

**REPORT NO. 107 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE**
of its meeting held February 20, 2013

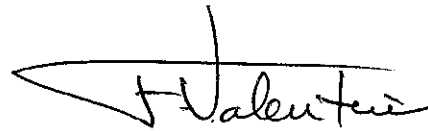
Present:
Councillor J. Gignac
Councillor A. Halberstadt
Councillor R. Jones,
Councillor H. Payne
Councillor F. Valentinis, Chair

That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED:**

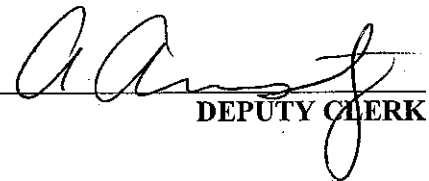
Moved by Councillor Gignac, seconded by Councillor Jones,
THAT Council **RECEIVE** the report of the Supervisor of Licensing in response to M111-2012 respecting user fees for the transfer of taxi plate holder licences.
Carried.

Clerk's Note: The report authored by the Supervisor of Licensing dated November 1, 2012 entitled "*Plate Holder Transfer Fee*" is attached as background information.

Livelihood 16269, ACLT2013



CHAIRPERSON



DEPUTY CLERK

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX

THE CORPORATION OF THE CITY OF WINDSOR
Environment, Transportation and Public Safety Standing Committee
Administrative Report

**MISSION STATEMENT:**

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #: 16269 ACLT2013	Report Date: November 1, 2012
Author's Name: Michael Chantler	Date to Standing Committee: February 20, 2013
Author's Phone: 519 255-6100 ext. 6869	Classification #:
Author's E-mail: mchantler@city.windsor.on.ca	

To: Environment, Transportation and Public Safety Standing Committee

Subject: Plate Holder Transfer Fee

1. RECOMMENDATION: City Wide: Ward(s): _____

That Council **RECEIVE** the report of the Supervisor of Licensing in response to M111-2012 respecting user fees for the transfer of taxi plate holder licences.

2. BACKGROUND:

Council at its meeting held March 5, 2012, adopted M111-2012, which states:

*"That Report No. 59 of Executive Committee of its meeting held February, 27, 2012 respecting CQ34-2011 – User Fees **BE ADOPTED AS AMENDED** to reflect the following:*

*That Council **RECEIVE** the report of the Deputy Treasurer in response to CQ34-2011; and*

*That Council **DIRECT** administration to **REPORT BACK** on the administrative cost of issuing licenses for such requests as the transfer of cab licences which generate a financial benefit for the applicant and which should not be at the cost of the general taxpayer."*

3. DISCUSSION:

The Licensing Division is responsible for the administration of taxi plate holder licences. Occasionally there is a request from individual plate holders for the transfer of the plate to another individual in accordance with By-Law 137-2007. Although a plate holder may receive compensation from the individual to whom he/she is transferring the plate, the Corporation is not

entitled to any portion of this transaction between the parties and would only be entitled to the Plate Transfer Fee. This is the only type of City issued business and public vehicle licence that is transferable with regulations in the By-Law governing the transfer. All transfers are subject to the approval of the Windsor Licensing Commission.

Further to the report of the Deputy Treasurer in response to CQ34-2011 – User Fees noted above, Councillor Payne asked for additional information/clarification with respect to these taxi plate licence transfers, specifically concerning whether or not the administrative costs associated with processing these plate transfers exceed the taxi plate transfer fee for this particular category.

Currently, when a plate is available for transfer, the plate holder pays the \$400 transfer fee. The plate holder may provide a candidate for transfer as long as this potential transferee qualifies under the requirements of the taxi driver waitlist in By-Law 137-2007. Upon approval of a plate transfer by the Windsor Licensing Commission, the transferee is then required to comply with the requirements of the by-law and complete a plate holder application including payment of a \$400 licence fee. The transferee is also required to provide an appropriate vehicle for inspection by a By-Law Enforcement Officer. Once the application is processed, approved and the vehicle inspections are complete, the transfer is complete.

4. RISK ANALYSIS:

There is no risk from the current process and the approved transfer fees paid by the plate holder covers the administrative costs associated with the transfer.

5. FINANCIAL MATTERS:

The current taxi plate transfer fee of \$400 was set in 2007 when Public Vehicle Licensing Bylaw #137-2007 was passed and it has not been increased since its inception. This transfer fee is paid for by the current plate holder and covers the cost of administrative functions in relation to the plate transfer. As with all licensing fees, it was based on the cost recovery model as legislated by the Municipal Act. However, it should also be noted that when some processes became cost prohibitive (i.e. registered mail notification to taxi drivers based on the frequency of the transfers and a growing taxi driver waitlist) administration took steps to remove the courtesy mailing which brought our costs back in line with cost recovery where it remains at present.

While time spent on a plate transfer can vary, the 2012 Plate Transfer cost was calculated to be \$412 based on the average direct costs of time spent by staff in the Licensing Department to process the plate transfer application, verify driver records, preparation and the approval of the Report to the Windsor Licensing Commission as well as an administrative overhead allocation.

In 2010, there were 11 taxi plate holder transfers with \$4,400 collected, representing 0.65% of the total business license fees collected. In 2011, there were 15 taxi plate holder transfers generating \$6,000 in collections and representing 0.92% of the total business and public vehicle license fees for the year.

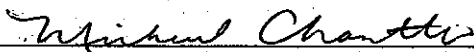
The 2013 User Fee Schedule will be updated to include all Business and Public Vehicle Fees that are collected by the Corporation in accordance with the Municipal Act and will be maintained on an annual basis.

6. CONSULTATIONS:


Finance

7. CONCLUSION:


The costs associated with the plate transfers are largely covered through the transfer fee paid by the current plate holder and do not, for the most part, require funding from taxpayer dollars to offset the cost.




Michael Chantler
Supervisor of Licensing &
Deputy Licence Commissioner



Gary Cian
Manager of Policy, Gaming & Licensing
Deputy Licence Commissioner



Valerie Critchley
City Clerk/Licence Commissioner and
Corporate Leader Public Engagement &
Human Services



Onorio Colucci
Chief Financial Officer/City Treasurer and
Corporate Leader Finance & Technology



Helga Reidel
Chief Administrative Officer

mc

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

