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INFORMATION SHEET *(please read thoroughly)* **Accessibility Fund Program Application – Taxicab Owner**

What is the Accessibility Fund Program?

An Accessibility Fund Program has been created to support the availability of accessible service and to offset the higher cost of providing wheelchair accessible service.

The program is funded by a regulatory charge on members of the industry. Toronto Taxicab Licensees (TTLs) and standard taxicab owners who have an accessible vehicle are exempt from these fees.

What is the Accessibility Fund Program Application?

Applicants for the City of Toronto's Accessibility Fund Program (AFP) must complete the application form to determine eligibility. If this form is not completed properly, MLS will not release any funds. If you hold both an owner and a vehicle-for-hire driver licence, you must submit two separate applications if you meet the requirements for each licence type.

Accessibility Fund Program Amounts

How much is available?

Newly Converted Accessible Vehicle Registered in 2025 (side and rear entry vehicles)

The total one-time grant is \$25,000.00

Annual Grant and Incentive

The maximum funds available to eligible taxicab owners under the Annual Grant and Incentive are:

Side Entry Vehicle

Annual Grant – up to \$3,134.71
Annual Incentive – up to \$2,053.11
Total maximum funds \$5,187.82

Rear Entry Vehicle

Annual Grant – up to \$2,501.43
Annual Incentive – up to \$1,419.83
Total maximum funds \$3,921.26

Who is eligible for funds?

Funds will be disbursed to wheelchair accessible taxicab owners based on service standards and eligibility criteria. Taxicab owners under contract with the Toronto Transit Commission (TTC) Wheel-Trans program are not eligible.

INSTRUCTIONS ON HOW TO FILL OUT THE APPLICATION FORM

1. Who is the Applicant?

The Applicant is the corporation or individual vehicle owner applying for the AFP.

2. MLS Taxi Owner's Licence Number

This is the number on your Taxicab Owner's licence that begins with V00 or V02. For example, V00-1234987.

3. MLS Taxi Plate Number

This is the number on the plate that is affixed to your taxicab (MLS plate number).

4. VIN

This is the vehicle identification number (VIN) that can be found on your vehicle ownership documents issued by the Ministry of Transportation. It consists of 17 digits.

5. Type of Conversion (please indicate): Side-Entry or Rear-Entry

Please indicate if your taxicab has side-entry or rear-entry access for accessible customers. The city may request the conversion document as part of the application review or audits. A wheelchair accessible conversion document will not be requested if your vehicle is a purpose-built wheelchair accessible vehicle.

6. Mailing Address

This is your current mailing address. This must match the address on file for your taxicab licence. If you have changed your address, it must be updated before submitting this application by emailing mlstaxilimo@toronto.ca with your updated Provincial Drivers Licence and Vehicle Ownership. This also applies to a corporate head office address change. This is the address where funds will be sent, if the application is approved.

7. Contact email and phone number

Please indicate your contact email address and your phone number. This is how you will be notified if your application has been approved or refused.

8. Brokerage Name and Signature

Please indicate the name of the brokerage for which you are providing service. The brokerage Officer/Director MUST sign this form and provide their first and last name. This information will be used to confirm that the accessible taxicab is available for dispatch with a licensed brokerage.

9. Drivers who have received accessibility training approved by MLS, and are affiliated with this taxicab

Information on the accessibly trained drivers driving the taxicab in 2025 should include first and last name and vehicle-for-hire driver licence number. This information will be used to match accessible driver grant requests. For example, D01-1234987.

10. Number of hours the taxicab was operating and available for hire

Please confirm whether your taxicab was available for wheelchair accessible service for at least 432 hours in 2025. This is worth 95% of the incentive. A higher number of hours will not mean more funds, but a lower amount will disqualify your application.

11. Taxicab operator logs for the past 12 months

Please confirm whether you have operator logs from 2025. Operator logs must be retained for at least 12 months pursuant to § 546-67 of the Municipal Code and may be reviewed as part of an audit.

12. Wireless Point of Sale (POS) machine

Please confirm whether you had a Wireless Point of Sale (POS) machine available for customers in 2025. This is worth 5% of the incentive as it provides a convenient payment option for customers.

13. A newly converted accessible vehicle was registered with MLS in 2025

Please confirm whether a newly converted accessible vehicle was registered with MLS in 2025. A newly converted accessible vehicle is a qualifying taxicab vehicle that has not been previously registered as an accessible taxicab with the City of Toronto and has been converted to meet D409 accessibility standards. Proof of the vehicle's conversion must be provided to the satisfaction of MLS. A wheelchair accessible conversion document will not be requested if your vehicle is a purpose-built wheelchair accessible vehicle.

For example: A 2022 taxicab that was registered with MLS previously but was newly converted to an accessible vehicle in 2025 would qualify for the one-time grant.

Declaration

Please include your first and last name and your signature confirming that everything in the form is true and complete.

Frequently Asked Questions

1. What does “one-time grant” mean?

A vehicle can receive this grant only once. After a vehicle is newly converted into an accessible vehicle and receives the one-time grant, it cannot qualify for the grant again.

2. What does “Annual Grant and Incentive” mean?

The annual grant and incentive are based on how complete and accurate your application is, as well as whether you meet the service standards, such as the number of hours your taxicab was operating and available for hire and whether you provided a wireless POS machine for customers.

3. Where do submit the application form?

The completed form must be sent electronically by email to accessibilityfundprogram@toronto.ca or by fax to 416-392-4515. In any email correspondence with MLS, please put the VFH licence number and/or MLS plate number (if applicable) in the subject line, e.g. V00-1234987– 4000. This makes it easier to respond to your email.

4. How will I hear about my grant?

MLS will email all applicants to advise if they have been approved or refused funding under the program. If a taxicab owner has been refused, they have 10 days to appeal this decision.

5. What if I don't receive my cheque?

If you do not receive your cheque or have any questions, please email accessibilityfundprogram@toronto.ca or visit 850 Coxwell Avenue.

6. I am a taxicab owner with multiple accessible vehicles. Do I need to apply for each vehicle?

Yes.

7. I am a licensed accessible taxicab owner and accessible taxicab driver. Can I apply for both grants?

Yes. If you hold both an owner and vehicle-for-hire driver licence, you must submit two separate applications if you meet the requirements for each licence type.

8. Will I receive the maximum incentive?

The incentive amount received will be dependent on eligibility and the applicant's responses to the questions outlined on the application form.

9. If I qualify for the one-time grant, will I also receive the annual grant and incentive for 2025?

The eligibility criteria for the one-time grant differs from the eligibility for the annual grant and incentive. An applicant can receive both grants if they meet the eligibility for each grant.

10. What if my application is incomplete?

Be sure to check that all the information is provided and that you have also obtained the brokerage signature. Incomplete or unclear forms will not be considered and will be refused.