

City of Guelph Subsidy Program Appeal Form

An applicant has the right to appeal the City's decision related to their Eligibility for the Subsidy Program.



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, Fee Assistance in Recreation and Animal Licensing 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

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 Decision being Appealed:

Resident of Guelph

Household income

Appeal specific information: (please print clearly, if more space is required, please attach a separate page)

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

Authorization:

Signature of Subsidy Program applicant

Date

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APPEALS PROCESS

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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 Community Investment by calling 519-837-5618.

Collection and Use of Personal Information

Personal information is being collected and will be used to qualify you for the City of Guelph Subsidy Program. This information will be shared with staff who require it for their work as part of providing City of Guelph subsidy programs.

Personal information is collected under the authority of the Municipal Act, and in accordance with the provisions of the Municipal Freedom of Information and Privacy Protection Act (MFIPPA).

For questions regarding the City of Guelph Subsidy Program please contact Community Investment by phone at (519) 837-5618 or by email at community@guelph.ca.

For questions regarding the collection, use, and disclosure of personal information please contact the City of Guelph's Information and Access Coordinator at (519) 822-1260 ext. 2349 or by email at privacy@guelph.ca