1996-153 that delegates such power to the Owen Sound Police Services Board; and

WHEREAS the Police Services Board of the Corporation of the City of Owen Sound deems it desirable to establish a By-law to license, regulate and govern the owners and drivers of taxicabs and other vehicles used for hire, or any class or classes thereof, and the rates and fares to be charged for the conveyance of goods or passengers, and for revoking and canceling licences so granted.

WHEREAS the Police Services Board deems it desirable to establish a by-law to license, regulate and govern Driver for Hire Companies within the City of Owen Sound to:

- a) ensure that consumers are protected by requiring minimum liability insurance as a condition of operating a business and by further ensuring that sufficient information is provided to and maintained by the Issuer of Licences to assist in the enforcement of the by-law;
- b) ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer; and,
- c) ensure that the Licensee complies with all nuisance regulations.

WHEREAS the Police Services Board deems it desirable to establish a by-law to regulate and govern Driver for Hire - Drivers within the City of Owen Sound to:

- a) ensure that consumers are protected by requiring as a condition of operating that sufficient information is provided to and maintained by the Issuer of Licences to assist in the enforcement of the by-law;
- b) ensure that the Licensee has secured and holds a valid Driver's Licence issued by the Ministry of Transportation for the Province of Ontario;
- c) ensure that the health and safety of its residents and visitors are protected through the establishment of operating standards; and,
- d) ensure that the Licensee complies with all nuisance control regulations.

WHEREAS the Police Services Board deems it desirable to establish a by-law to license, regulate and govern Pedicabs within the City of Owen Sound to:

- a) ensure that consumers are protected by requiring minimum liability insurance as a condition of operating a business and by further ensuring that sufficient information is provided and attained by the Issuer of Licences to assist in the enforcement of the by-law;
- b) ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- c) ensure that the Licensee complies with all nuisance control regulations; and,
- d) ensure compliance with all provisions of the Highway Traffic Act, R.S.O. 190, c. H8, as may be applicable.

WHEREAS the Police Services Board deems it desirable to establish a by-law to license, regulate and govern Private Transportation Companies within the City of Owen Sound to:

- a) ensure that consumers are protected by requiring minimum liability insurance as a condition of operating a business and by further ensuring that sufficient information is provided to and maintained by the Issuer of Licences to assist in the enforcement of the by-law;
- b) ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer; and,
- c) ensure that the Licensee complies with all nuisance regulations.

WHEREAS the Police Services Board deem it desirable to establish a by-law regulate and govern Private Transportation Company Vehicles within the City of Owen Sound to:

- a) ensure that consumers are protected by requiring minimum liability insurance as a condition of operating a business and by further ensuring that sufficient information is provided to and maintained by the Issuer of Licences to assist in the enforcement of the by-law;
- b) ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer; and,
- c) ensure that the Licensee complies with all nuisance regulations.

WHEREAS the Owen Sound Police Service Board has deemed it expedient to pass a by-law to regulate and govern Private Transportation Company Drivers within the City of Owen Sound to:

- a) ensure that consumers are protected by requiring as a condition of operating that sufficient information is provided to and maintained by the Issuer of Licences to assist in the enforcement of the by-law;
- b) ensure that the Licensee has secured and holds a valid Driver's Licence issued by the Ministry of Transportation for the Province of Ontario;
- c) ensure that the health and safety of its residents and visitors are protected through the establishment of operating standards; and,
- d) ensure that the Licensee complies with all nuisance control regulations.

NOW THEREFORE THE POLICE SERVICES BOARD OF THE CORPORATION OF THE CITY OF OWEN SOUND HEREBY ENACTS AS FOLLOWS:

SECTION 1 - SHORT TITLE

1.1 This By-law may be cited as the "Owen Sound Taxi By-law".

SECTION 2 - DEFINITIONS

2.1 In this By-law, the following definitions shall apply:

- a) "Board" means the Owen Sound Police Services Board
- b) "Chief of Police" means the Chief of Police for the Owen Sound Police Service.
- c) "Fare" means the fee a Person has to pay to be conveyed or to convey goods by Taxicab or Limousine.

- d) "Limousine" means a motor vehicle which may bear identification other than the number plate issued by the Ministry of Transportation for the Province of Ontario, which is kept or used for hire for the conveyance of Passengers or goods wholly within the City of Owen Sound or to any point not more than five (5) kilometers beyond its limits, but shall not include a Taxicab.
- e) "Agent/Owner" means any Person owning a Taxicab or Limousine, or having possession or control thereof under an installment purchase agreement or by way of rental, and who operates under agreement with a Taxi Broker, or who may himself/herself be a Taxi Broker licensed hereunder.
- f) "Customer" means the registered owner or his/her designate, of a private vehicle who requests, hires or contracts a driver.
- g) "Driver" means a driver of a Taxicab or Limousine who is licensed as such under this By-law.
- h) "Driver for Hire Company" means a person defined by this by-law who facilitates, arranges or books a driver when requested, hired or contracted to provide driving services on behalf of a customer. Such service includes the transport of the customer in his/her own private vehicle from point A to point B as agreed upon.
- i) "Driver for Hire – Driver" means a person who has been requested, hired or contracted to physically drive the customer in their private vehicle from point A to point B as agreed upon.
- j) "Driver for Hire Company – Vehicle" means a vehicle owned or operated on behalf of the Driver for Hire Company and used solely for the transport of the Driver for Hire – Driver to and from each call for service.
- k) "Passenger" means in addition to its common meaning where used in context throughout this By-law, an Individual travelling in a Taxicab or Limousine who is not paying a Fare.
- l) "Pedicab" means a vehicle propelled by muscular power for hire for the conveyance of passengers. Does not include a Taxicab, Limousine, Driver for Hire or Private Transportation Company.
- m) "Person" includes not only an individual but also a partnership, corporation or association and the heirs, successors and assigns thereof. Wherever the word "he" or "him" is used, it shall mean and include the feminine or neuter gender wherever the context so requires.
- n) "Place of Business" means a building or part thereof used for the conduct, management, or operation of a taxi business, including the keeping of records required by this By-law, and shall include a municipal address, a telephone and published telephone number relating thereto, a sufficient area for the receipt of calls and dispatching of Taxicabs or Limousines, if any, and for the keeping of the records required by this By-law.
- o) "Private Transportation Company" means a person who in any manner accepts, facilitates, or brokers requests for or advertises or offers transportation in a private vehicle-for-hire to passengers. Shall not include a person who facilitates "carpooling" as defined by the Public Vehicles Act., Taxicab Company, Limousine Company or Driver for Hire Company.
- p) "Private Transportation Company Vehicle" means a for hire motor vehicle with a seating capacity of less than nine (9) passengers excluding the driver used to provide transportation services to passengers.
- q) "Private Transportation Company Driver" means a person who is in care and control of a vehicle that provides transportation services to passengers through a Private Transportation Company but shall not include Taxicab Drivers, Limousine Drivers or Driver for Hire services.

- r) "Private Transportation Company Identifier" means a sign, decal, emblem, symbol or number displaying a logo or name of the Private Transportation Company through which the driver is providing transportation services to passengers and such other information required by this By-law, in a form, size and location approved by the Issuer of Licenses.
- s) "Rate or Fare" means the basis or formulas used to calculate the rate or fare paid or charged to a customer for transportation provided by a Taxicab, Limousine, Private Transportation Company or Driver for Hire Company.
- t) "Senior" means an individual who has attained the age of sixty-five (65) years.
- u) "Taxi Broker" means a Person that operates a taxi business who accepts calls in any manner for Taxicabs or Limousines and may include a Person who takes telephone or radio calls for, or dispatches Taxicabs or Limousines owned or operated by himself or others in any manner.
- v) "Taxi Broker's Licence" means a licence issued under the provisions of this By-law to a Taxi Broker to operate a taxi business.
- w) "Taxicab" means any passenger, motor vehicle or other vehicle, regularly used for hire and licensed for the conveyance of Passengers and goods within the City of Owen Sound, having a normal seating capacity of not more than nine (9) Passengers but shall not include a public vehicle as defined in the Public Vehicles Act, R.S.O. 1990, Chapter P.54, as amended.
- x) "Taxicab Driver's Licence" means a licence issued under the provisions of this By-law to a Driver of a Taxicab.
- y) "Taxicab Licence" means a licence issued under the provisions of this By-law to an Agent/Owner of a motor vehicle which is, at all times or occasionally, kept or used for hire for the conveyance of Passengers or goods.

2.2 Any reference herein to the male gender shall be construed to include the female gender as well, and any reference to singular or plural shall be interpreted as the opposite number where the context so requires.

SECTION 3 - DUTIES OF THE CHIEF OF POLICE

3.1 The Chief of Police shall have supervision over all the Persons and vehicles licensed under this By-law together with equipment used by them and the following shall be the duties of the Chief of Police in connection with the provisions of this By-law:

- a) On behalf of the Board to consider all applications for licence and where provided by this By-law, to issue licences. The Chief of Police shall submit to the Board a report on these duties when required. Such report to include applications, approvals, denials, licences and notices of revocation of any licence.
- b) To make all necessary inquiries concerning applications for licences, renewals and transfers as may be required to secure due observance of the law and of this By-law.
- c) To make all necessary inquiries concerning the qualifications and suitability of applicants for licences and without limiting the generality of the foregoing, may test the applicant's knowledge of the City of Owen Sound, and to investigate his/her police record and as much of the applicant's personal history as is relevant.
- d) To examine and approve from time to time, and as often as may be required by the Board, every Taxicab, Limousine and the necessary equipment thereof and the condition of such Taxicab or Limousine.
- e) To keep a register of all licences which shall contain the name and address of the applicant, the amount paid for the licence, the date of issue of licence and such further records as the Board may order.
- f) To receive the fees payable for all licences and to transfer such fees to the City Treasurer.
- g) To furnish each Person taking out a Taxi Broker's or Taxicab Licence, one copy of this By-law.

- h) To ascertain by inspection and inquiry from time to time and as often as may be required by the Board whether any Person receiving a licence continues to comply with the provisions of the law and of this By-law.
- i) To prosecute all Persons who offend against any of the provisions of this By-law.
- j) The Chief of Police may delegate any act or duty authorized by this By-law other than those under Subsection 8.1.

SECTION 4 - QUALIFICATIONS

- 4.1 No Person shall be an Agent/Owner, Taxi Broker or Driver of a Taxicab or Limousine in the City of Owen Sound unless that Person is licensed by the Board and every applicant for a Taxi Broker's Licence, Taxicab Licence, Taxicab Driver's Licence or Limousine Driver's Licence, as well as those Persons already licensed, shall:
- a) Be able to read, write and speak the English language;
 - b) Have attained the age of eighteen (18) years;
 - c) Complete the necessary application forms;
 - d) Provide proof that the applicant has been licensed to drive a motor vehicle in any province of Canada for at least two years holding an unrestricted 'G' licence and currently holds a valid driver's licence issued by the Province of Ontario. A G1 or G2 restricted 'G' Licence will not be permitted;
 - e) Must successfully complete a written examination on his/her familiarity with streets, public buildings and places within the City of Owen Sound and obtain a grade of no less than seventy (70%) percent;
 - f) Be in a good state of health;
 - g) Be of good character; and
 - h) Provide a signed waiver and pay the cost of performing an enhanced criminal record check.
- 4.2 This By-law applies to all Agent/Owners, Taxi Brokers or Drivers of Taxicab or Limousines used for carrying goods or Passengers:
- a) Either wholly within the City of Owen Sound, or from outside the limits of the City of Owen Sound to a destination within the limits of the City of Owen Sound, or from a point within the limits of the City of Owen Sound to any point not more than five kilometers beyond the limits of the City of Owen Sound;
 - b) Whether or not the Place of Business of the Agent/Owner, Taxi Broker, or Driver is located within the City of Owen Sound or a location outside the City of Owen Sound, so long as any part of the taxi business, including the carrying of goods or Passengers, is carried on within the City of Owen Sound.

SECTION 5 - APPLICATIONS

- 5.1 Applications for licences, transfers of licences or the renewal of licences shall be addressed to the Chief of Police and delivered upon such forms as may be prescribed by the Board together with payment of the appropriate licence fee and proof of financial responsibility where required by this By-law.
- a) Applicants for Taxi Broker's licences received after June 30th, and prior to December 31 in any year, will be required to pay half of the annual amount of a Taxi Broker's Licence fee as set out in Schedule 'A' of the Taxi By-law, and said licence will expire on December 31st of the same year and may be renewed thereafter at the full amount shown in the Licence Fees Schedule of this By-law.
 - b) Applicants for new licence(s) issued for Taxicab(s), received after June 30th and prior to December 31, in any year, will be required to pay half of the annual fee of a Taxicab Licence as set out in Schedule 'A' of the Taxi By-law, and will expire on December 31st of the same year and may be renewed thereafter at the full amount shown in the Licence Fees Schedule, in accordance with this By-law.

- 5.2 Every application for a Taxi Broker's Licence shall include written particulars of his/her arrangements with the owner(s) of the vehicle(s) to be used in his/her Taxi Broker business.
- 5.3 Every application for a licence applied for under this By-law shall include a non-refundable payment of fifty percent (50%) of the applicable fee as set out in Schedule 'A' of the Taxi By-law.
- 5.4 Any Person refused a licence under this By-law will be subject to a further fee as set out in Schedule 'A' of the Taxi By-law to re-apply not earlier than thirty (30) days after the date of the first application, or sooner with the consent of the Chief of Police.
- 5.5 All licence fees as prescribed in Schedule 'A' of the Taxi By-law shall be paid to the Chief of Police, payable to the Owen Sound Police Service, who in turn shall transmit such monies to the City Treasurer.
- 5.6 Every Person who applies for a Taxi Broker's Licence must include with his/her application an approved business licence issued by the City of Owen Sound.

5.7 DRIVER FOR HIRE:

Applications for licences, transfers of licences or the renewal of licences shall be addressed to the Chief of Police and delivered upon such forms as may be prescribed by the Board together with payment of the appropriate licence fee and proof of financial responsibility where required by this By-law.

- a) Applicants for Driver for Hire licence received after June 30th, and prior to December 31 in any year, will be required to pay half of the annual amount of a Driver for Hire Licence fee as set out in Schedule 'A' of the By-law, and said licence will expire on December 31st of the same year and may be renewed thereafter at the full amount shown in the Licence Fees Schedule of this By-law.
- b) Applicants for new licence(s) issued for Driver for Hire vehicle received after June 30 and prior to December 31, in any year, will be required to pay half of the annual fee of a Driver for Hire Vehicle Licence as set out in Schedule 'A' of the By-law, and will expire on December 31st of the same year and may be renewed thereafter at the full amount shown in the Licence Fees Schedule, in accordance with this By-law.

5.8 PRIVATE TRANSPORTATION COMPANY:

Applications for licences, transfers of licences or the renewal of licences shall be addressed to the Chief of Police and delivered upon such forms as may be prescribed by the Board together with payment of the appropriate licence fee and proof of financial responsibility where required by this By-law.

- a) Applicants for Private Transportation Company licence received after June 30th, and prior to December 31 in any year, will be required to pay half of the annual amount of a Private Transportation Company Licence fee as set out in Schedule 'A' of the By-law, and said licence will expire on December 31st of the same year and may be renewed thereafter at the full amount shown in the Licence Fees Schedule of this By-law.
- b) Applicants for new licence(s) issued for Private Transportation Company vehicle received after June 30 and prior to December 31, in any year, will be required to pay half of the annual fee of a Private Transportation Company Vehicle Licence as set out in Schedule 'A' of the By-law, and will expire on December 31st of the same year and may be renewed thereafter at the full amount shown in the Licence Fees Schedule, in accordance with this By-law.

SECTION 6 - LICENCES

- 6.1 Subject to section 6.11 hereof, a taxi business or Taxi Broker having a Place of Business within the City of Owen Sound must meet the regulations of the City's Zoning By-law.
- 6.2 No Agent/Owner of a Taxicab or Limousine, shall use or permit the use or operation of a Taxicab or Limousine without a valid licence issued pursuant to this By-law.

- 6.3 No Person shall drive or act as a Driver of any Taxicab or Limousine without having a licence under this By-law from the Board, under the hand of the Chief of Police. The fee for such licence shall be as set out in Schedule 'A' of the Taxi By-law.
- 6.4 No Person shall carry on the business of a Taxi Broker without having a current, valid licence from the Board, the fee for which is set out in Schedule 'A' of the Taxi By-law; such licence shall at all times be prominently displayed at the Place of Business of the Taxi Broker.
- 6.5 Every Agent/Owner of more than one Taxicab or Limousine, required to be licensed under this By-law, shall take out a separate licence for each Taxicab or Limousine.
- 6.6 No Agent/Owner of a Taxicab or Limousine licensed under this By-law shall use or permit the use of any number plate upon any Taxicab or Limousine other than the plates issued by the Ministry of Transportation of Ontario for such vehicle.
- 6.7 No licensed Taxi Broker, incorporated under the laws of the Province of Ontario or any other jurisdiction, shall permit the transfer of shares, which would have the effect of changing control of the corporation without the approval of the Board.
- 6.8 Any transfer of a licence issued under this By-law shall require the issuing of a new licence.
- 6.9 Every Person licensed as a Taxi Broker will:
 - a) Prepare and deliver to the Chief of Police a current updated list every 30 days of:
 - i) The names of the Agent/Owners owning or operating Taxicabs or Limousines in association with such Taxi Broker and the number of Taxicabs or Limousines owned or operated by such Agent/Owner and;
 - ii) The names and addresses of all Drivers operating in association with such Taxi Broker.
 - b) Ensure that all vehicles and Drivers dispatched are properly licensed under this By-law.
- 6.10 Every Agent/Owner operating a Taxicab(s) must have an association with a properly licensed Taxi Broker under this By-law.
- 6.11 Notwithstanding Section 6.1 hereof, the regulations of the City's Zoning By-law and Ontario Planning Act shall be used to define and regulate a legal non-conforming/complying taxi business or Taxi Broker operating from a Place of Business located in the City of Owen Sound.

SECTION 7 - ISSUE

- 7.1 Upon completion of the examination and investigation conducted by the Chief of Police, the Board authorizes the Chief of Police to grant a licence to the applicant, or to recommend denial of this licence. If a licence is granted, the applicant is to attend as directed by the Chief of Police for the taking of an identification photograph and thereafter the Chief of Police shall cause to be issued the applicable licence. Any applicant who is to be denied a licence(s) as recommended by the Chief of Police may appeal to the Board.
- 7.2 Any applicant who is denied a licence by the Chief of Police under section 7.1, shall be given written notice of the denial of the application for a licence and may appeal to the Board by delivering to the Chief of Police within ten (10) days of mailing of the notice of denial, a written request for a hearing before the Board. Within ten (10) days of the Chief of Police receiving the request for a hearing, the Chief of Police will send notice by registered mail or delivered to the applicant's address last known to the Chief of Police, notice of the date, time and place of the hearing and the applicant shall be permitted either by himself/herself or a representative, to appear before the Board to show cause why such licence should not be denied.

- 7.3 On the issuing of a Taxicab Driver's Licence, the Chief of Police shall supply a photo identification card which shall be carried by the licence holder at all times while operating a Taxicab, which he/she shall produce upon demand by any Person hiring his/her Taxicab or by any police officer.
- 7.4 No Person may operate a Taxicab without a Taxi Broker's Licence or an agreement with a Taxi Broker as an Agent/Owner.

SECTION 8 - SUSPENSION OR REVOCATION

- 8.1 The Chief of Police may suspend a licence with cause, to take effect immediately where the licensee has been charged with any breach of this By-law or any Federal or Ontario statute relevant to licensed activities, and for such period of time as the Board shall determine, or if the circumstances appear to warrant such action, may recommend that the Board revoke such licence. Any Person whose licence is suspended or to be revoked may appeal to the Board.
- 8.2 The Chief of Police or any interested party may apply to the Board to have a licence revoked for cause. Cause shall include a breach of any condition of the licence held, a conviction for any breach of this By-law, or any breach of a federal or Ontario statute relevant to licenced activities.
- 8.3 At a hearing before the Board where the suspension or revocation of a licence is being considered, the holder of that licence shall be given at least five (5) days notice by registered mail or delivered to his/her address last known to the Chief of Police, of the date, time and place of the hearing and the holder of the licence shall be permitted either by himself/herself or a representative, to appear before the Board to show cause why such licence should not be suspended or revoked as the case may be.
- 8.4 In the event of any licence issued under this By-law being cancelled or revoked, the previous holder thereof shall not, without approval of the Board, apply for another licence before the lapse of six (6) months from the date of such cancellation or revocation.
- 8.5 All licences issued pursuant to this By-law, with the exception of Taxicab Driver's licences, shall be in force for the remainder of the calendar year in which issued, unless they are sooner cancelled or revoked and, in any case, shall expire in each year at midnight December 31st.
- 8.6 Taxicab Driver's licence issued pursuant to this By-law, as amended, shall be in force for a period of one (1) year, unless sooner cancelled or revoked and in any case shall expire one year from the date of issue, and thereafter may also be renewed for a period of three (3) years, in accordance with the fees as set out in Schedule 'A' of the Taxi By-law, unless sooner cancelled or revoked and in any case shall expire on the third year anniversary from the date of issue at midnight.
- 8.7 A licence issued pursuant to this By-law, which is not prior to its expiry renewed for the next consecutive period, shall not thereafter be renewed and the previous licence holder shall be required to submit a new application.

SECTION 9 - EQUIPMENT AND USES

- 9.1 No Person licensed under this By-law shall carry or permit to be carried in any Taxicab or Limousine, a load in excess of that for which its commercial motor vehicle permit was issued.
- 9.2 No Person licensed under this By-law shall carry in any Taxicab or Limousine a greater number of Passengers than recommended by the manufacturer's rating. Every Taxicab or Limousine licensed under this By-law shall be a model having at least four doors.
- 9.3 Before a licence authorizing the use of any vehicle is granted, the Chief of Police shall ascertain, by the production of a valid Safety Standards Certificate, if such vehicle is in a safe condition to be operated upon a highway and if he/she finds that such vehicle is in a dangerous or unsafe condition, require that such vehicle be placed in a safe condition before such licence is issued. A vehicle is exempt from the Safety Standards Certificate, which has traveled less than twenty thousand kilometers (20,000 km.) or no more than twelve (12) months has elapsed from date of first registration as a new motor vehicle.
- 9.4 The Taxi Broker of a vehicle licensed pursuant to this By-law shall provide to the Chief of Police or designate a valid Safety Standards Certificate where the age of that vehicle exceeds thirty-six (36) months from the date of first registration as a new motor vehicle.

Such Safety Standards Certificate shall be submitted each year between May 31st and June 5th or as directed by the Chief of Police and is in addition to any other Safety Standards Certificate, which may be required by this By-law.

- 9.5 Safety Standards Certificates shall be obtained by the Taxi Broker of the vehicle and at the Taxi Broker's expense. Failure to provide a Safety Standards Certificates as required by this By-law shall result in the immediate revocation of licence.
- 9.6 a) No Taxi Broker shall permit the operation or operate a Taxicab unless such Taxicab has signs or letters identifying the company name consistent with the name indicated on the Taxicab Brokers Licence.
- b) No Taxi Broker shall permit the operation of a licensed Taxicab as a private vehicle.
- c) Where more than one Taxicab is operated and licensed under the same company name, each Taxicab shall also display a number unique from any other number which identifies it from any other Taxicab of that company. Such number shall be as clear and simple as possible but in no case shall such number consist of more than two digits.
- d) The Taxi Broker of every vehicle in respect of which a licence has been issued under this By-law shall have at all times, firmly affixed, on the left rear exterior of the vehicle, in an area clearly visible, a Taxicab numbered plate, issued by the Board.
- e) Taxicab numbered plates issued by the Board, must be returned on demand to the Chief of Police.
- f) Any Taxicab numbered plate issued by the Board which is lost or stolen, must be reported to the Chief of Police within 24 hours and reissued in accordance with Schedule 'A' of the Taxi By-law.
- 9.7 The Taxi Broker of every vehicle in respect of which a licence has been issued under this By-law shall, when required, submit his/her vehicle for examination by the Chief of Police or any of his/her officers and no Agent/Owner or Driver shall, at any time, prevent or hinder the Chief of Police or his/her designate from entering a garage or other building for the purpose of inspecting any Taxicab or Limousine.
- 9.8 The operator of a Taxicab or Limousine shall be responsible to ensure that the interior and exterior of his/her vehicle is in clean condition and in good repair at all times.
- 9.9 Every Agent/Owner or Driver, licensed under this By-law, shall on each work shift, before commencing driving, examine for mechanical defects any vehicle which he/she is to drive during the shift, and shall similarly examine the Taxicab or Limousine at the end of each shift, and if he/she is not the owner of the Taxicab or Limousine, shall report forthwith to the owner any mechanical defects of which he/she is, or becomes, aware.
- 9.10 Every Taxi Broker shall check immediately any mechanical defect in his/her vehicle reported by a Driver and shall not in any case operate or permit to be operated any vehicle not in good mechanical condition.
- 9.11 The Board may, from time to time, limit the number of Taxicabs and Limousines for which licences may be issued under this By-law.

9.12 DRIVER FOR HIRE COMPANY:

No person shall own, operate, carry on or maintain a business as a Driver for Hire Company within the City of Owen Sound without first having obtained a licence to do so.

The applicant shall provide to the Issuer of Licences at the time of application, proof of commercial liability insurance in the minimum amount of \$2,000,000.

The applicant shall provide to the Issuer of Licences at the time of application, proof of HST (Harmonized Sales Tax) registration. Such registrations shall be provided for the Driver for Hire Company and on behalf of all registered Driver for Hire - Drivers operating on behalf of the Driver for Hire Company as may be applicable.

The applicant shall provide to the Issuer of Licences at the time of application, and within fourteen (14) days of any change, a registry of all persons operating as a Driver for Hire - Driver for the Company. Such listing shall include:

a) the Full Legal Name, residential address and contact number for each individual operating on behalf of the Company;

No person shall use or permit the use of a Driver for Hire Company Vehicle to be used to transport customers or clients at any time.

No person shall permit any person to operate as a Driver for Hire - Driver unless such person is registered under the provisions of this by-law to do so.

The licensee shall ensure that every driver operating on behalf of the Driver for Hire Company is familiar with the provisions of this by-law, the laws and regulations relating to traffic and the geography of the City of Owen Sound.

The licensee shall ensure that every person operating as a Driver for Hire - Driver is the holder of any of a class A, B, C, D, E, F or G driver's licence issued to him by the Ministry of Transportation for the Province of Ontario and that such licence is valid at all times while such driver is engaged in transporting or driving any person or vehicle during the course of conducting business.

The licensee shall immediately notify the Issuer of Licences should the driver's licence of the Driver for Hire - Driver be suspended or revoked and such Driver shall immediately be removed from the registry.

The applicant shall be at least 18 years of age to be licensed under this section.

The Licensee shall satisfy the Issuer of Licenses that:

a) any Driver for Hire - Driver operating in association with the Company will accept calls only from the licensed Driver for Hire Company; and,

b) Every Driver for Hire Company be required to provide to the Issuer of Licences at the time of application and within fourteen (14) days upon any change to such information:

- i. a registry containing the name(s), address and contact information of any person operating as a Driver for Hire - Driver for the driver for hire company;
- ii. a copy of a criminal records check issued by a police service or duly authorized agency, issued within 12 months of the date of application for each Driver for Hire - Driver operating; and,
- iii. a copy of a drivers abstract issued by the Ministry of Transportation for each Driver for Hire - Driver, valid within 30 days of the date of application.

Every licensee shall:

a) keep an orderly record of all calls answered by the Company showing date, time, origin, destination, and the name of the Driver. The records shall be retained for a period of 12 months from date of entry and shall be open for inspection by any Municipal Law Enforcement Officer, Police Officer or other duly appointed individual at any reasonable time and may be removed by such Municipal Law Enforcement Officer, Police Officer or other duly appointed individual and retained for any reasonable period of time;

b) ensure that all persons employed by him as a Driver for Hire - Driver are properly registered under the provisions of this by-law;

c) All rates and fares shall be made available through an electronic format or paper format to every customer prior to the commencement of any conveyance and shall include any discounts, price variances or surges in effect at the time and the conveyance must be agreed upon prior to commencement;

d) provide or make available the necessary dispatching equipment, mobile software applications or two-way communication devices to each Driver and maintained in proper working condition;

e) ensure all trip records include the amount of the fare upon arrival at the destination, any discount (in \$) applied and the total fare charged for each call answered by the Driver for Hire - Driver; and,

f) not permit, encourage or condone the acceptance of hails or the solicitation of passengers by a Driver for Hire - Driver, whether on the street or in any manner or any other location.

The licensee shall notify the Issuer of Licences immediately should a Driver for Hire - Driver be suspended or terminated from operating on behalf of the Driver for Hire Company and shall not reinstate such Driver unless prior approval has been granted by the Issuer of Licences.

The licensee shall ensure that at no time does a Driver for Hire – Driver allow a customer or client to enter or be transported in the Driver for Hire Company Vehicle as defined by this by-law.

The licensee shall be held liable for any violations found or misconduct done so by any Driver for Hire Company employee or Driver for Hire - Driver, to any provision of this by-law and may result in the suspension, revocation or denial of the Driver for Hire Company licence by the Issuer of Licences.

The licensee shall ensure that a copy of the Driver-for-Hire Company identifier is filed with the Issuer of Licences at the time of application and that approval is granted relating to the form, size and vehicle location by the Issuer of Licences.

The licensee shall ensure that such identifier is placed on each Driver-for-Hire vehicle so as to be visible to the public at all times when operating.

9.13 DRIVER FOR HIRE DRIVER:

No person shall operate or carry on business as a Driver for Hire - Driver within the City without first having been registered to do so.

The applicant or his designate shall provide to the Issuer of Licences, through the Driver for Hire Company, at the time of application:

a) two (2) pieces of identification, one of which shall be photographic identification detailing the applicant's birth date, legal name and current residential address;

b) a Criminal Record Check obtained from a Police enforcement agency or other duly appointed agency and dated within 12 months of the date of receipt of the application;

c) an Ontario Driver's Licence abstract obtained from the Ministry of Transportation and dated within 12 months of the date of receipt of the application; and

d) the applicant's Ontario Driver's Licence with a minimum Class G designation with no driving restrictions.

The applicant or his designate shall provide to the Issuer of Licences, through the Driver for Hire Company, at the time of application, documentation to the satisfaction of the Issuer of Licences from the owner or designate of the Driver for Hire Company for whom the applicant is to provide services as a Driver for Hire - Driver confirming that the applicant is employed by or otherwise authorized to provide services as a Driver for Hire – Driver for the said Driver for Hire Company. This may be in the form of a registry.

No person shall provide any service or operate as a Driver for any Driver for Hire Company which is not licensed under the provisions of this by-law.

No person providing services or operating as a Driver for Hire - Driver shall receive requests for service, in any format, from a Driver for Hire Company unless such company is licensed under the provisions of this by-law.

No person shall, while in charge of a Customer Vehicle:

a) solicit any person to take or use the Customer Vehicle he is driving by calling out or shouting. The person wishing to use or engage the Driver for Hire shall be left to choose without interception or solicitation;

b) take, consume or have in his possession any intoxicant (alcohol/drug);

c) obstruct the use of any sidewalk, make any loud noise or disturbance, use any abusive language, molest, annoy or insult any person whatsoever;

d) employ or allow any runner or other person to assist or act in concert with him in obtaining any passenger;

e) carry a greater number of persons than the Customer Vehicle is intended to seat according to manufacturer's rating or than specified in the license issued under this by-law;

f) smoke or allow or permit the smoking of any equipment or product including but not limited to cigar, cigarette, pipe, hookah or any other lit smoking product or vaping product whether lit by flame or battery powered, in contravention of the City by-law regarding smoking or other applicable legislation, whichever is the most restrictive;

g) park, stop or otherwise stand the Customer Vehicle in any prohibited area;

h) park, stop or otherwise stand the Customer Vehicle in a designated Taxicab stand for which a sign is posted;

i) discriminate in any way against any member of the public in the carrying on of the business on any basis; and,

j) refuse to serve a person with a disability or fail to permit a service animal to enter any vehicle to which the licence relates.

9.14 PEDICAB:

No person shall operate or maintain a Pedicab within the City without first obtaining a licence to do so.

The applicant shall provide to the Issuer of Licences at the time of application, proof of liability insurance in the minimum amount of \$2,000,000.

No person, while operating a pedicab, shall obstruct motor vehicle traffic.

No person shall operate a pedicab unless such person is physically capable of doing so.

Every person operating a pedicab shall comply with all provisions of the Highway Traffic Act, R.S.O. 1990, c. H.8, as may be applicable

No person shall operate a pedicab on any City bike path, walking path, sidewalk or within any City park

No person shall discharge any passenger in such a way as to create a hazard, danger or any risk to the passenger.

No person shall stop a pedicab within an intersection to permit any person to embark or disembark the pedicab.

9.15 PRIVATE TRANSPORTATION COMPANY:

No person shall own, operate, carry on or maintain a business as a Private Transportation Company within the City of Owen Sound without first having obtained a licence to do so.

The applicant shall provide to the Issuer of Licences at the time of application, proof of commercial liability insurance in the minimum amount of \$2,000,000.

The applicant shall provide to the Issuer of Licences at the time of application, proof of H.S.T. (Harmonized Sales Tax) registration. Such registrations shall be provided for the Private Transportation Company and on behalf of all registered Private Transportation Company Drivers and all registered Private Transportation Company Vehicles operating on behalf of the Private Transportation Company as may be applicable.

The applicant shall provide to the Issuer of Licences at the time of application, and within fourteen (14) days of any change, a registry of all persons operating as a Private Transportation Company Driver on behalf of the Company. Such listing shall include:

a) the Name, address and contact number for each individual;

b) Criminal Records Check issued by a Police enforcement agency or other duly appointed agency valid within 12 months of receipt by the Issuer of Licences;

c) a driver's abstract issued by the Ministry of Transportation valid within 30 days of receipt by the Issuer of Licences;

d) copy of valid Ontario Driver's Licence issued by the Ministry of Transportation with no driving restrictions.

The applicant shall provide to the Issuer of Licences at the time of application, and within fourteen (14) days of any change, a list of all vehicles operating as a Private Transportation Company Vehicles on behalf of the Company. Such listing shall include:

a) the vehicle identification number and the Ontario licence plate number as issued by the Ministry of Transportation for each vehicle operating on behalf of the Private Transportation Company;

b) a valid Safety Standards Certificate issued pursuant to the provisions of the Highway Traffic Act, R.S.O. 1990, c. H8, as amended; at the time of application,

c) the unique identifier issued to each vehicle operated as a Private Transportation Company Vehicle by such Private Transportation Company.

No person shall use or permit any Private Transportation Company Vehicle to be used for hire unless such Private Transportation Company Vehicle is registered under the provisions of this by-law.

No person shall permit any driver to drive a Private Transportation Company Vehicle unless such Driver is registered under the provisions of this by-law to do so.

Every person shall advise the Issuer of Licences within fourteen (14) days of any change in any licence plate issued by the Ministry of Transportation.

The licensee shall ensure that every driver of a Private Transportation Company Vehicle shall be familiar with the provisions of this by-law, the laws and regulations relating to traffic and the geography of the City of Owen Sound.

The licensee shall ensure that every Driver of a Private Transportation Company Vehicle is the holder of any of a class A, B, C, D, E, F or G driver's licence issued to him by the Ministry of Transportation for the Province of Ontario and that such licence is valid at all times which such driver is engaged in driving any Private Transportation Company Vehicle used by the licensee.

The licensee shall immediately notify the Issuer of Licences should any Private Transportation Company Driver's driver's licence no longer be valid. Such Driver shall immediately be removed from the registry.

The applicant shall be at least 18 years of age to be licensed under this section.

The applicant shall satisfy the Issuer of Licences that:

a) any Private Transportation Company Vehicle operated in association with the Company will accept calls only from that Private Transportation Company;

Every licensee shall:

a) keep an orderly record of all calls answered by vehicles operating on behalf of the Private Transportation Company showing date, time, origin, destination, vehicle licence number and the name of the driver. The records shall be retained for a period of 12 months from date of entry and shall be open for inspection by any Municipal Law Enforcement Officer, Police Officer or other duly appointed individual at any reasonable time and may be removed by such Municipal Law Enforcement Officer, Police Officer or other duly appointed individual and retained for any reasonable period of time;

b) submit each Private Transportation Company Vehicle for vehicle safety inspection as required by the Issuer of Licences, a Municipal Law Enforcement Officer, Police Officer or other duly appointed individual and shall file with the Issuer of Licences a valid and current Safety Standards Certificate for each vehicle operated on behalf of the company as required by the Issuer of Licences in accordance with the provisions of the Highway Traffic Act, R.S.O. 1990, c. H8;

c) ensure that all persons employed or operating on behalf of the Private Transportation Company as a Private Transportation Company Driver are properly registered under the provisions of this by-law;

d) All rates and fares shall be made available through an electronic format to every customer prior to the commencement of any conveyance and shall include any discounts, price

variances or surges in effect at the time and the conveyance must be agreed upon prior to commencement;

e) provide the necessary or make available the necessary dispatching equipment, mobile software applications or two-way communication devices to each Driver and maintained in proper working condition;

f) ensure all trip records include the amount of the fare upon arrival at the destination, any discount (in \$) applied and the total fare charged for each call answered by the Private Transportation Company Driver; and,

g) not permit, encourage or condone the acceptance of hails or the solicitation of passengers by Private Transportation Company Drivers, whether on the street or in any manner or any other location.

The licensee shall ensure that any Private Transportation Company Vehicle operating on behalf of the company is driven for the transportation exclusively of one person or group of persons in the same party and that only one fare or charge is collected for each specified trip.

The licensee shall notify the Issuer of Licences immediately should a p Private Transportation Company Driver be suspended or terminated from operating on behalf of the Private Transportation Company and shall not reinstate such Driver unless prior approval has been granted by the Issuer of Licences.

The licensee shall ensure that a copy of the Private Transportation Company identifier is filed with the Issuer of Licences at the time of application and approval is granted relating to the form, size and location by the Issuer of Licences.

The licensee shall ensure that such identifier is placed on each Private Transportation Company Vehicle so as to be visible to the public at all times when operating.

The licensee shall be held liable for any violations found or misconduct done so by any registered Private Transportation Company Driver or Private Transportation Company Vehicle, to any provision of this by-law and may result in the suspension, revocation or denial of the Private Transportation Company licence by the Issuer of Licences.

9.16 PRIVATE TRANSPORTATION COMPANY - DRIVER:

No person shall operate or carry on business as a Private Transportation Company Driver within the City without first having been registered to do so.

The applicant or his designate shall provide to the Issuer of Licences, through the Private Transportation Company, at the time of application:

a) two (2) pieces of identification, one of which shall be photographic identification detailing the applicant's birth date, legal name and current residential address;

b) a Criminal Record Check obtained from a Police enforcement agency or other duly appointed agency and dated within 12 months of the date of receipt of the application;

c) an Ontario Driver's Licence Abstract obtained from the Ministry of Transportation and dated within 12 months of the date of receipt of the application; and,

d) the applicant's Ontario Driver's Licence with a minimum Class G designation with no driving restrictions.

The applicant or his designate shall provide to the Issuer of Licences, through the Private Transportation Company, at the time of application, documentation to the satisfaction of the Issuer of Licences from the owner or designate of the Private Transportation Company for whom the applicant is to provide services as a Private Transportation Company Driver confirming that the applicant is employed by or otherwise authorized to provide services as a Private Transportation Company Driver for the said Private Transportation Company. This may be in the form of a registry.

No person shall provide any service or operate as a Driver for any Private Transportation Company which is not licensed under the provisions of this by-law.

No person shall drive any vehicle operated as a Private Transportation Company vehicle unless such vehicle is registered under the provisions of this by-law.

No person providing services or operating as a Private Transportation Company Driver shall receive requests for service, in any format, from a Private Transportation Company unless such company is licensed under the provisions of this by-law.

Every registered Private Transportation Driver shall keep a daily trip records, such daily trip record may be in paper or electronic format, hereinafter referred to as a trip record, of all calls received by him which result in the transporting of a passenger from one location to another and such trip record shall contain the following information:

a) the Private Transportation Company vehicle licence number issued under the provisions of this by-law;

- i) the name, address of the Driver;
- ii) the amount of remuneration collected for the service; and,
- iii) date, time, origin and destination of each trip.

Every person, while in charge of a Private Transportation Company Vehicle for hire shall:

a) produce daily trip records upon the request of any Municipal Law Enforcement Officer, Police Officer or other duly authorized individual;

b) upon request of any passenger, give in writing his name, and company contact information along with the license number issued to the company under the provision of this by-law; and,

c) ensure all daily trip records include the amount of the fare upon arrival at the destination, any discount (in \$) applied and the total fare charged for each call answered by the Private Transportation Company Driver

No person shall, while in charge of a Private Transportation Company Vehicle for hire:

a) solicit any person to take or use the Private Transportation Company Vehicle he is driving by calling out or shouting. The person wishing to use or engage the Private Transportation Company Vehicle shall be left to choose without interception or solicitation;

b) take, consume or have in his possession any intoxicant;

c) obstruct the use of any sidewalk, make any loud noise or disturbance, use any abusive language, molest, annoy or insult any person whatsoever;

d) employ or allow any runner or other person to assist or act in concert with him in obtaining any passenger;

e) carry a greater number of persons than the Private Transportation Company Vehicle is intended to seat according to manufacturer's rating or than specified in the license issued under this by-law;

smoke or allow or permit the smoking of any equipment or product including but not limited to cigar, cigarette, pipe, hookah or any other lit smoking product or vaping product whether lit by flame or battery powered, in contravention of the City by-law regarding smoking or other applicable legislation, whichever is the most restrictive;

park, stop or otherwise stand the Private Transportation Company Vehicle in any prohibited area;

park, stop or otherwise stand in a designated Taxicab stand for which a sign is posted;

discriminate in any way against any member of the public in the carrying on of the business on any basis; and,

refuse to serve a person with a disability or fail to permit a service animal to enter any vehicle to which the licence relates.

9.17 PRIVATE TRANSPORTATION COMPANY VEHICLE:

No person shall own, operate, carry on or maintain a business as a Private Transportation Company Vehicle within the City of Owen Sound without first having been registered to do so.

The applicant or his designate shall provide to the Private Transportation Company, at the time of application, proof of automobile liability insurance in the minimum amount of \$2,000,000.

The applicant or his designate shall provide to the Private Transportation Company, at the time of application, proof of H.S.T. (Harmonized Sales Tax) registration, if applicable.

The applicant or his designate shall provide to the Private Transportation Company, at the time of application, and within fourteen (14) days of any change, a list of all vehicles operating as a Private Transportation Company Vehicle for the Company. Such listing shall include:

a) the vehicle identification number and the Ontario licence plate number as issued by the Ministry of Transportation for each vehicle operating on behalf of the Private Transportation Company;

b) a valid Safety Standards Certificate, for each vehicle, issued pursuant to the provisions of the Highway Traffic Act, R.S.O. 1990, c. H8, as amended; at the time of application, and submitted each year between May 31st and June 5th, or as directed by the Chief of Police and is in addition to any other Safety Standards Certificate, which may be required by this By-Law.

c) the unique identifier issued to each vehicle operated as a Private Transportation Company Vehicle by such Private Transportation Company.

No person shall use or permit any Private Transportation Company Vehicle to be used for hire unless such Private Transportation Company Vehicle is registered under the provisions of this by-law.

No person shall permit any driver to drive a Private Transportation Company Vehicle unless such driver is registered under the provisions of this by-law to do so.

Every person shall advise the Issuer of Licences within fourteen (14) days of any change in any licence plate issued by the Ministry of Transportation.

The registered owner of a Private Transportation Company Vehicle shall be familiar with the provisions of this by-law, the laws and regulations relating to traffic and the geography of the City of Owen Sound.

The applicant or his designate shall be at least 18 years of age to be licensed under this section. The applicant or his designate shall satisfy the Issuer of Licences that:

a) any Private Transportation Company Vehicle operated in association with the company will accept calls only from the Private Transportation Company;

Every registered vehicle owner or licensee shall:

a) submit each registered Private Transportation Company Vehicle for vehicle safety inspection, as required, by the Issuer of Licences, a Municipal Law Enforcement Officer, Police Officer or other duly appointed individual and shall file with the Issuer of Licences a valid and current Safety Standards Certificate for each vehicle operated on behalf of the company as required by the Issuer of Licences in accordance with the provisions of the Highway Traffic Act, R.S.O. 1990, c. H8;

b) ensure all trip records include the amount of the fare upon arrival at the destination, any discount (in \$) applied and the total fare charged for each call answered by the Private Transportation Company Driver; and

c) not permit, encourage or condone the acceptance of hails or the solicitation of passengers by Private Transportation Company Drivers, whether on the street or in any manner or any other location.

The registered vehicle owner or licensee shall ensure that any Private Transportation Company Vehicle operating on behalf of the Company is driven for the transportation exclusively of one person or group of persons in the same party and that only one fare or charge is collected for each specified trip.

The registered vehicle owner or licensee shall ensure that such identifier is placed on each Private Transportation Company Vehicle so as to be visible to the public at all times, when operating.

SECTION 10 – RATES AND FARES:

10.1 DRIVER FOR HIRE COMPANY:

Every licensee shall:

- a) ensure all rates and fares are posted within the vehicle or available through an electronic format to every customer prior to the commencement of any conveyance and shall be agreed upon;
- b) ensure each customer is advised immediately and prior to the commencement of any conveyance of any price variance or surging in effect at the time of the request for service; and,
- c) ensure all rates and fares are inclusive of Harmonized Sales Tax (H.S.T.) if applicable.

10.2 PRIVATE TRANSPORTATION COMPANY:

Every licensee shall:

- a) ensure all rates and fares are posted within the vehicle or available through an electronic format to every customer prior to the commencement of any conveyance and shall be agreed upon,
- b) ensure each customer is advised immediately and prior to the commencement of any conveyance of any price variance or surging in effect at the time of the request for service,
- c) ensure all rates and fares are inclusive of Harmonized Sales Tax (H.S.T.) if applicable;
- d) ensure that no driver accepts any payment in cash or any other form of payment for services provided. All payments shall be made through the appropriate mobile software application; and,
- e) ensure that the customer is provided with a receipt detailing all rates and fares, date of transaction, total time of trip, start / end locations and Private Transportation Company licence number associated with each trip. Such receipt shall be in an electronic format

Every licensee shall ensure each Private Transportation Company Driver operating on his behalf, has correctly logged or signed into the applicable mobile software application that will register distances travelled and computing fares to be paid.

Every Licensee shall be required upon request, to create anonymous passenger and driver accounts to be used for enforcement purposes by a Law Enforcement Officer or other duly appointed officer authorized to enforce the provisions of this by-law. Such accounts can be used from time to time to complete random inspections to ensure compliance with the provisions of the by-law.

SECTION 11 - TAXIMETER

11.1 Every Taxi Broker shall have affixed to every regular Taxicab licensed under this By-law, a Taximeter which shall register distance travelled, record trips and units, and compute fares to be paid for distance and hourly rates, and each Taximeter shall be:

- a) Identified with a serial number;
- b) Submitted when requested by the Chief of Police for testing, inspection and sealing;
- c) Illuminated between dusk and dawn;
- d) Attached to the vehicle in a location and manner approved by the Chief of Police or designate so as to be in plain view of the passengers therein;
- e) Adjusted in accordance with the tariff prescribed in Schedule 'B' of this By-law as amended;
- f) Submitted for testing inspection and sealing by such Persons as the Chief of Police or the Owen Sound Police Services Board directs in each year and at such other times as directed by the Chief of Police or the Owen Sound Police Services Board. The Chief of Police or the Owen Sound Police Services Board may request a certificate of accuracy issued by a qualified testing company and on its letterhead, certifying that the said Taximeter is properly sealed and registers accurately;

- g) Used only when the seal thereon is intact and shall not be used longer than twelve (12) months without retesting and resealing;
- h) Kept in good working order at all times and shall not be used if out of order or defective in any way;
- i) No Person shall operate, or allow to be operated, a Taxicab equipped with a Taximeter unless and until the Taximeter has been tested and sealed by the Chief of Police or designate; and
- j) No Person shall operate, or allow to be operated a Taxicab equipped with a Taximeter when such Taximeter has been changed, repaired, altered (e.g. pause button), tampered with (e.g. by-pass switch), adjusted, or transferred to another Taxicab unless and until such Taximeter has been subsequently retested and resealed by the Chief of Police or designate.
- k) Every Agent/Owner or Driver shall have affixed to every regular Taxicab on the roof, an electric sign, permanently secured as approved by the Chief. The word "Taxi" must be in letters large enough to be clearly visible to the public. The driver shall ensure that such roof sign will be coordinated with the operation of the taximeter in the manner provided for in subsection 10.1 (i). Thus, when the taximeter is initiated, the roof sign will be turned off and shall be dark. In the event a driver is attending to pick up a Passenger or is off duty, the roof sign should be dark to advise people that this cab is not in service.

SECTION 12 - TRANSPORTATION STANDARDS (According to Accessibility for Ontarians with Disabilities Act)

- 12.1 Agents/Owners and Drivers of Taxicabs are prohibited from charging additional fees or fares for persons with disabilities than that charged for other persons, including for the storage of mobility aids or devices.
- 12.2 Taxicab Agents/Owners and Drivers must place vehicle registration and identification information on the rear bumper of their taxicabs.
- 12.3 Taxicab Agents/Owners and Drivers must make vehicle registration and identification information available in an accessible format to persons with a disability.

SECTION 13 - GENERAL PROVISIONS

- 13.1 A person requiring a second licence for that of a taxi driver, driver for a driver for hire company or driver for a private transportation company will be required to pay one half of the annual amount of the licence fee as set out in Schedule "A". Said licence will expire on December 31 of the same year and may be renewed thereafter at one half of the amount shown in the Licence fee Schedule of this by-law.
- 13.2 No Agent/Owner or Driver licensed under this By-law shall wash, clean or make repairs to his/her vehicle while on the street unless such repairs are immediately required.
- 13.3 No Agent/Owner or Driver licensed under this By-law shall drive any Taxicab or Limousine licensed under this By-law more than fifteen hours within any consecutive twenty-four hours.
- 13.4 No Person operating a Taxicab or Limousine shall in any way obstruct the use of the sidewalk, or make any loud noise or disturbance, or use profane, obscene, impudent or abusive language, or molest, annoy or insult the owners, occupants, inmates or inhabitants of any building or residence or any Person whatsoever, and shall not so place his/her Taxicab or Limousine as to obstruct traffic in any way.
- 13.5 Every Taxi Broker shall notify the Chief of Police of any change of his/her business address within five (5) days of changing location.
- 13.6 No Person licensed under this By-law shall employ or allow any runner or other Person to assist or act in concert with them in obtaining any Passenger in the City.
- 13.7 No Taxi Broker, Agent/Owner or Driver licensed under this By-law or other Person employed by them shall solicit any Person to take or use his/her Taxicab or Limousine, but the Person wishing to use or engage such Taxicab or Limousine shall be left to choose without interruption or solicitation.

- 13.8 Every Agent/Owner or Driver licensed under this By-law shall, unless he/she has some previous order, serve the first Person requiring the service of his/her vehicle at any place within the City at any specified time by day or night, provided however, that he/she shall not be compelled to accept any order from a Person who owes a previous Fare for service, unless and until the same is paid.
- 13.9 Every Taxi Broker licensed under this By-law or Agent/Owner employed by him/her, shall take due care of all property delivered or entrusted to him/her for conveyance or safekeeping.
- 13.10 Every Driver shall inspect his or her Taxicab or Limousine at the conclusion of each Passenger to assure that no property is forgotten or abandoned. Any such property is to be returned immediately to its owner. If the owner of the property can not be determined, the Driver shall forthwith, deliver such property to the Owen Sound Police together with all relevant information.
- 13.11 Every licensed Driver shall proceed by the most direct route to the point of destination, unless otherwise directed by the Passenger.
- 13.12 Every licensed Taxi Broker shall keep complete records at their Place of Business including the date, time, origin and destination of each trip, name of Driver, identification of Taxicab or Limousine and the amount of Fare collected for each trip, and such records shall be retained for at least twelve (12) months and produced to the Chief of Police or his/her officers upon demand. Full information shall be given by the licence holder to any police officer upon being required to do so with reference to:
- a) The address of the house, or place to and from which he/she has driven any Passenger with the description of such Passenger and his/her name and address, if known; and
 - b) Pertinent matters, within his/her knowledge, relating to such Passenger.
- 13.13 Any licensed Driver operating a Taxicab may carry two or more "unrelated Passengers" from a common starting point to two or more destinations subject to the following regulation:
- a) Each stop to discharge a Passenger shall be deemed to be the end of one trip and the commencement of a new trip.
- 13.14 No licensed Driver shall pick up, while on route, any additional Passenger unless the Person who originally engages the Taxicab or Limousine so directs.
- 13.15 No Person operating a Taxicab or Limousine shall take, consume, or have in his/her possession any alcoholic substance while in charge of a Taxicab or Limousine, nor shall the use of alcohol by him/her be apparent while in charge of such Taxicab or Limousine. Provided that no Person commits an offence of having in his/her possession any alcoholic substance while in charge of a Taxicab or Limousine, under this section, if the Taxicab or Limousine is engaged in the delivery of liquor pursuant to the Alcohol and Gaming Act and/or Regulations.
- 13.16 No Person operating a Taxicab or Limousine shall smoke while driving such Taxicab or Limousine. Offences against this section shall be prosecuted in accordance with Provincial Statute or Municipal By-law.
- 13.17 No Person holding a licence under this By-law shall persuade any Person to employ him/her by either knowingly, wantonly or willfully misinforming, misleading or deceiving such Person as to the time or place of arrival or departure of any railroad trains, bus or other public conveyance or the location or distance from any part of the City, of any railway station, airport, hotel, public place, private residence or other place, nor shall he/she in any manner or form impose upon or deceive or in any way insult, abuse or ill-treat any Person employing him/her.
- 13.18 Any Taxicab or Limousine which has been used for the purpose of carrying any Person suffering from any contagious disease must, before being used for the conveying of any other Passenger, and within twenty-four hours of such use, be thoroughly fumigated under the supervision of the proper official of an officer of Health.
- 13.19 No Driver shall have in their Taxicab any radio receiver, which is capable of intercepting or receiving any radio communication for any Taxicab operation other than their own.

13.20 No Taxi Broker shall permit any radio receiver, which is capable of intercepting or receiving any radio communication for any Taxicab operation other than their own, to be kept on the premises where Taxicabs are dispatched.

SECTION 14 - TARIFFS AND TARIFF CARDS

14.1 The rates of Fares to be charged by the Taxi Broker, Agent/Owner or Driver of Taxicabs or Limousines to which this By-law applies, for the conveyance of Passengers or goods, wholly within the City of Owen Sound, shall be exactly as shown in Schedule "B" of this By-law. No higher amount than that contained in Schedule "B" shall be charged or payable except as provided by this By-law as may be amended from time to time.

14.2 The rates or Fares to be charged may be varied from time to time by By-law of the Board.

14.3 No Taxi Broker, Agent/Owner or Driver licensed under this By-law shall be entitled to recover or receive any Fare or charge from any Person or Persons from whom he/she shall have demanded any Fare or charge greater than those authorized by this By-law, or to whom he/she had refused to show his/her card of tariff as provided in this By-law.

14.4 Any Person employing any Taxicab or Limousine for hire may require the Driver thereof to furnish a receipt for charges made and paid, and the Driver shall promptly furnish such receipt upon request, together with his/her name and identification number of his/her cab.

14.5 No Taxi Broker, Agent/Owner or Driver licensed under this By-law shall publish or use a tariff or demand rates and charges other than those authorized by this By-law.

14.6 The tariff card furnished by the Chief of Police, showing the tariffs as set out in Schedule "B", shall be placed and kept by the Person licensed in or upon his/her Taxicab or Limousine and no Person licensed under this By-law shall use any tariff card or exhibit any tariff other than that shown on the tariff card and no Person shall lend, exchange or otherwise dispose of his/her tariff cards.

14.7 The use of a credit voucher is approved with the stipulation such savings do not adversely affect the remuneration of the Taxicab Driver by the company.

14.8 Tariff cards and identification cards defaced, lost or destroyed may be replaced by the Chief of Police upon the original tariff card or identification card being satisfactorily accounted for and replacement costs being paid.

14.9 No licensed Person shall make any charge under this By-law for time lost for defects or inefficiency of the Taxicab or Limousine or the incompetence of the Driver thereof, or for the time consumed by the arrival of the Taxicab or Limousine in response to a call in advance of the time such Taxicab or Limousine has been requested by the Person calling same.

14.10 No Person employing any Taxicab or Limousine shall refuse upon demand, to pay the Fare or charge authorized under this By-law.

SECTION 15 - VALIDITY OF EXISTING LICENSING

15.1 All licences issued under By-law 2006-06 will be deemed to be valid under this By-law provided the provisions of this By-law are otherwise complied with and shall remain valid until their normal renewal date, expiry date or revocation. Any renewal of such licences shall require compliance with this By-law.

SECTION 16 - INSURANCE

16.1 Before a licence is granted under this By-law the applicant for such licence shall provide and maintain in full force and effect, a policy of insurance on each of his/her vehicles to be licensed, covering public liability and property damage and Passenger hazard risk to at least the amount of two million dollars (\$2,000,000.00), inclusive, for any one accident. Before a licence is granted the applicant shall provide a copy of his/her insurance policy at the time of application. A copy of the insurance policy shall be retained by the Chief of Police, who nevertheless shall not, in any way, be responsible for seeing that such policy of insurance is kept in force, and such policy of insurance shall cover and include any vehicle used by the insured as a Taxicab or Limousine in substitution for the Taxicab or Limousine mentioned or described in the said policy, so long as the licence to be granted is in force and effect.

- 16.2 Insurance policies referred to in Section 15.1 shall be kept in force by the respective Agent/Owner or Taxi Broker during such period for which a licence is issued to him/her or any renewal thereof in effect and should he/she fail to renew the policy from time to time and/or pay the premiums due therein, the Board may forthwith cancel such licence.
- 16.3 All such insurance policies must be maintained in good standing during such period for which a licence is issued to him/her or any renewal thereof in effect and if for any reason, licenced parties and/or insurance company intends to cancel or, in any way, change the insurance coverage or insurance company including non-payment of premiums, immediate notification of intention must be delivered personally or by registered mail to the Chief of Police at the Owen Sound Police Services.

SECTION 17 - PENALTIES

- 17.1 The licence of any Person convicted of any breach or violation of any of the provisions, sections or sub-sections to this By-law may be revoked or cancelled by the Board.
- 17.2 Any licence issued under this By-law may include conditions as a requirement of obtaining, continuing to hold, or renewing a licence, and any breach of any of the conditions may result in prosecution, or in the revoking or refusal to renew any licence, or both.
- 17.3 Any applicant for a licence under this By-law may be required to sign an acknowledgement that the licence is issued subject to the conditions attached thereto or referred to therein as a requirement of obtaining, continuing to hold, or renewing the licence.
- 17.4 Every Person who contravenes this By-law, and every director or officer of a Corporation who concurs in such contravention by the Corporation, is guilty of an offence and on conviction is liable to a fine not exceeding \$25,000.00 pursuant to the provisions of the Act.
- 17.5 Where a Corporation is convicted of an Offence under this By-law, the maximum penalty that may be imposed on the Corporation is \$50,000.00 pursuant to the provisions of the Act.
- 17.6 Where an owner is convicted of knowingly carrying on or engaging in the taxi business, on, in or in respect of any premises or part of any premises without a licence required by this By-law, the Court shall order that the premises or part of the premises be closed to any use for any period not exceeding two years.
- 17.7 Where a Person is convicted of a contravention of this By-law, other than carrying on a taxi business without a licence to do so, and the Court decides that the owner or other Person occupying the premises or part thereof in respect of which the conviction was made, knew or ought to have known of the conduct which formed the subject-matter of the conviction or of any pattern of similar conduct, the Court may order that the premises or part thereof be closed to any use for any period not exceeding two years.

SECTION 18 – REPEAL OF PRIOR TAXICAB LICENCING BY-LAW

- 18.1 Effective on the final passage of this By-law, By-law 2014-01 shall be repealed except to the extent that there shall be any outstanding prosecution or other proceedings instituted prior to such repeal, in which event the provisions of the said By-law 2014-01 shall continue in full force relating only to such prosecution or other proceeding until the conclusion.

This By-law shall come into full force and effect upon the final passing hereof.

Finally passed and enacted this 27 day of May, 2020.

Mr. John Thomson, Chairman

K J. Krampien, Executive Assistant



**SCHEDULE "A" – Licence Fees
By-law 2020-01**

The licence fees to be paid under this By-law shall be as follows:

- a) the annual fee for one Taxicab
- b) the annual fee for each additional Taxicab owned by the same Owner as in (a) above
- c) the annual fee for one Limousine
- d) the annual fee for each additional Limousine owned by the same Owner as in (c) above
- e) for each new Driver including an Agent-Driver for a one-year period
- f) for the renewal of a Driver's licence for a one-year period
- g) for the renewal of a Driver's licence for a three-year period
- h) the annual fee for a new Taxi Broker's licence
- i) for the renewal of a Taxi Broker's licence for a one-year period
- j) the replacement fee for lost or destroyed Taxicab Driver's licence
- k) replacement fee for lost or destroyed tariff card
- l) replacement fee for lost, destroyed or stolen licence plate issued by the Board
- m) the annual fee for a second drivers' licence for a one-year period
- n) for the renewal of a second drivers' licence for a one-year period

Licence Fee		
		January 01
	2006	2020
a) Taxicab	\$250.00	\$250.00
b) Additional Taxicab	\$250.00	\$250.00
c) Limousine	\$375.00	\$375.00
d) Additional Limousines	\$375.00	\$375.00
e) Driver/Agent	\$80.00	\$100.00
f) Renewal Driver (1 yr)	\$80.00	\$80.00
g) Renewal Driver (3 yr)	\$240.00	\$240.00
h) Broker	\$700.00	\$700.00
l) Renewal Broker (1 yr)	\$700.00	\$700.00
j) Replacement D L	\$80.00	\$80.00
k) Replacement Tariff Card	\$30.00	\$30.00
l) Replacement Plates	\$30.00	\$30.00
m) Second Drivers' (1 yr)		\$50.00
n) Renewal Second Drivers' (1 yr)		\$40.00

Ride Sharing Fee	
	January 01
	2020
a) Diver – Ride Sharing Company	\$700.00
b) Driver – Ride Sharing	\$100.00
c) Driver – Ride Sharing – renewal (1yr)	\$80.00
d) Driver – Ride Sharing – renewal (3yr)	\$240.00
e) Driver for Hire Company	\$700.00
f) Driver for Hire – Driver	\$100.00
f) Driver for Hire – Renewal (1yr)	\$80.00
g) Driver for Hire – Renewal (3yr)	\$240.00
j) Replacement Licence	\$30.00
k) Replacement Tariff Card	\$30.00

****PEDICAB: Business Licence Fee – City of Owen Sound**



SCHEDULE "B" – Taxicab Tariffs By-law 2020-01

The Taxicab tariffs to be charged under this by-law shall be as follows:

By Distance:

- | | |
|----------------------------------|-------------------------|
| a) For the pick-up (Start Rate) | \$4.85; H.S.T. included |
| b) For each additional kilometer | \$1.15; H.S.T. included |

Hourly Rate:

- | | |
|------------------|--------------------------|
| a) For each hour | \$30.00; H.S.T. included |
|------------------|--------------------------|



SCHEDULE "C" – Limousine Tariffs By-law 2020-01

The Limousine tariffs to be charged under this By-law shall be as follows:

- a) On a trip basis, for one trip, minimum thirty dollars (\$30.00).
- b) On a time basis, minimum sixty dollars (\$60.00) for the first hour and fifty dollars (\$50.00) per hour thereafter, with the minimum amount being thirty dollars (\$30.00) per half hour.



SCHEDULE "D"
By-law 2020-01
Application for Licence of a Taxicab or Limousine

Name of Agent/Owner: _____

Mailing Address of Agent/Owner: _____

Telephone No: _____ Age: _____

Name of Broker you are associated with: _____

If a partnership, state the above in respect to all partners. If a lease vehicle, state Lessee's name and address:

Licence No. of Vehicle: _____

Vehicle Registration Number (VIN): _____

Year: _____ Model: _____ Make: _____

Colour: _____

Odometer Reading: _____ miles: _____ kilometers

Insurer: _____

Agency: _____

Address of Agency: _____

Expiry Date of Insurance: _____

Agency Telephone No.: _____

Safety Standards Certificate Number: _____

Does the applicant operate a Taxi Brokerage? Yes _____, No _____

Number of vehicles owned by applicant which are licensed or intend to be licensed under this By-law No.2020-01. _____

Signature of Registered Owner Date

Signature of Chief of Police Date



SCHEDULE "F"
By-law 2020-01
Application for Licence as Taxi Broker Business

Name of Registered
Broker: _____

Mailing Address of Registered
Broker: _____

Permanent Address of Registered
Broker: _____

Telephone No.: _____ Age: _____

Is the Taxi Brokerage a Partnership? Yes _____ No _____

If Yes, attach all the above information in respect of all the partners.

Is the applicant a Corporation? Yes _____ No _____

Does the applicant own any vehicles which are licensed or intended to be licensed under this
By-law No. 2020-01. Yes _____ No _____

Names and addresses of all vehicle agents, owners, or lessees for whom the applicant will act
as Taxi Broker. (Attach separate sheet if necessary)

Signature of Applicant

Date

Signature of Chief of Police

Date



SCHEDULE "G"
By-law 2020-01
Application for Driver for Hire – Driver/Private Transportation Company - Driver

Name: _____

Address: _____

Telephone No.: _____

Driver's Licence No.: _____ Class: _____

Conditions: _____

Employer (If not self-employed): _____

Employer's Address: _____

Name of Immediate Supervisor: _____

Telephone No.: _____

Have you ever been convicted under the Criminal Code, Narcotics Control Act, Highway Traffic Act or Liquor Licence Act? Yes _____ No _____

If yes, please specify: _____

Does applicant own any vehicle which are licensed or intended to be licensed under By-law No. 2020-01. Yes _____ No _____

I understand that my criminal record, as well as any personal history, pertinent to this position may be investigated.

Signature of Applicant Date

Signature of Chief of Police Date



TABLE – INSPECTIONS AND APPROVALS

Pedicab	Liability Insurance - \$2,000,000.00
<p>Private Transportation Company</p>	<ul style="list-style-type: none"> • H.S.T. registration, if applicable • Incorporation documents outlining owners, directors or shareholders as may be applicable • List of all vehicles to be used as Private Transportation Company Vehicles • Vehicle Identification Number for each vehicle • Ontario Licence Plate Number for each vehicle • List of all Private Transportation Company Drivers operating • Automobile Liability Insurance-\$2,000,000 each vehicle • Commercial Liability Insurance - \$2,000.000 • Vehicle Safety Standards Certificate for each vehicle (valid within 12 months of application) • Driver Document Submissions Required (per driver) • Criminal Records Check (valid within 12 months of application) • Ministry of Transportation Driver’s Abstract (valid within 12 months of application) • 2 pieces of government issued identification (1 being a valid Ontario Driver’s Licence) • Letter of employment or affiliation from Private Transportation Company
<p>Driver for Hire Company</p>	<ul style="list-style-type: none"> • H.S.T. registration, if applicable • Incorporation documents outlining owners, directors, shareholders as may be applicable • List of all Driver for Hire - Drivers authorized to operate • Commercial Liability Insurance - \$2,000.000 • Driver Document Submission Required (per driver): • Criminal Records Check (valid within 12 months of application) • Ministry of Transportation Driver’s Abstract (valid within 12 months of application) • 2 pieces of government issued identification (1 being a valid Ontario Driver’s Licence) • Letter of employment or affiliation from Driver for Hire Company • Each Driver must attend Enforcement Services Office for Photo ID Card to be generated
<p>Taxi Cab</p>	<ul style="list-style-type: none"> • Incorporation documents outlining owners, directors or shareholders as may be applicable □ • List of all vehicles to be used as Taxicab Vehicles • Vehicle Identification Number for each vehicle • Ontario Licence Plate Number for each vehicle □ List of all Taxicab Drivers authorized to operate • Automobile Liability Insurance-\$2,000,000 each vehicle • Commercial Liability Insurance - \$2,000.000 • Vehicle Safety Standards Certificate for each vehicle • Driver Document Submissions Required (per driver): • Each Driver must attend Owen Sound Police Service for Photo ID Card to be generated • Criminal Records completed by Owen Sound Police Service • Ministry of Transportation Driver’s Abstract – completed by Owen Sound Police Service • 2 pieces of government issued identification (1 being a valid Ontario Driver’s Licence)

INDEX

Section No.		Page No.
Section 1	Short Title	2
Section 2	Definitions	2
Section 3	Duties of the Chief of Police	4
Section 4	Qualifications	5
Section 5	Applications	5
Section 6	Licences	6
Section 7	Issue	7
Section 8	Suspension or Revocation	8
Section 9	Equipment and Uses	8
Section 10	Rates and Fares	17
Section 11	Taximeter	17
Section 12	Transportation Standards (A.O.D.A.)	18
Section 13	General Provisions	18
Section 14	Tariffs and Tariff Cards	20
Section 15	Validity of Existing Licensing	20
Section 16	Insurance	20
Section 17	Penalties	21
Section 18	Repeal of Prior Taxicab Licencing By-law	21
 SCHEDULES		
Schedule "A"	Licence Fees	22
Schedule "B"	Taxicab Tariffs	23
Schedule "C"	Limousine Tariffs	24
Schedule "D"	Application for Licence as Owner/Agent (Taxicab)	25
Schedule "E"	Application for Licence as Driver (Taxicab/Limousine)2617	25
Schedule "F"	Application for Licence as Taxi Broker	26
Schedule "G"	Application for Driver for Hire – Driver/ Private Transportation Company – Driver	28
 TABLE	 Inspections and Approvals	 29