



**Corporation of the Town of Ingersoll  
By-Law 25-5429**

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**Being a by-law to govern, regulate and licence Taxi Drivers and Taxi Company Owners**

**WHEREAS** Section 9 of the *Municipal Act, 2001*, as amended, provides that “a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act”.

**WHEREAS** Section 151 of the *Municipal Act, 2001*, as amended, provides that “a municipality may provide for a system of licences with respect to a business and may,

- (a) prohibit the carrying on or engaging in the business without a licence;
- (b) refuse to grant a licence or to revoke or suspend a licence;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) impose special conditions on a business in a class that have not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and
- (f) licence, regulate or govern real and personal property used for the business and the persons carrying in, on or engaged in it”.

**WHEREAS** Section 156 of the *Municipal Act, 2001*, as amended, provides that “a local municipality in a by-law under section 151 with respect to the owners and drivers of taxicabs, may:

- (a) establish the rates or fares to be charged for the conveyance of property or passengers either wholly within the municipality or from any point in the municipality to any point outside the municipality;
- (b) provide for the collection of the rates or fares charged for the conveyance; and
- (c) limit the number of taxicabs or any class of them;”

**WHEREAS** the Town of Ingersoll considers it desirable and necessary to licence, regulate and govern drivers and owners to enhance and encourage safe and accessible operational practices and maintenance of vehicles.

**NOW THEREFORE** the Council of the Corporation of the Town of Ingersoll enacts as follows:

**1. SHORT TITLE**

1.1 This by-law may be cited as the “Taxi By-Law”.

**2. DEFINITIONS**

**2.1 “Accessible Vehicle”** means, as defined in the *Highway Traffic Act, R.S.O. 1990, Reg. 629: Accessible Vehicles, R.R.O. 1990, s. 1(1)*, “a passenger vehicle or a bus, other than a school bus,

- (a) that is designed or modified to be used for the purpose of transporting persons with disabilities and is used for that purpose, whether or not the vehicle is also used to transport persons without disabilities, and
- (b) that is operated:
  - (i) for compensation by, for or on behalf of any person, club, agency or organization or

- (ii) not for compensation by, for or on behalf of any person, club, agency or organization that holds itself out as providing a transportation service to persons with disabilities; (“véhicule accessible”)

**2.2 “Cab or Taxicab”** means a motor vehicle, including an accessible taxicab, which is kept or used for hire for the conveyance of passengers with a seating capacity of not more than six persons, including the driver, or not less than four persons, including the driver.

**2.3 “Clerk”** means the Town Clerk or designate.

**2.4 “Town”** means the Corporation of the Town of Ingersoll.

**2.5 “Dispatch”** means the communication of an order or information in any manner between an owner/dispatcher and a driver.

**2.6 “Driver”** means any person who is licenced as such under this by-law to drive a cab, taxicab, or limousine.

**2.7 “Licensing Officer”** means the person delegated by Council to issue licenses under the provisions of this by-law.

**2.8 “Enforcement Officer”** means a person appointed by the Council of the Town of Ingersoll to enforce the by-laws of the municipality or an officer employed by the Ontario Provincial Police.

**2.9 “Licence”** means a licence granted by the Town under the provisions of this by-law.

**2.10 “Limousine”** means a motor vehicle having a seating capacity of more than six passengers, including the driver, which is used for hire for the conveyance of passengers for which a fee is charged on an hourly or mileage rate for transportation to a specific place but shall not include a van, bus, taxicab, station wagon with extra seating capacity, an ambulance or a funeral hearse.

**2.11 “Maintenance Log”** means a series of written information relating to the repair of a licenced vehicle, including the Vehicle Information Number (VIN), owner’s plate number, make, model and year of the vehicle, the nature of the repair, the date of the repair and the name of the person (business) performing the repair.

**2.12 “Owner”** means the registered owner of the cab, taxicab or limousine business.

**2.13 “Criminal Record Check with Vulnerable Sector Screening”** means a certificate of Criminal Records check, including a Vulnerable Sector Screening search, issued by the Ontario Provincial Police or the applicant’s local policing agency, dated within thirty days from the date of the application.

### **3. PROHIBITIONS**

**3.1** No person shall operate a taxicab or limousine within the municipal boundaries of the Town of Ingersoll without a licence.

**3.2** No taxicab/limousine company shall dispatch a taxicab or limousine without being licensed under this by-law.

**3.3** No taxicab/limousine company shall be located on property that is not zoned to allow such use, within the municipal boundaries of the Town of Ingersoll.

### **4. EXEMPTIONS**

**4.1** This by-law shall not apply to non-profit agencies which provide transportation at cost through their agency.

4.2 This by-law shall not apply to an ambulance or funeral hearse.

## 5. ADMINISTRATION

5.1 Owner's Licences: The Town Clerk shall sign taxicab/limousine company owner's applications, and Clerk's department staff shall issue taxi licenses as approved by the Clerk.

5.2 Driver's Licences: Clerk's department staff may review taxicab/limousine driver applications and issue licences provided licensing requirements have been met. No licence shall be issued unless said requirements have been met and the applicant is confirmed to be employed by a licenced company.

## 6. GENERAL PROVISIONS

6.1 Licence Expiry: Every licence issued under the provisions of this by-law shall expire on April 30<sup>th</sup> of each year, unless sooner revoked.

6.2 Licence Display: Every licence issued under the provisions of this by-law shall be prominently displayed where it is visible to the public and the passengers.

6.3 Fares: Every owner and driver of a taxicab shall ensure that fares are posted in the taxicab, always being visible and legible to the riders.

6.4 Paratransit: Approved non-profit agencies shall be eligible to provide paratransit services to their own clientele.

6.5 Age & Citizenship: Every person to be licenced under this by-law must be at least 18 years of age and a citizen of Canada, a landed immigrant or produce a valid work permit to work as a driver, issued by the Government of Canada.

## 7. TAXI/LIMOUSINE OWNER'S LICENCE

7.1 Owner's Licensing Requirements: Prior to receiving a licence, the following shall be submitted annually:

- (a) A completed, signed and dated application form.
- (b) A current list of drivers and vehicles.
- (c) A copy of vehicle ownership in good standing and issued in the applicant's name by the Ministry of Transportation, or proof that they have the authority to operate the vehicle as part of their business from the owner of the vehicle.
- (d) A safety standards certificate issued under the *Highway Traffic Act, 1990*, for each vehicle to be licenced under this by-law.
- (e) Proof of insurance with a third-party liability limit of at least \$2,000,000 exclusive of interest and costs in respect to any one accident, and the policy shall be endorsed to provide that the Town shall be given at least ten days' notice in writing prior to any cancellation, expiration or change in the amount of the policy.
- (f) Confirmation that they've been shown a copy of their driver's abstracts and that they're prepared to insure the driver.
- (g) Licensing fee and vehicle fees as set in the Fees and Charges by-law.

7.2 Owner's Responsibilities: In addition to the licensing requirements listed in section 4.1, every licensed owner shall:

- (a) apply for a taxi/limousine driver's licence if the owner operates a vehicle as part of their business.
- (b) subject every vehicle to a random safety inspection undertaken by the Ministry of Transportation, at any time during the licensing year.
- (c) advise the Town of any change in vehicles, address, or drivers within 7 days.
- (d) ensure the vehicles are in good repair and clean.

- (e) permanently and prominently display the licence sticker on the rear exterior of the taxicab as provided by the Town.
- (f) upon disposing of a vehicle, within forty-eight hours, advise the Town of the replacement vehicle or surrender the licence in respect of such taxicab.
- (g) ensure each licenced taxicab has an illuminated sign on the roof of the taxicab.
- (h) provide dispatch service located within the corporate limits of the Town of Ingersoll.

## **8. TAXI/LIMOUSINE DRIVER'S LICENCE**

**8.1 Driver's Licensing Requirements:** Prior to receiving a licence, the following shall be submitted annually:

- (a) A completed, signed and dated application form.
- (b) A copy of a current, valid Class "G" (minimum) driver's licence issued by the Province of Ontario, in good standing according to the records of the Ministry of Transportation.
- (c) A Criminal Records Check with Vulnerable screening.
- (d) Licensing fee as set in the Fees and Charges by-law.

**8.2 Driver's Responsibilities:** In addition to the licensing requirements listed in section 5.1, every licensed driver shall:

- (a) submit to a digital image photograph.
- (b) advise the Town of any change in driver's licence status, address, or criminal record within 7 days.
- (c) advise the Town of any medical or vision problems which could prevent or impede their ability to safely operate a vehicle.
- (d) accurately complete and file the daily trip records.
- (e) be civil and behave courteously when driving a cab or limousine licenced under this by-law.
- (f) be properly dressed, well groomed, neat and clean in personal appearance when driving a cab or limousine licenced under this by-law.
- (g) not have more than nine demerit points recorded on their driver's licence in the previous twenty-four months.
- (h) drive the taxicab/limousine operated by themselves directly to the destination unless the passenger authorizes the driver to do otherwise. The driver shall not pick up passengers from another location unless specifically authorized to do so by the passengers in the vehicle.
- (i) supply a signed receipt to any passenger who requests one.
- (j) convey only the number of passengers consistent with the number of seat belts in the vehicle;
- (k) limit their driving time period to not more than 12 consecutive hours in a 24-hour period with at least 8 consecutive hours off-duty time (recuperative sleep) or as legislated by any Federal or Provincial Statute, Regulations or amendments; and
- (l) surrender their licence to the Town upon ceasing employment, resulting in the loss of driver's privileges in accordance with the law or ceasing employment as a taxi driver.

## **9. DISQUALIFICATION & REVOKATION & APPEALS**

**9.1** Every person who makes an application for a licence under this by-law and has provided information to the Clerk or designate, notifying the following shall not be issued a taxicab or limousine licence:

- (a) The applicant has been convicted of an indictable offence in the past 5 years or at the discretion of the Clerk or designate.
- (b) The applicant has been convicted of any sexual offence; or
- (c) The applicant has been convicted of any of the following offences in the past five years:
  - a. Impaired driving;
  - b. Dangerous driving;

- c. Driving with over 80 mg of alcohol in 100ml of blood; or
- d. Criminal negligence involving the use of a motor vehicle;
- e. Fail to remain.

**9.2** Every person who makes an application for a licence under this by-law and has provided information that they have multiple summary convictions may have the taxicab/limousine licence reviewed, revoked, or refused by the Clerk or designate:

**9.3** The licensing officer may suspend or revoke a driver's licence issued under the provisions of this by-law if they have reasonable grounds to believe that the licence holder has contravened any of the provisions of this by-law; or in the event that during the current licence year, a driver incurs an additional conviction which results in them being in contravention of any of the provisions of section 7.1.

**9.4** Where an inaccuracy, non-compliance or contravention is disputed in writing by the licence holder, the disputed matter shall be referred forthwith by the Clerk to Council, which shall hear representations from the applicant and determine the matter.

**9.5** Applicants whose licence application has been declined or suspended are eligible to appeal the decision in writing within fifteen days after the issue of the decision of the licensing officer and after a period of twenty-four months from the date of a conviction. Such appeal shall be heard by Council.

## **10. INSPECTIONS**

**10.1** A municipal law enforcement officer, at any reasonable time and after providing proper identification, may enter upon and inspect the licenced business premises of the taxicab or limousine owner or any licenced vehicle to ensure that the provisions of this by-law have been complied with.

**10.2** Every licenced owner or driver shall produce, at the request of the Clerk or designate, or a municipal law enforcement officer, all relevant licences and provide access to the invoices, vouchers, appointment books, trip sheets or other like documents of the person being inspected, provide such documents are relevant to the provision of this by-law. The person inspecting may remove any of the aforementioned documents for the purpose of photocopying, provided a receipt is given to the licensee and the documents are returned to the licensee within two business days.

**10.3** Where a municipal law enforcement officer believes a violation of the provisions of this by-law has occurred and the vehicle is currently in operation, every licenced owner or driver shall deliver forthwith the vehicle to attend a specific location to allow the officer to conduct an immediate inspection of the vehicle and the driver.

**10.4** Where a municipal law enforcement officer believes a violation of the provisions of this by-law has occurred and the vehicle is currently in operation, the officer may contact the licenced owner or driver and direct that the vehicle attend a specific location to allow the officer to conduct an immediate inspection of the vehicle and the driver.

## **11. VEHICLE STANDARDS**

**11.1** Every owner or driver of a licenced taxicab or limousine vehicle shall adhere to the following vehicle standards:

- (a) Vehicle must meet the standards required for the issuance of an acceptance under an Ontario Ministry of Transportation and Communications Vehicle Inspection Report or meet the standards for the issuance of a Safety Standard Certificate of mechanical fitness;
- (b) Vehicle must have a useable trunk capacity such that the vehicle is capable of being able to accommodate a wheelchair, walker or similar device used to assist the disabled;

- (c) Vehicle must have operating environmental controls sufficient to maintain an ambient interior temperature of 20 degrees Celsius;
- (d) Vehicle must have tint-free windows;
- (e) The interior of the vehicle must be clean, dry and in good repair;
- (f) The exterior of the vehicle must be clean and in good repair, free from exterior body damage with well well-maintained exterior paint finish; and
- (g) A vehicle maintenance log shall be kept in the vehicle at all times.

## **12. ACCESSIBILITY**

**12.1** Every owner shall prepare and file with the Clerk of the Town of Ingersoll a copy of their Accessibility Standards for Customer Service Policy, as required by Ontario Regulation 429/07

**12.2** Every driver shall:

- (a) Ensure that all wheelchairs being transported within the accessible taxicab/limousine are securely fastened so as to prevent them from moving when the accessible taxicab/limousine is in motion;
- (b) Ensure that the accessible cab/limousine
  - a. Is equipped with an extra tire, wheel and jack ready for use for that accessible taxicab/limousine;
  - b. Has wheelchair tie downs; and,
  - c. Is in compliance with regulation 629 of the *Highway Traffic Act*, the Canadian Standards Association's Standard D409-M84 and all other applicable federal and provincial legislation.

**12.3** Every owner shall maintain compliance with the *Accessibility for Ontarians with Disabilities Act, 2005 – O.Reg 191/11: Integrated Accessibility Standards* s. 79 & 80.

## **13. ENFORCEMENT**

**13.1** Every person who contravenes any of the provisions of this by-law is guilty of an offence and, upon conviction, is liable to a fine or penalty as provided for in the Provincial Offences Act.

**13.2** No person shall hinder or obstruct the Clerk or Municipal Law Enforcement Officer while carrying out the provisions of this by-law.

## **14. REPEAL – ENACTMENT**

**14.1** This by-law repeals and replaces consolidated By-Law 09-4486, and all previous by-laws for licensing, regulating and governing of owners and drivers of vehicles used for hire.

**14.2** This by-law shall become in full force and effect on the day of passage.

**Passed** this 8<sup>th</sup> day of December 2025.

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**Brian Petrie, Mayor**

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**Danielle Richard, Clerk**

This by-law passed in accordance with Part VI.1 subsection 284.11(4)(a)(ii) of the *Municipal Act, 2001*, as amended.

## Schedule 'A'



### Taxi-Limousine Driver's Licence Application

**Fee - \$25** (includes photo ID card), payable **upon approval**, by **cash/cheque/debit** at Town Hall.

Licences expire **April 30th annually**, unless sooner revoked.

#### Applicant Information:

**First Name: \***

**Last Name: \***

**Address: \***

**City: \***

**Postal Code: \***

**Telephone No.: \***

**Email Address: \***

**Driver's Licence No.: \***

**Company Employed By:**

#### Required Documents:

**Criminal Record Check with Vulnerable Sector Clearance: \***

Obtain at your local Police Station

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**Copy of G Licence: \***

Front and back view of licence required

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#### Agreement:

- a) I am eighteen (18) years of age or older;
- b) I am a citizen of Canada or a landed immigrant. (In the event that the applicant is not a citizen of Canada or landed immigrant, the applicant must produce a valide work permit issued by the Canadian Government);
- c) I agree to advise the Town of any changes in my driver's licence status;
- d) I agree to advise the Town of any changes of address;
- e) I do not have any medical or eye conditions which would prevent or impede my ability to safely operate a vehicle;
- f) I agree to charge fares consistent with the Town's by-law requirements;
- g) I agree to to accurately complete and file with the owner or broker a record of my trips on a daily basis;

- h) I agree to be civil and behave courteously when driving a Taxi/Limousine;
- i) I agree to be properly dressed, well groomed, neat and clean in appearance when driving a Taxi/Limousine;
- j) I agree to serve the first person requiring the service of the vehicle;
- k) I do not have more than nine (9) demerit points recorded on my driver's licence in the previous twenty-four (24) months;
- l) I have not been convicted of an indictable criminal offence for which I was sentenced to imprisonment for three months or more in the past five (5) years; or
  - a. I have not been convicted of any sexual offence for which I was sentenced to imprisonment for three months or more or;
  - b. I am not charged with any sexual offence that is currently before the courts; or have been convicted of any sexual offence;
  - c. I have not been convicted for any of the following in the past five (5) years:
    - i. Impaired driving;
    - ii. Dangerous driving;
    - iii. Driving with over 80 mgs of alcohol in 100 ml of blood; or
    - iv. Criminal negligence involving the use of motor vehicle;
    - v. Fail to remain
- m) I agree that I will drive the vehicle directly to the destination unless the passenger authorized me to do otherwise. I will not pick up passengers from another location unless specifically authorized to do so by the passenger(s) in the vehicle;
- n) I agree to display my photo ID licence issued by the Town in a prominent place within the vehicle when conveying passenger(s);
- o) I agree to supply a signed receipt for the fare paid to the passenger, if requested to do so;
- p) I agree not to convey, at one time, more passengers than the number of available seat belts in the vehicle;
- q) I shall not drive the vehicle for more than twelve (12) consecutive hours within any twenty-four (24) hour period;
- r) I shall not allow any person to smoke in the Taxi/Limousine;
- s) While on duty, I shall post or cause to be posted a sign having the following content: "Smoking is prohibited in this Taxi/Limousine"

**Acknowledgement: \***

Please check box to acknowledge

I hereby certify that I have read and understand the contents of this application. I further certify that the information contained in this application is true  
 and I agree that I will abide by all of the provisions of the Town of Ingersoll By-Law No. 09-4486 and amendments thereto and any other applicable municipal regulations that may apply to the operation of a Taxi/Limousine Driver's Licence. The licence fee has been submitted with this application.

**Dated at the Town of Ingersoll, in the County of Oxford:**

YYYY-MM-DD 

**Applicant Signature:**

Sign

Submit

Save as Draft

# Schedule 'B'



## Taxi-Limousine Company Owner's Licence Application

**Fee - \$50 licence fee** (includes fee for first driver's licence) + **\$50 per vehicle.**

Payable by **cash/cheque/debit** at Town Hall.

Licences expire **April 30th annually**, unless sooner revoked.

### Owner's Information:

**First Name: \***

**Last Name: \***

**Address: \***

**City: \***

**Postal Code: \***

**Telephone No.: \***

**Email Address: \***

**Driver's Licence No.: \***

**Company Name \***

### Required Documents:

**Please list all taxi driver's first and last name's, employed by your company. \***

**Please list all vehicles in your fleet. \***

**Please attach proof of ownership and insurance for all vehicles listed above. \***

Ownership documents must be in good standing and issued in company owner's name, or the name of the business, by the Ministry of Transportation, for the vehicles being licenced. In the event that a vehicle is owned by a person(s) who is not an owner of the business, provide written proof from the owner of the vehicle that the vehicle will be used as part of the business along with a copy of the passenger vehicle permit issued by the Ministry of Transportation.

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**Please attach vehicle safety standards certificates for all vehicles. \***

Issued under the Highway Traffic Act.

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**Please attach certificate of insurance with a liability limit of at least \$2,000,000. \***

Must be exclusive of interest and costs in respect to any one accident and the policy shall be endorsed to provide that the Town shall be given at least (10) days notice in writing prior to any cancellation, expiration or change in the amount of the policy.

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**Agreement:**

- a) I have authority to sign on behalf of the aforementioned business;
- b) I will advise the Town of any change(s) of information that has been supplied;
- c) I will provide a dispatch service which is in service twenty-four (24) hours per day, seven (7) days per week;
- d) I will ensure that the fares charged are consistent with the by-law requirements;
- e) I agree to comply with the provisions of the Taxi-Limousine Licensing By-law and its amendments;
- f) I agree to keep the vehicles in repair and clean;
- g) I will produce daily trip records, if requested by the Clerk or designate;
- h) I will retain records of all calls received or dispatched giving date, time origin and driver's name;
- i) I will retain the records in an orderly manner filed by date, for twelve (12) months, and ensure they will be open to inspection by the Clerk or designate;
- j) I will prominently display on the rear exterior of the taxi-limousine the numbered metal licence plate provided by the Town;
- k) I shall upon disposing of a vehicle, within forty-eight (48) hours, advise the Clerk or designate of the replacement vehicle or surrender the licence in respect of such vehicle;
- l) I shall ensure each licenced vehicle has an illuminated sign on the roof of the taxi identifiable that it is a taxi;
- m) I shall ensure that each licenced vehicle, while on duty, has a "No Smoking" sign posted in a prominent place within the vehicle.

**Acknowledgement: \***

Please check box to acknowledge

I hereby certify that I have read and understand the contents of this application. I further certify that the information contained in this application is true and I agree that I will abide by all of the provisions of the Town of Ingersoll By-Law No. 09-4486 and amendments thereto and any other applicable municipal regulations that may apply to the operation of a Taxi/Limousine Company Owner's Licence. The licence fee has been submitted with this application.

**Dated at the Town of Ingersoll, in the County of Oxford:**

YYYY-MM-DD

**Applicant Signature:**

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1.	Operated a taxi or limousine without a licence	Section 3.1	\$200
2.	Did not display licence in a prominent location	Section 6.2	\$100
3.	Did not report information change within 7 days	Section 7.2(c)	\$100
4.	Failed to advise the licensing office of change in driver's licence status.	Section 8.2(b)	\$100
5.	Failed to keep vehicle in good repair and clean.	Section 7.2(d)	\$100
6.	Failed to display licence plate on rear exterior of taxicab.	Section 7.2(e)	\$100
7.	Failed to surrender licence within 48 hours.	Section 7.2(f)	\$100
8.	Did not have illuminated roof sign on taxicab.	Section 7.2(g)	\$100
9.	Failed to advise Town of medical or vision problems.	Section 8.2(c)	\$100
10.	Failed to complete daily trip records.	Section 8.2(d)	\$100
11.	Did have more than 9 demerit points on driver's licence.	Section 8.2(g)	\$100
12.	Did pick up other passengers without authorization.	Section 8.2(h)	\$100
13.	Failed to supply a signed receipt.	Section 8.2(i)	\$100
14.	Failed to provide adequate seatbelts.	Section 8.2(j)	\$100
15.	Operated longer than 12 hours.	Section 8.2(k)	\$100
16.	Failed to post taxicab fares.	Section 6.3	\$100
17.	Failed to provide licences or records.	Section 10.2	\$100