

Affordable Bus Pass Program Appeal Form

An applicant has the right to appeal the City's decision related to their Eligibility for the Affordable Bus Pass program.



Instructions:

Applicants wishing to request an appeal must complete the Appeal Form in full with supporting documentation, within thirty (30) days of the date on the Notice of Decision letter. Affordable Bus Pass policy content cannot be appealed. Incomplete Appeal requests will be returned to the applicant and not considered.

The completed appeal form, signed and dated, and the supporting documentation must be mailed or delivered to;

Community Investment
Attention: Manager, Community Investment
City of Guelph
1 Carden Street
Guelph ON N1H 3A1

Affordable Bus Pass Notice of Decision Information:

Date of Notice of Decision Letter: _____ Application Number: _____
Name of Applicant: _____
Street Address: _____
Apt/Unit Number: _____ **GUELPH, ON**
Postal Code: _____ Primary Phone #: _____

Affordable Bus Pass Notice of Decision Information: Decision being Appealed:

Resident of Guelph

Household income

Outline reason you are appealing your decision. Be specific; include supporting documentation where appropriate.

Authorization:

Signature of affordable bus pass applicant

Date

Collection of Personal Information

The information on this form will be kept safe at the City. The City follows the Municipal Act, 2001, and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. Your information will be used to qualify you for the Affordable Bus Pass Program and to send you updates about any program changes. Your personal information will not be used or disclosed without your express written consent. If you have questions about your information on this form, please call the Program Manager, Information, Privacy and Elections, City of Guelph, 519-822-1260 x 2605.

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An applicant has the right to appeal the City's decision related to their Eligibility for the Affordable Bus Pass program.



APPEALS PROCESS

An applicant has the right to appeal a decision related to their eligibility for the Affordable Bus Pass program. Applicants can appeal the City's decision within thirty (30) days of the date on the Notice of Decision letter. Affordable Bus Pass policy content cannot be appealed.

Applicants wishing to request an appeal must complete this Appeal Form in full with supporting documentation. Incomplete appeal requests will be returned to the applicant and not considered.

The Appeal request will be reviewed by management staff who were not involved in the original decision. This review will be completed and the applicant notified of the appeal decision in writing within thirty (30) days of the receipt of the complete Appeal form.

The completed appeal form, signed and dated, and the supporting documentation must be mailed or delivered to;

Community Investment
Attention: Manager, Community Investment
City of Guelph
1 Carden Street
Guelph ON N1H 3A1

For general inquiries, please contact 519-837-5618.