

TOWN OF PORT HAWKESBURY TAXI POLICY

1. This Policy is entitled “**Taxi Policy**”.
2. This Policy applies except to the extent of any conflict with applicable provincial legislation, and, where the fee amounts in this Policy differ from those set out in a By-law, Recorded Resolution, Policy or Resolution of the Town in effect on the effective date of this Policy, the fee amounts set out in this Policy shall amend those previously in effect.

3. **Fees**

Fees are to be paid to the Town for a Taxi License issued pursuant to the TAXI By-law shall be in accordance with the following table:

Taxi Policy Fee Table

Taxi Driver’s License	\$30.00 (January 1-December 31 st)
Taxi Owner’s License (per Car)	\$30.00 (January 1-December 31 st)
Fares Within Town Limits (Flat Rate)	\$8.00

The Fares Within Town Limits (Flat Rate) will be reviewed and where appropriate adjusted annually. Significant spikes in fuel prices will also cause review and possible adjustment of the Flat Rate.

The CAO shall adjust the Flat Rate when significant spikes in fuel prices occur, to fairly accommodate the unforeseen increases in taxi operating costs.

4. **Appeal Procedure**

Paragraph 23 of the Town of Port Hawkesbury Taxi By-law states:

Any person whose application for a Taxi Business License or Taxi Driver’s License has been refused or whose Taxi Business License or Taxi Driver’s License has been suspended or revoked may, within seven (7) days of receipt of the Notice appeal the suspension or revocation to Town Council which may:

- a) Approve of the action taken;
- b) Vary the action taken;
- c) Allow the appeal and order that the application be granted or the license reinstated. The Taxi Business License or Taxi Driver’s License, as the case may be, shall continue to be suspended or revoked until the appeal is heard. Following the appeal, the Town Council shall make a final

decision, and that decision shall be in compliance with the By-law, the principles of natural justice and this Taxi Policy.

The following process shall be utilized by Council when an appeal on the decision of the inspector is made:

Within twenty (30) days after receipt of appeal, Council shall meet and review documentation including:

- a) The complaint received from appellant
- b) Information received from Staff

Council shall then make a decision to:

- a) Confirm the decision of the Inspector;
- b) Order that a license be granted or reinstated;
- c) Request more information from staff or the appellant and consider the decision on receipt of the information or;
- d) Hold an appeal hearing;
- e) The appellant will be informed of the decision of Council within seven (7) days, if the decision is to hold an appeal, the appeal is to be no later than fourteen (14) days from the date of the decision;

The Town of Port Hawkesbury Appeal Hearing procedure will adopt the following agenda:

- a) Introduction of all present
- b) Introduction of the concern
- c) Appellant presents an overview of his/her concern
- d) Town Administration presents an overview of his/her decision
- e) Questions of clarification from appeal Council members
- f) All presenters leave
- g) Council members deliberate on the information presented and possible options

Hearing concludes

Participants are expected to be respectful of all others in the appeal hearing, and listen quietly while others present information to Council. There is no cross examination of presenters. Council members may ask questions of each presenter.

Final Decision

Within seven (7) business days of the hearing, the CAO or designate on behalf of Council, shall notify in writing (including electronically), as appropriate, the decision of Council.

The decision of Council shall be final and binding.

In an appeal process the official file will be retained by the Clerk for a period of at least one year from the date of Council's decision, after which the file will be destroyed.

5. Insurance Requirements

Proof of financial responsibility certifying:

- a) public liability coverage is at a minimum amount of \$2,000,000.00
- b) passenger hazard coverage
- c) accident benefits and uninsured motorist coverage as required by the Motor Vehicle Act and any other applicable statute
- d) endorsement 6A entitled permission to carry passenger for compensation or such comparable form approved by the Insurance Bureau of Canada

6. Licensing Requirements

An application for a Taxi Driver's License shall contain:

- a) The name and current address of the applicant;
- b) The taxi company name under which the license is to be used;
- c) A copy of the applicant's Class 1, 2, class 3 or class 4 Nova Scotia drivers' license;
- d) His/her signature acknowledging receipt of a copy of the Taxi By-law and to abide by said By-law.

The applicant shall file with his/her application the following documents:

- a) The results of a criminal record check, including vulnerable sector verification, every three (3) years, or as deemed by the CAO;
- b) An abstract of driving record from the Registry of Motor Vehicles dated not more than 30 days prior to the application.

CAO's Annotation for Official Policy Book

Policy Review Notification: December 23, 2021

Policy Review Date: January 6, 2022

Under review: March 2022

Amended by Council: April 5, 2022

I certify this to be a true copy of the Taxi Policy as adopted by the Town Council of Port Hawkesbury at a Public Meeting held

Terry Doyle, P. Eng.
Chief Administrative Officer

SCHEDULE "A"
TOWN OF PORT HAWKESBURY APPLICATION FOR TAXI BUSINESS LICENSE

To: The Taxi By-law Administrator or Chief Administrative Officer
Port Hawkesbury
Nova Scotia

I hereby make application for a Taxi Business License in the Town of Port Hawkesbury pursuant to the regulations and requirements as set out in the Town of Port Hawkesbury Taxi By-law.

Name: _____

Home Address: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

AUTOMOBILE INFORMATION

Make: _____ Model: _____

Year: _____ Nova Scotia Plate Number: _____

Nova Scotia License Number: _____ Serial Number: _____

Colour: _____ Motor Vehicle Inspection Date: _____

INSURANCE INFORMATION

Insurance Company: _____

Policy Number: _____ Agent: _____

Date of Policy: _____ Amount of Coverage: _____

SCHEDULE "A"
TOWN OF PORT HAWKESBURY APPLICATION FOR TAXI BUSINESS LICENSE (cont.)

BUSINESS REGISTRATION

Business Number (CRA) _____

Nova Scotia Registry of Joint Stock Number: _____

I further undertake to provide said vehicle for purposes of inspection and enclose the sum of \$30.00 for application and license fee. I certify that I have received and understand the terms of the Town of Port Hawkesbury Taxi By-law and Policy adopted in January of 2022. I have enclosed the following required attachments:

1. Copy of Vehicle Inspection
2. Copy of Insurance Policy
3. Proof of Bonifide Business
4. Licensing fees

Signature of Applicant: _____

Date: _____

TO BE COMPLETED BY THE TAXI ADMINISTRATOR

Certified Received by Administration:	Date:
Certified Application Complete:	Date:

SCHEDULE "B"
TOWN OF PORT HAWKESBURY APPLICATION FOR TAXI DRIVER'S LICENSE

To: The Taxi By-law Administrator or Chief Administrative Officer
Port Hawkesbury
Nova Scotia

I hereby make application for a Taxi Driver's License in the Town of Port Hawkesbury pursuant to the regulations and requirements as set out in the Town of Port Hawkesbury Taxi By-law.

Name: _____

Home Address: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Taxi Company: _____

Address: _____

I hold a valid unexpired Class 4 driver's License issued by the Province of Nova Scotia bearing License No.: _____

I have enclosed \$30.00 for application and license fee together with two personal photographs.

I have enclosed the following required attachments:

1. Copy of Nova Scotia Drivers Licence
2. Criminal Record Check Including Vulnerable Sector Check
3. Drivers Abstract

TO BE COMPLETED BY THE TAXI ADMINISTRATOR

Certified Received by Administration:	Date:
Certified Application Complete:	Date:

SCHEDULE "C"
TOWN OF PORT HAWKESBURY
TAXI BUSINESS LICENSE

Taxi Business Name: _____

Address of Taxi: _____

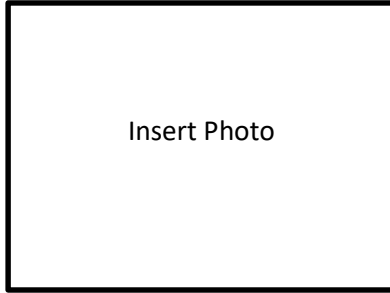
The Owner of a Motor Vehicle

Nova Scotia License Number: _____ is licensed to
operate the said vehicle as a taxi within the Town of Port Hawkesbury for the period ending
December 31, 20____.

Chief Administrative Officer: _____

Date: _____

SCHEDULE "D"
TOWN OF PORT HAWKESBURY
TAXI DRIVER LICENSE



Name :

Address:

Is licensed to carry on the trade or profession as a taxi driver within the Town of Port
Hawkesbury for the period ending December 31, 20__.

Chief Administrative Officer:

Date: