



Regulation 20 / 2021-20 made under the Business Licensing By-law Schedule 20 – Tow Truck Business and Impound Yard Storage

1. Definitions

1.1 Terms used in the Regulation have the same meaning as in the Business Licensing By-law L.131-16 as amended from time to time.

1.2 For the purpose of this Regulation “**By-law**” means the Business Licensing By-law L.131-16 as amended from time to time.

2. Regulations

Every holder of a **Tow Truck Business Licence** shall:

- (a) maintain an up-to-date registry of all Tow Truck Operators on its behalf; the registry should include the following details:
 - current driver’s licence details (licence number, name, address, birth date),
 - a current Ministry of Transportation Commercial Vehicle Operators Registration,
 - a Ministry of Transportation drivers abstract, dated no later than 60 days prior to the initial date of employment, or as requested otherwise.
 - a Police Record Check (Criminal Record Check) dated no later than 60 days prior to the initial date of employment, or as requested otherwise.
- (b) maintain an up-to-date registry for every Tow Truck Accident Scene occurrence, kept on record for a minimum of (1) one year, including:
 - date of tow occurrence
 - location of tow occurrence
 - vehicle licence number
 - photo of vehicle at Accident Scene
 - photo of vehicle ready to be towed
 - copy of the final invoice
- (c) maintain a current web site containing contact information, location of Impound Storage Yard and towing/storage fees.
- (d) produce a current Police Record Check (Criminal Record Check) of any Tow Truck Operator upon the request of the Licence Manager or an Enforcement Officer immediately upon their request.
- (e) produce a current Ministry of Transportation drivers abstract of any Tow Truck Operator upon the request of the Licence Manager or an Enforcement Officer immediately upon their request.
- (f) produce a current Ministry of Transportation Commercial Vehicle Operators Registration of any Tow Truck Business or Tow Truck Operator upon the request of the Licence Manager or an Enforcement Officer immediately upon their request.
- (g) display City of London Tow Truck Business Licence identification on all Tow Trucks in a visible location as approved by the Licence Manager.

3.0 Application for **Tow Truck Business Licence** and Renewals:

Every Applicant for a Tow Truck Business Licence or renewal shall:

- a) submit to the Licence Manager a complete application form;
- b) submit to the Licence Manager a copy of Master Business Licence or Articles of Incorporation.
- c) submit to the Licence Manager applicable application fees.

- d) submit to the Licence Manager lease agreement or property title.
- e) submit to the Licence Manager, a current Police Record Check (Criminal Record Check) of any Tow Truck Operator, dated no later than 60 days prior to the submission of the licence or renewal.
- f) submit to the Licence Manager, a current Ministry of Transportation drivers abstract of any Tow Truck Operator, dated no later than 60 days prior to the submission of the licence or renewal.
- g) submit to the Licence Manager, the name and location of Licenced Impound Storage Yard to be utilized within the boundaries of the City of London.

3.1 Application for Impound Yard Storage Licence and Renewals:

Every Applicant for a Impound Yard Storage Licence or renewal shall:

- a) submit to the Licence Manager a complete application form.
- b) submit to the Licence Manager a copy of Master Business Licence or Articles of Incorporation.
- c) submit to the Licence Manager applicable application fees.
- d) submit to the licence Manager lease agreement or property title for Impound Storage Yard within the boundaries of the City of London.

4. Fees

4.1 Towing Services Fee Schedule [Vehicles up to 6500kg GVWR]

The following maximum Towing Services fees are applicable for all Accident Scenes from the Accident Scene to the licensed Impound Yard Storage location or the destination by the request of the vehicle occupant :

Towing Services Fee Schedule Vehicles up to 6500kg GVWR	
Tow Service	Maximum Fee (\$)
Regular Tow	\$275.00
Flatbed	\$275.00
Additional Fees	
Winching (maximum)	\$100.00

Note: *The above fees do not include applicable taxes. No additional fees are permitted to be charged above and beyond what is stated in this list.*

4.2 Towing Services Fee Schedule [Vehicles over 6500kg GVWR]

The following maximum Towing Services fees are applicable for all Accident Scene, from the Accident Scene to the licensed Impound Yard Storage location or the destination by the request of the vehicle occupant:

Towing Services Fee Schedule Vehicles over 6500kg GVWR	
Tow Service	Maximum Fee (\$)
Regular Tow	\$500.00
Additional Fees	
Winching (maximum)	\$100.00
All other fees	
Recovery (hourly fee)	\$400.00

Note: *The above fees do not include applicable taxes. No additional fees are permitted to be charged above and beyond what is stated in this list.*

4.3 IMPOUND YARD STORAGE Fee Schedule [Vehicles up to 6500kg GVWR]

a) The charge for impounding a vehicle towed from an Accident Scene, shall be a maximum fee of **\$50.00 per** day or part thereof, for vehicles up to 6500kg CVWR and **\$100.00** for vehicles over 6500 GVWR.

5.0 IMPOUND YARD STORAGE LOCATION OPERATING HOURS

DAY	HOURS
Monday through Sunday, unless the day is observed as a holiday.	8:00am – 5:00pm

In this Schedule, "holiday" means New Year's Day, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

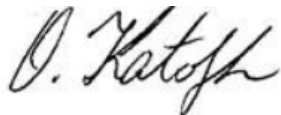
6.0 IMPOUND STORAGE YARD SITE DESIGN REQUIREMENTS

6.1 The following are prescribed site design specifications for the Impound Storage Yard:

- a) Fencing:
 - Every Impound Storage Yard shall erect and maintain a fence, having a minimum height of 1.82 meters (6 feet) on all boundaries of the Impound Storage Yard.
 - An additional 0.30 meters (1 foot) of barbed wire is also permitted for security purposes, in accordance with the Fence By-law PS-6.

- b) Signage Standards:
 - at least one sign must be posted at each entrance to the Impound Storage Yard.
 - the minimum sign face should measure 2 feet by 3 feet.
 - the sign shall be on the white reflective background with black lettering no smaller 1 inch.
 - the content of the sign shall include the following information: Tow Truck Business name including contact information (land line, cell phone, website)

7.0. This regulation shall come into force and effect on **March 2, 2022** and supersedes the version administered on June 23, 2021.



Orest Katolyk
Licence Manager, By-law L.131-16