



## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Deanna Locey

**DATE:** April 23, 2024

**REPORT NO.:** TPW-2024-016

**SUBJECT:** Award of Sole Source Contract for Specialized Transit Ad Hoc Program and Taxi Scrip Program

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### RECOMMENDATION:

THAT Report No. TPW-2024-016, dated April 23, 2024, regarding the Award of Sole Source Contract for Specialized Transit Ad Hoc Program and Taxi Scrip Program be received;

AND FURTHER THAT 1491942 Ontario Inc. EZ Taxi, McKab Taxi and G'Town Taxi Inc. be awarded the Specialized Transit Ad Hoc Program and Taxi Scrip Program for a one, two (2) year term with the option to renew for an additional four (4) years subject to satisfactory performance and price negotiation;

AND FURTHER THAT the Manager of Purchasing be authorized to issue an annual purchase order to 1491942 Ontario Inc. EZ Taxi and McKab Taxi, to an upset limit of \$150,000 plus applicable taxes each and G'Town Taxi Inc., to an upset limit of \$25,000 plus applicable taxes;

AND FURTHER THAT the Manager of Purchasing be authorized to increase the purchase orders in accordance with the increase of ridership for the term of the contract;

AND FURTHER THAT Council authorize the Mayor and Town Clerk and Director of Legislative Services to execute the necessary contract documents for this engagement.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- In 2018, through Report No. TPW-2018-0026, Council endorsed the execution of the current Ad Hoc and Taxi Scrip Agreements with E-Z Taxi, G-Town Taxi and McKab Taxi.
- The current Ad hoc and Taxi Scrip agreements are set to expire in July 2024.
- For uninterrupted seamless service of both the Ad Hoc and Taxi Scrip program(s) the purpose of this report is to obtain approval of the Agreement(s) with participating local tax vendors.
- According to the purchasing policy, a sole source purchase greater than \$50,000 (including tax) must be approved by Council.
- An inclusive list of these exceptions to the competitive bid process may be found within the Purchasing Policy (PLCY-2022-0003) Schedule I.

## **BACKGROUND AND DISCUSSION:**

The Town of Halton Hills ActiVan program is a specialized transit service for seniors aged 65 and older and for persons with disabilities. The ActiVan program provides door-to-door specialized transit options within the municipal boundaries of Halton Hills as well as to four (4) key cross-boundary destinations outside of Halton Hills that include Lisgar GO Station, Mississauga, Mount Pleasant GO Station, Brampton, First Ontario Arts Centre, Milton and Oakville Trafalgar Memorial Hospital, Oakville.

ActiVan trips are requested by registered ActiVan client(s), no less than twenty-four (24) hours in advance of travel. ActiVan requested trips that cannot be accommodated on a Town owned specialized transit vehicle due to scheduling constraints or hours of requested service, are then distributed to local taxi vendors to provide the service on the Town's behalf at the same fare cost to the customer of \$4 per trip. These trips are referred to as an Ad Hoc trip.

As an alternative to the ActiVan specialized transit program, the Town also offers an on-demand subsidized taxi service for registered ActiVan users and youth aged 13 to 24. The taxi scrip program allows for spontaneous travel for registered users, where the user arranges a taxi trip directly with a local taxi vendor(s). For the cost of \$12, the user pre-purchases a book of \$20 in taxi chits to be used for the total cost of their taxi trip. The subsidy for the user is received at the point of purchase at any municipal location. The taxi vendor(s) then bills the Town for the total cost of each trip taken by the customer.

In 2018, through Report No. TPW-2018-0026, Council endorsed the execution of the current Ad Hoc and Taxi Scrip Agreements with local tax vendors, E-Z Taxi, G-Town Taxi and McKab Taxi. These current agreements are set to expire on July 31, 2024. For uninterrupted seamless service of both the Ad Hoc and Taxi Scrip program(s) the purpose of this report is to obtain approval of the Agreement(s) with participating local tax vendors.

The term of this Agreement(s) will begin on the Effective Date of authorizing signature from the Mayor and Town Clerk and Director of Legislative Services and shall commence for one, two (2) year terms with the option to renew for an additional four (4) years based on successful service levels and price negotiation.

The Town and participating local taxi companies have maintained a progressive working relationship and understanding for the needs of the clients of the ActiVan and Taxi scrip Program(s) since the program was inaugurated in 2006. The current proposed Agreement(s) have been reviewed by the Manager of Purchasing to maintain that the Town's interests are protected.

Additionally, the Town is also the legislated authority for the licensing and regulating of the taxi companies in Halton Hills, as per By-law No. 2005-0067 Schedule No. 4. The proposed Agreement(s) were written to coincide with the current By-law, reorganize monthly reporting and invoicing and to solidify the current specialized transit services and taxi scrip services offered within our community by the participating taxi vendors through Town programming.

Several guiding principles which were used to deliver the proposed Agreement with the consideration of the Accessibility for Ontarians with Disabilities Act (AODA):

- Accessible service and non-accessible service should be available to the public on a similar basis with similar performance standards;
- Accessible and non-accessible customer should be charged the same rate for similar service provided;
- Any decision with respect to on-demand accessible taxi service should be based on a long-term sustainable solution for all participants in the industry;
- Every effort should be made to minimize taxpayer subsidy;
- The on-demand Taxi Scrip service(s) and Ad Hoc service should be founded on the principle of inclusive design, integration and full access;
- Customer safety will be a priority and accessible service will be provided by qualified drivers only.

#### **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

#### **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

**PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

**INTERNAL CONSULTATION:**

The Manager of Purchasing and Commissioner of Transportation and Public Works were also consulted and are in agreement with this report.

**FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source.

The Specialized Transit Ad Hoc Program and Taxi Scrip Program have a combined annual operating budget of \$275,000 in 2024. This is sufficient to fund the annual contract cost each year for the two-year agreement. An appropriate annual increase will be included in future operating budgets to address increases in ridership if required.

Reviewed and approved by,

Moya Jane Leighton, Director of Finance & Town Treasurer

Maureen Van Ravens, Director of Transportation

Bill Andrews, Commissioner of Transportation & Public Works

Chris Mills, Chief Administrative Officer