

1. Applicant's Information:

First Name: _____ Last Name: _____

Address and Postal Code: _____

Phone No.: _____ Cell Phone No.: _____

Email: _____

2. Information for Appeal:

An individual has the right to appeal to the Access Transit Appeal 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 Late Cancellation and No-Show Policy and/or the Outstanding Fare Policy.

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

Please Note: You will be required to provide written evidence to verify your reason for an appeal. The documentation (e.g. letter from medical professional) must be submitted with the Appeal Application Form.

The completed Appeal Application Form must be submitted to the Secretary of the Access Transit Appeal 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 Appeal Board is final.

Submit application and documents to:

Secretary, Access Transit Appeal Board
City Hall - City Clerk's Office
222 3rd Ave N
Saskatoon SK S7K 0J5
Phone: (306) 975-3240
Email: city.clerks@saskatoon.ca

Date: _____

Applicant's Signature: _____

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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 Appeal 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 Appeal Board at least five days prior to the date of the appeal hearing.

Appeal Process

The Secretary of the Access Transit Appeal 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 Appeal Board, City Clerk's Office, for inquiries regarding the appeal process.

Phone: 306-975-3240

Email: city.clerks@saskatoon.ca

Note: Service will not be suspended nor withdrawn while an appeal is in process.