



Kingston Area Taxi Commission Meeting 12-2024 - Addendum

Wednesday, December 11, 2024, at 7:30 P.M.
in virtual electronic format hosted on Zoom and Facebook LIVE.

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Call Meeting to Order

Roll Call

Approval of Agenda

Disclosure of Potential Pecuniary Interest

Presentations

Delegations

Briefings

Presentations

Petitions

Motions of Congratulations, Recognition, Sympathy, Condolences and Speedy Recovery

Deferred Motions

Reports

Report Number 09: Received from the Chair (Recommend)

Report Number 09

To all members of the Kingston Area Taxi Commission:

The Chair reports and recommends as follows:

1. **That** the 2025 schedule of meetings of the Taxi Commission, Standing Committee, and Accessible Committee attached as Exhibit A to Report Number 25-001, be approved; and
2. **That** the 2025 schedule of the Commissions Office Closed Dates, including observance of statutory holidays, attached as Exhibit A to Report Number 25-001, be approved.



Report Number 10: Received from the Chair (Recommend)

Report Number 10

To all members of the Kingston Area Taxi Commission:

The Chair reports and recommends as follows:

1. **That** By-Law 2025-20 attached to Report Number 25-002 as Exhibit A, be presented to the Kingston Area Taxi Commission to establish the fees and charges for the 2025 fiscal year.
2. **That** the Kingston Area Taxi Commission adopt “By-Law 2025-20”, a By-law to “Fees and Charges”, also known as the “Fees and Charges Bylaw”, effective January 1, 2025.
3. **That** the Kingston Area Taxi Commission repeal “By-Law No.2, Schedule F”, a By-Law to “Fees”, in its entirety, effective December 31, 2024.

Information Reports

Miscellaneous Business

Miscellaneous Business Items are voted on as one motion.

New Motions

Notices on Motions

Minutes

That the Minutes of Kingston Area Taxi Commission Meeting 11-2024, held Wednesday, November 13, 2024, be confirmed.

(Distributed to all members of the Commission on November 29, 2024.)

Tabling Documents

Communications

Other Business



By-Laws

- a) **That** By-Laws (1) and (2) be given their first and second reading.
 - b) **That** Clause 3.28 of By-Law Number 2 be invoked for the purpose of giving By-Laws (1) and (2) three readings.
 - c) **That** By-Laws (1) and (2) be given their third reading.
1. A By-Law to adopt “By-Law 2025-20”, a By-law to “Fees and Charges”, also known as the “Fees and Charges Bylaw”, effective January 1, 2025.

Three Readings

(Clause 2, Report Number 10)

2. A By-Law to Repeal “By-Law No.2, Schedule F”, a By-Law to “Fees”, in its entirety, effective December 31, 2024.

Three Readings

(Clause 3, Report Number 10)

Adjournment



Kingston Area Taxi Licensing Commission

Report to Commission

Report Number: 25-001

To: Members of the Commission
From: Commissioner Dowser, Chair, Kingston Area Taxi Commission
Resource Staff: NA
Date of Meeting: December 11, 2025
Subject: 2025 Schedule of Meetings:
Taxi Commission, Standing Committee, and Accessible Committee

Commission Strategic Plan Alignment:

Theme: Corporate Business

Goal: See above

Executive Summary:

This report provides the 2025 schedule of meetings for the Commission, the Standing Committee, and Accessible Committee. There are no changes to the frequency or timing of meetings established for the Commission and Standing Committees in By-Law Number 1, the Commission Procedural By-Law. All meetings are subject to change where necessary with notice.

Additionally, this report includes the Statutory Holiday schedule for 2025 and Commission Office Closed Dates in observance of Statutory Holidays.

Recommendation:

That the 2025 schedule of meetings of the Taxi Commission, Standing Committee, and Accessible Committee attached as Exhibit A to Report Number 25-001, be approved; and

That the 2025 schedule of the Commissions Office Closed Dates, including observance of statutory holidays, attached as Exhibit A to Report Number 25-001, be approved.



Kingston Area Taxi Licensing Commission

Report to Commission

Report Number: 25-001

Exhibit A to Report Number 25-001

2025 Schedule of Meetings

All meetings of the Taxi Commission and its Committee's are to commence at 7:00pm in virtual format via Zoom unless otherwise notified.

All meetings of the Taxi Commission and its Committee's are live streamed to its Facebook page.

Public Holiday Dates

The Taxi Commission Office will be closed on the following public holiday dates:

- Wednesday January 1 – New Year's Day
- Monday February 17 – Family Day
- Friday April 18 – Good Friday
- Monday April 21 – Easter Monday
- Monday May 19 – Victoria Day
- Tuesday July 1 – Canada Day
- Monday August 4 – Civic Holiday
- Monday September 1 – Labour Day
- Tuesday September 30 – National Day for Truth and Reconciliation
- Monday October 13 – Thanksgiving Day
- Tuesday November 11 – Remembrance Day
- Tuesday December 24 – Christmas Eve
- Wednesday December 25 – Christmas Day
- Thursday December 26 – Boxing Day

Commission Meeting Dates

- Wednesday January 8
- Wednesday February 12
- Wednesday March 12
- Wednesday April 9
- Wednesday May 14
- Wednesday June 11
- Wednesday July 9
- Wednesday August 13



Kingston Area Taxi Licensing Commission

Report to Commission

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- Wednesday September 10
- Wednesday October 8
- Wednesday November 12
- Wednesday December 10

Standing Committee Meeting Dates

- Tuesday January 14
- Tuesday February 4
- Tuesday February 18
- Tuesday March 4
- Tuesday March 18
- Tuesday April 1
- Tuesday April 15
- Tuesday May 6
- Tuesday May 20
- Tuesday June 3
- Tuesday June 17
- Tuesday July 15
- Tuesday August 5
- Tuesday August 19
- Tuesday September 2
- Tuesday September 16
- Thursday October 2
- Thursday October 16
- Tuesday November 4
- Tuesday November 18
- Tuesday December 2
- Tuesday December 16



Kingston Area Taxi Licensing Commission

Report to Commission

Report Number: 25-001

Accessible Committee Meeting Dates

- Monday January 27
- Monday February 24
- Monday March 31
- Monday April 28
- Monday May 26
- Friday June 20
- Monday July 28
- Monday August 25
- Monday September 29
- Monday October 27
- Monday November 24

Commission Office Closed Dates

- Wednesday January 1
- Monday February 17
- Friday April 18
- Monday April 21
- Monday May 19
- Tuesday July 1
- Monday August 4
- Monday September 1
- Tuesday September 30
- Monday October 13
- Tuesday November 11
- Tuesday December 24
- Wednesday December 25
- Thursday December 26

The Taxi Commission's summer break will begin on Monday, June 23, 2025, returning on Wednesday, July 2, 2025, unless otherwise notified. The Taxi Commission's winter break will begin on Monday, December 22, 2025, for a period of two weeks, returning on Monday, January 5, 2026, unless otherwise notified.



Kingston Area Taxi Commission

Report to Taxi Commission

Report Number: 25-003

To: Members of the Kingston Area Taxi Commission
From: Commissioner Dowser, Chair, Kingston Area Taxi Commission
Resource Staff: None
Date of Meeting: December 11, 2024
Subject: Fees and Charges Bylaw – 2025 Fiscal Year

Commission Strategic Plan Alignment:

Theme: Administration and Corporate Business

Goal: See above

Executive Summary:

By Provincial Act, *Bill Pr24* (Chapter Pr29, Statutes of Ontario, 1989), the Kingston Area Taxi Commission is established as a corporation, and by Provincial Act, *Bill Pr97 S.3*. (Chapter Pr35, Statutes of Ontario, 1990) as amended, powers of the *Municipal Act, 2001* are vested with the Commission. The Act(s), authorises the “Corporation of” the Kingston Area Taxi Commission to impose fees for licensing and services. Fees charged for licensing and services are the primary source of the Commission’s revenue, representing approximately 59% of the Commission’s total revenue budget.

The purpose of this report is to recommend that the Kingston Area Taxi Commission adopt a new by-law to establish the fees and charges for the 2025 fiscal year and to repeal “By-Law No.2, Schedule F”, a By-Law to “Fees”, in its entirety.

It is important that fee adjustments are reviewed on an annual basis in conjunction with a review of respective service costs to ensure that the high level of service standards expected of the Commission are maintained.

During the annual budget process, the Chair reviews all fees and charges to ensure that they are applied in accordance with policy and/or strategic direction. Respective revenues will be incorporated into the Commission’s 2026 operating budget; based on the establishment of the fees and charges for 2025.

Recommendation:

1. **That** By-Law 2025-20 attached to Report Number 25-002 as Exhibit A, be presented to the Kingston Area Taxi Commission to establish the fees and charges for the 2025 fiscal year.
2. **That** the Kingston Area Taxi Commission adopt “By-Law 2025-20”, a By-law to “Fees and Charges”, also known as the “Fees and Charges Bylaw”, effective January 1, 2025.



Kingston Area Taxi Commission

Report to Taxi Commission

Report Number: 25-003

3. That the Kingston Area Taxi Commission repeal “By-Law No.2, Schedule F”, a By-Law to “Fees”, in its entirety, effective December 31, 2024.

Options / Discussion:

Background

In 2021 as part of the COVID Relief strategy, the Kingston Area Taxi Commission reduced fees for licensing and services by approximately 11%. For example, the fee for a Taxi Driver’s License was reduced from \$135.00 to \$120.00; the fee for a Taxi Plateholder License was reduced from \$250.00 to \$120.00 per year.

The Kingston Area Taxi continued to reduce fees throughout 2022, 2023, and 2024 by an additional 7% (approximate) as part of the COVID Relief and COVID Recovery strategies. This 18% reduction remained static over the last 3 years; no fee increases were implemented for the 2022, 2023, and 2024 fiscal years, where the increased annual costs were absorbed by the Commission.

Analysis

Costs impacting the Commission are estimated to increase by 2.2% in 2025 will have risen by an estimated total of 16% (2022 through 2024), considering previous years increases as detailed below.

Percentage of annual Costs Increase (Year over Year):

Fiscal Year 2022 – 6.8% Increase

Fiscal Year 2023 – 3.9% Increase + 6.8% Increase previous year

Fiscal Year 2024 – 3.1% Increase + 9.9% Increase previous years

Fiscal Year 2025 – 2.2% Increase (estimated) + 13% Increase previous years

Since 2022 inflation has risen 13.8% plus the estimated 2.2% for 2025, a total increase of 16%. Considering previous years inflation year over year and factoring in the 11% reduction in fees and charges in 2021, the overall CPI inflation percentage impacting the Commission is estimated at 27%.

Where fees are adjusted by inflation, an average increase of 6% plus 2% for capital purposes, where applicable, has been applied, effective January 1, 2025. This proxy is reasonable for recovering expected service costs and maintaining relative proportions of user fees and should be a consistent practice in response to the variability of the annual CPI measure. Some fees have been adjusted slightly more or less than the proxy values listed above to expedite recovery and setting fees in accordance with Commission strategies. All fees have been adjusted slightly more or less because of rounding to maintain even dollar amounts after tax for ease of cash handling or to support the constraints of respective cash collection equipment.



Kingston Area Taxi Commission

Report to Taxi Commission

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Fee changes

The sections referenced below provide detailed explanations for schedule fee changes not including the annual inflationary adjustments. Most of these adjustments consider one or more but not limited to the following strategies:

Maintaining fees where the charge is currently sufficient to cover the full cost of the good or service.

Establishing and setting fees to reflect an appropriate market rate.

Minimizing fees and increases to encourage increased licensing and use of a good or service.

Setting fees to support harmonization and consolidation efforts or consistency of fees of similar services across Commission bylaws.

Establishing and setting fees in accordance with Commission strategies.

Addition of new fees, as required.

Schedule A – Fees and Charges By-Law

All Fees and Charges include HST (Harmonized Sales Tax) where a fee or charge is subject to HST as indicated.

1. Administration

a. By-Law Copy:

- Fee Increased to reflect fair market value and to recover costs associated with materials and production.

b. Examination Cancellation (less than 24 hours):

- New fee added to deter late cancellations that may otherwise impact the Commissions staff resource management in accordance with Commission strategies.

c. Ontario Driver License Abstract:

- New Fee added to reflect an appropriate market rate and to recover costs associated with driver record searches, materials, and production.



Kingston Area Taxi Commission

Report to Taxi Commission

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d. Taxicab Sign Package:

- New Fee that includes all taxicab decals as required at a reduced cost over purchasing each individual decal separately and reflects an appropriate market rate.

2. Adjudicative

a. License Tribunal:

- Updated name of fee where the “License Tribunal” is consolidated to address matters of various Hearings and Appeals.
- The Fee is increased to recover costs associated with adjudicative matters at an appropriate market rate.

b. Notary Public:

- New Fee added to recover costs associated with the preparation, delivery, and certification of complex documents and agreements.
- The fee is set at an amount that reflects an appropriate market rate and in accordance with Commission strategies.

3. Leasing

a. Taxi Plate Lease Application

- New Fee added to recover costs associated with the preparation of lease documents where required, and agreements.
- The fee is set at an amount that reflects an appropriate market rate and in accordance with Commission strategies.

b. Taxi Plate Lease Agreement Registration

- Fee Increased to reflect fair market value and to recover costs associated with document certification, registration, materials, and execution of agreements.



Kingston Area Taxi Commission

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c. Taxi Plate Lease Agreement Per Year

- Fee Decreased to encourage or promote longer-term lease agreements to increase licensing and use of a good or service, while decreasing the Commission's staff time resource.

d. Taxi Plate Lease Agreement Cancellation

- New Fee added to deter lease agreement breaches while recovering costs associated with the preparation, execution, and dissolution of registered lease agreements in accordance with Commission strategies.

4. Taxi Plate and Vehicle

a. Taxicab Ontario Vehicle Records Search

- New Fee added to recover costs associated with obtaining certified true copies of vehicle records for the purpose of confirming validity of said vehicle being registered as a taxicab in accordance with Commission strategies.

b. Taxi Plate Replacement

- Fee Decreased to reflect an appropriate market rate.

c. Taxi Plate Renewal Sticker Replacement

- New Fee added to recover costs of materials and production and reflect an appropriate market rate.

d. Taxi Plate Transfer

- Fee Decreased to reflect an appropriate market rate and in accordance with Commission strategies

e. Taxi Plate Reinstatement

- New Fee added to recover costs of preparing and updating records and to deter contraventions of the bylaws applicable to taxi plates.
- This fee supports harmonization and consolidation efforts.



Kingston Area Taxi Commission

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5. Licensing

a. Taxicab Broker License

- Decreased fee to encourage increased licensing through the potential attraction of the establishment and growth of new brokerages and to reflect an appropriate market rate.
- This fee is inline with the base-rate TNC license fees, however at a respective rate that is appropriate.

b. Taxi Plate Broker Association

- New Fee added that is inline with the per-vehicle TNC license fees, however at a respective and appropriate market rate.
- The total fee is based upon the size of the fleet operating at the respective brokerage, in essence provides relief for small fleet brokerages while preserving fairness regardless of fleet size.

c. Taxi Placeholder License Replacement

- New Fee added to recover costs associated with materials and production of replacement placeholder licenses and reflects an appropriate market rate.

d. Taxi Driver License Replacement

- New Fee added to recover costs associated with materials and production of replacement driver licenses and reflects an appropriate market rate.

e. Taxi License Reinstatement

- New Fee added to recover costs of preparing and updating records and to deter contraventions of the bylaws applicable to taxi licenses.
- This fee supports harmonization and consolidation efforts.

6. Legal

a. Recovery from the debtor of actual costs, not to exceed 20%, paid by the Commission to the collection agency to collect defaulted fees, charges, and fines.

- New Fee added to recover costs associated with preparation, certification, delivery, and transfer of debt to a collection agency and reflects an appropriate market rate.



**TAXI LICENSING COMMISSION
BY-LAW 2025-20**

**FEEES AND CHARGES BY-LAW
2025**

Passed:

First Reading:
Second Reading:
Third Reading:

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By-Law No. 2025-20

**A BY-LAW RESPECTING THE TAXI LICENSING COMMISSION OF THE CORPORATION
OF THE CITY OF KINGSTON AND THE CORPORATION OF THE TOWNSHIP OF LOYALIST**

**Fees and Charges
2025**

Whereas the Kingston Area Taxi Commission is a corporation established by Provincial Act, *Bill Pr24* (Chapter Pr29, Statutes of Ontario, 1989);

Whereas the Kingston Area Taxi Commission may pass by-laws and may establish and collect fees for licensing, regulating and governing the owners, drivers and brokers of taxicabs. *Bill Pr97 S.3.* (Chapter Pr35, Statutes of Ontario, 1990);

Whereas the Kingston Area Taxi Commission considers it necessary and desirable to impose fees on persons and corporations;

Whereas the Taxi Licensing Commission hereby consolidates into this By-Law, all fees and charges collected for the purpose of licensing, service, action, or use of Commission property.

NOW THEREFORE the Taxi Licensing Commission hereby enacts bylaws as follows:

1. INTERPRETATION

1.1 This by-law may be cited as the Fees & Charges By-Law, 2025.

1.2 For the purposes of interpreting this by-law:

- (a) a reference to any legislation, regulation, or by-law or to a provision thereof includes a reference to any legislation, regulation or by-law enacted, made or passed in substitution thereof or amendment thereof;
- (b) any reference to legislation or by-laws includes all the regulations made thereunder;

(c) “include”, “includes” and “including” indicate that the subsequent list is not exhaustive; and

(d) to “provide” a service or activity includes to do the service or activity.

1.3 This by-law will not be interpreted as exempting any person from the requirement to comply with any other Commission by-law or federal or provincial legislation. In the event of conflict between the provisions of this by-law and any other Commission by-law, the provision that establishes the higher standard of health, safety and well-being of persons and protection of persons will apply.

2. GENERAL DEFINITIONS

2.1 In this by-law:

Terms used in this Bylaw have the same meaning as in Commission Bylaw No.1, No.2, and No.3.

“annual CPI change” means the percentage change between the Ontario Consumer Price Index for the third quarter of the calendar year that is one year before the year in which the adjustment is being made and the third quarter of the Ontario Consumer Price Index that is two years before the year in which the adjustment is being made;

“Commission” means The Kingston Area Taxi Commission;

“Chair” means the Chairperson of the Kingston Area Taxi Commission;

“clerk” means the individual appointed by the Commission as clerk or the clerk’s designate;

“collection agency” means a collection agency registered by the Registrar under the Collection and Debt Settlement Services Act, R.S.O. 1990, c. C.14;

“fee” means a fee or charge imposed by the Commission under Provincial Act, *Bill Pr97 S.3.* (Chapter Pr35, Statutes of Ontario, 1990), and where applicable, the Municipal Act, 2001;

“Municipal Act, 2001” means the Municipal Act, 2001, S.O. 2001, c.25;

“schedule” means a schedule to this by-law;

3. ADMINISTRATION

- 3.1 The Chair is responsible for the administration of this by-law.
- 3.2 The Chair may rectify minor administrative oversights in respect of a fee set out in a schedule.
- 3.3 Where this by-law provides that the Chair may do an act, it may be done by an individual authorized by the Chair to do the act.

4. FEES

- 4.1 This by-law imposes, establishes, fixes and requires the payment of the fees set out in the column with a fee amount in a schedule:
 - (a) for the corresponding service or activity provided or done by or on behalf of the Commission;
 - (b) for the corresponding costs payable by the Commission for a service or activity provided or done by or on behalf of any other municipality or any local board; and
 - (c) for the corresponding use of the Commission's property including property under the Commission's control; set out in the column describing the service, activity or use of Commission property in that schedule.
- 4.2 This by-law imposes an additional fee in the form of an interest charge on fees or any portion of fees that are due and unpaid at the rate of 1.5 percent per month for each month or fraction of a month during with the fees that are due remain unpaid.
- 4.3 The Commission will collect harmonized value-added taxes on all fees in accordance with the Excise Tax Act, R.S.C., 1985, c. E-15.
- 4.4 Subject to any regulation made by the Commission, fees are due and payable at the time:
 - (a) the person requests that the Commission provide the service or activity;
 - (b) the person requests to use the Commission's property;
 - (c) the person requests that the Commission provide documentation, records or other information; or

Exhibit A to Report 25-003

(d) as otherwise agreed to in writing by the person and the Commission; or, if the person did not make such a request or application, fees are due and payable at the time the Commission provides the service, activity, inspection, documentation, records or other information, or the Commission permits the person to use its property.

4.5 Each year, the Commission must review and determine or adjust the fees for which the Chair is responsible in accordance with sections 4.6 and 4.7.

4.6 Subject to section 4.7, the Chair may generally adjust the amount of a fee on January 1 of each year by the annual CPI change, plus two per cent for capital costs related to the service or activity.

4.7 When determining or adjusting the amount of a fee, the Chair must ensure that:

(a) there is a connection between the fee and the cost of the service or activity provided or done on behalf of the Commission, including:

(i) capital costs, operating costs, administration costs and any other costs related to the service or activity; and

(ii) any such costs offset by other revenue, grants or subsidies; and

(b) the fee is reasonable, including relative to prices for similar services or activities in Ontario provided by persons other than the Commission.

5. GENERAL

5.1 In the event of a conflict between a fee or charge made under any other by-law and a fee made under this by-law, the fee made under this by-law prevails.

5.2 This by-law will come into force and take effect on January 1, 2025.

SCHEDULE A - FEES AND CHARGES

ADMINISTRATION

All fees listed below are subject to HST (Harmonized Sales Tax).

1. ADMINISTRATION			
Fee Description		Unit	Cost
1.1	By-Law Copy	Each	\$25.00
1.2	Taxi Driver Examination	Each	\$25.00
1.3	Examination Cancellation (less than 24 hours)	Each	\$10.00
1.4	Ontario Driver License Abstract	Each	\$10.00
1.5	Taxicab Sign Package	Each	\$25.00
1.6	Taxicab Tariff Sticker	Each	\$5.00
1.7	Taxicab No Smoking Stickers	Each	\$3.00
1.8	Taxicab No Vaping Stickers	Each	\$3.00
1.9	Taxicab 911 Stickers	Each	\$5.00
1.10	Taxicab CCTV Stickers	Each	\$3.00

ADJUDICATIVE

All fees listed below are subject to HST (Harmonized Sales Tax).

2. ADJUDICATIVE			
Fee Description		Unit	Cost
2.1	License Tribunal	Each	\$245.00
2.2	Notary Public	Each	\$85.00

LEASING

All fees listed below are subject to HST (Harmonized Sales Tax).

3. LEASING			
Fee Description		Unit	Cost
3.1	Taxi Plate Lease Application	Each	\$25.00
3.2	Taxi Plate Lease Agreement Registration	Each	\$100.00
3.3	Taxi Plate Lease Agreement Per Year	Each	\$25.00
3.4	Taxi Plate Lease Agreement Cancellation	Each	\$75.00

TAXI PLATE AND VEHICLE

All fees listed below are subject to HST (Harmonized Sales Tax). Item(s) indicated with an asterisk are HST exempt.

4. TAXI PLATE AND VEHICLE			
Fee Description		Unit	Cost
4.1	Taxicab Vehicle Registration	Each	\$25.00
4.2	Taxicab Ontario Vehicle Records Search	Each	\$50.00
4.3	Taxi Plate Replacement	Each	\$45.00
4.4	Taxi Plate Renewal Sticker	Each	\$130.00
4.5	Taxi Plate Renewal Sticker Replacement	Each	\$5.00
4.6	Taxi Plate Transfer	Each	\$275.00*
4.7	Taxicab Model Year Extension	Each	\$50.00
4.8	Taxi Plate Reinstatement	Each	\$200.00

LICENSING

All fees listed below are HST (Harmonized Sales Tax) Exempt.

5. LICENSING			
Fee Description		Unit	Cost
5.1	Taxicab Driver License Application	Each	\$25.00
5.2	Taxicab Broker License	New License	\$575.00
		License Renewal	\$550.00
5.3	Taxi Plate Broker Association	Per Plate	\$5.00
5.4	Taxi Placeholder License	New License	\$225.00
		License Renewal	\$130.00
5.5	Taxicab Driver License	New License	\$150.00
		License Renewal	\$130.00
5.6	Taxi Badge Replacement	Each	\$25.00
5.7	Taxi Placeholder License Replacement	Each	\$25.00
5.8	Taxi Driver License Replacement	Each	\$25.00
5.9	Taxi License Reinstatement	Each	\$100.00

LEGAL

All fees listed below are subject to HST (Harmonized Sales Tax).

6. LEGAL			
Fee Description		Unit	Cost
6.1	Recovery from the debtor of actual costs, not to exceed 20%, paid by the Commission to the collection agency to collect defaulted fees, charges, and fines.	Each	20%

