

**1. Applicant's Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

Other Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Information for Appeal:**

An individual has the right to appeal to the Access Transit Appeals Board when:

- (a) Registration for service is denied because it would contravene the Eligibility Requirements; and/or
- (b) An individual is suspended from using the service because of violations under the No-Show and Late Cancellation Policy, and the Outstanding Fare Policy.

**Reason for Appeal (circle one or both above and provide an explanation):**

---

---

---

---

---

**Please Note:** The completed Appeal Application Form must be submitted to the Secretary of the Access Transit Appeals Board, City Clerk's Office, within 30 days of the date of Access Transit's notice of denial or suspension of service.

The decision of the Access Transit Appeals Board is final.

**Submit application and documents to:**

Secretary, Access Transit Appeals Board  
City Hall - City Clerk's Office  
222 3<sup>rd</sup> Ave N  
Saskatoon SK S7K 0J5  
Phone: (306) 975-3240 Fax: (306) 975-2784

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

## **ACCESS TRANSIT APPEALS BOARD APPEAL CRITERIA AND PROCESS**

An individual has the right to appeal to the Access Transit Appeals Board when:

- Registration for service is denied because it would contravene the Eligibility Requirements; and/or
- An individual is suspended from using the service because of violations under the No-Show and Late Cancellation Policy, and the Outstanding Fare Policy.

### **Filing an Appeal**

To file an appeal an applicant may:

- Complete an application form or make a written request and submit it to the Secretary of the Access Transit Appeals Board, City Clerk's Office, within 30 days of the date of Access Transit's notice of denial or suspension of service; and
- Submit all supporting written material to the Secretary of the Access Transit Appeals Board at least five days prior to the date of the appeal hearing.

### **Appeal Process**

The Secretary of the Access Transit Appeals Board establishes a hearing date suitable to all parties and sends out a Notice of Hearing to the applicant and the City's Administration.

### **Decision of the Board**

The Board shall issue its decision, in writing, within 30 days after the conclusion of the hearing. The Board's decision is final, according to a motion adopted by City Council on July 18, 2012 under Clause 3, Report No. 12-2012 of the Executive Committee.

### **More Information**

Please contact the Secretary of the Access Transit Appeals Board, City Clerk's Office, for inquiries regarding the appeal process.

Phone: 306-975-3240

Fax: 306-975-2784

Note: Service will not be suspended nor withdrawn while an appeal is in process.