

**KINGSTON AREA TAXI LICENSING COMMISSION MEETING  
MINUTES**

**Minutes of Meeting 2021-1  
Meeting held January 13, 2021  
Via Teleconference**

**PRESENT:**

Commissioner Allan

Commissioner Doherty

Commissioner Draeger

Commissioner Budarick

Commissioner Dowser

Commissioner Moulton

**REGRETS:**

**STAFF:**

Dave Kennedy

**OTHERS PRESENT:**

Roy Ambury

Mark Greenwood

**1. MEETING CALL TO ORDER**

The meeting was called to order at 5:35 p.m.

**2. POSSIBLE PECUNIARY INTEREST**

None declared.

**THIS IS NOT A VERBATIM REPORT**

Action items are bolded.

**3. CONFIRMATION OF AGENDA**

Letters from Steve Marskell and Roy Ambury added

**MOTION** to accept amended agenda

*Moved by Commissioner Dowser*

*Seconded by Commissioner Budarick*

*CARRIED*

**4. CONFIRMATION OF MINUTES of December 17, 2020 minutes**

**MOTION** to approve minutes

*Moved by Commissioner Dowser*

*Seconded by Commission Doherty*

*CARRIED*

**5. ELECTIONS –**

a. **Chair** Commissioner Allen nominated by Commissioner Moulton, seconded by Commissioner Dowser – Acclaimed

b. **Vice Chair** – Commissioner Dowser nominated by Commissioner Doherty , seconded by Commissioner Budarick – Acclaimed

c. **Secretary Treasurer** – Commissioner Moulton nominated by Commissioner Budarick, second by Commissioner Dowser – Acclaimed

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**6. BUSINESS**

**a. Follow up on actions from previous meeting:**

- 1) Team tasked with updating the test (Dave Kennedy, Roy Ambury, Commissioner Dowser) to present proposed draft.
  - Team has prepared a draft but need to do more research with other jurisdictions. Test to be reduced in size, limit GPS type questions, etc.
  - **Action: Team to present at next meeting.**
- 2) Commissioner Doherty to advise City Clerk of proposed meeting dates. – Completed.
- 3) Taxi Inspector to research printer options.
  - Will be testing Avon printer free of charge.

**b. Committee Updates**

- 1) Regulatory Review Committee – final report (Commissioner Draeger) (info only).
  - a. No report prepared but committee replaced by proposed standing committee.
- 2) Commissioner Draeger to propose Regulatory Committee become a standing committee.
  - a. MOTION to establish a standing committee per attached Terms of Reference
    - i. Moved by Commissioner Moulton
    - ii. Seconded by Commissioner Budarick CARRIED
    - iii. **Membership to be appointed at next meeting.**

**c. New Business:**

- 1) General Manager report (Dave Kennedy)
  - a. The General Manager updated the Commission on the month's activities.
  - b. **Action: Commissioner Dowser to assist April with learning Quickbooks.**
- 2) Financial report/Draft budget for 2021 (Dave Kennedy/Kathy Moulton)
  - a. The General Manager and Commissioner Moulton updated the Commission on the financial situation.
- 3) Approval of Taxi Inspector Job Document
  - a. Motion to accept attached Job Document (attached)
    - i. Moved by Commissioner Allan
    - ii. Seconded by Commissioner Dowser CARRIED
- 4) Letter from Steve Marskell re tariff changes
  - a. Motion to remove the hourly rate from the tariff effective Feb 1, 2021
    - i. Moved by Commissioner Budarick
    - ii. Seconded by Commissioner Dowser CARRIED
  - b. **Action: Taxi Inspector to update tariff documentation**

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- 5) Letters from Roy Ambury
  - a. Agreed that a review of tariffs would be undertaken by the General Manager with a view to automatic increases. A comparison to other jurisdictions should be included in the research.
    - i. **Action: GM to report back at next meeting.**
  - b. Second letter from Mr. Ambury addressed passengers who have not paid.
    - i. A matter for the police.

**7. IN CAMERA (including Inspector)**

**MOTION** to go in camera at 7:00

Moved by Commissioner Moulton

Seconded by Commissioner Budarick

CARRIED

**The Taxi Inspector left the meeting at 7:10 and the In-Camera Session excluding staff proceeded.**

**The Taxi Inspector returned to the meeting at 7:44 and the In-Camera Session including staff continued.**

*Report out from In Camera Session:*

*The Commission worked out details of operations during the Ontario lock down/Stay at Home order.*

**MOTION** to exit in camera at 8:06

Moved by Commissioner Budarick

Seconded by Commissioner Dowser

CARRIED

**8. ADJOURN**

The next meeting will be held on February 10, 2021. Details of venue to follow.

**MOTION** to adjourn at 8:07

Moved by Commissioner Dowser

Seconded by Commissioner Budarick

CARRIED

The meeting adjourned at 8:07.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date