

Inter-Municipal Specialized Transit Committee Eligibility Committee

Purpose

The Regional Inter-Municipal Specialized Transit Services Eligibility Committee has been put in place to review all applications submitted to ensure they are in accordance with the Niagara Region's approved "Eligibility Criteria".

All applications are to be assessed in accordance with the guidelines established in these Terms of Reference.

All applications submitted to this Committee will be presented as a "numbered" application so that the name and address of the applicant will not be disclosed.

Responsibility

The primary responsibility of the Eligibility Committee is to ensure that those applying for the service meet the eligibility criteria and are quickly approved.

The Eligibility Committee is also responsible for determining whether or not the approval is temporary, for a specific time period and identifying the time period; or if the eligibility is for a specific time at which point it is subject to another review or if the approval is a permanent approval for the service.

If information on the application form is missing or if the applicant has not provided the Eligibility Committee with enough information, the Committee may direct staff to solicit from the applicant or his/her health care provider the additional information required.

The Eligibility Committee will be required to assess or validate whether or not a Personal Care Attendant is required to accompany the applicant and/or the validity of a "service animal".

The Eligibility Committee will report their decisions on the number of applicants heard and the decisions rendered (number accepted and the number rejected) to the Regional Inter-Municipal Specialized Transit Advisory Committee.

Those applying who are permanently confined to a wheelchair will be automatically approved by authorized Transit staff.

The minutes of the Eligibility Committee will indicate a yes or no to the applications presented for their review. The rationale for a rejection will also be noted in the minutes which will not be made public and remain confidential.

**Inter-Municipal Specialized Transit Committee
Eligibility Committee**

Terms of Reference

Membership

The Committee will be composed of five (5) members from the Regional Inter-Municipal Specialized Transit Advisory Committee who are representative of the health care community or those who have expertise and experience with the disabled mobility community.

Members of the Eligibility Committee may not serve concurrently as a member of the Appeals Committee.

Staff will provide administrative support and present the numbered application for review and assessment.

Staff will endeavour to send out acceptance/rejection letters along with the associated material as soon as possible. In the event an application has been rejected, material on how the appeals process works or in the event the application has been accepted, material on how to book a trip will be included in the letter.

Qualifications

The members of the Eligibility Committee must have an understanding of the approved “Eligibility Criteria”, the different types of disabilities and the functional capabilities and characteristics of each.

Knowledge of the following would be expected.

- An awareness and understanding of the governing principles supporting the development and delivery of accessible public transit services.
- An understanding of the “Eligibility Criteria” for the accessible service.

Term of Appointment

The term of appointment for members of the Eligibility Committee will coincide with the term of Regional Council.

The members of the Eligibility Committee serve at the pleasure of Regional Council and therefore Council may, at its discretion, rescind the appointment of an Eligibility Committee member prior to the expiration of the assigned term.

Appointment Process

Vacancies on this Committee will be filled from the Regional Inter-Municipal Specialized Transit Advisory Committee. If vacancies cannot be filled by members of this Committee, then subject to approval by Council, members will be solicited from the community at large, with expertise and experience specific to the needs of the Committee.

Quorum

A quorum for a meeting shall be any three (3) of the appointed five (5) members.

Chair

The Chair will be on a rotating basis with each member of the Committee taking a turn. At the start of each term, a list of the members and the order in which they will serve as Chair will be published. Should the next scheduled Chair not be able to Chair the meeting he/she is to Chair, then a switch will be made with the next on the list to Chair.

Voting

The decisions will be made by a majority vote and confirmed by the Regional Inter-Municipal Specialized Transit Advisory Committee. The Chair may only vote in the event of a tie.

Meetings

Meetings will be at the call of staff.

Attendance at Meetings

Members of the Eligibility Committee may be required to tender their resignation from this Committee if they are absent from three consecutive meetings of the Eligibility Committee without prior confirmation or unless they are absent for confirmed health reasons.

All absences will be recorded in the minutes and reports of the Eligibility Committee.

Agendas

Agendas will be based on the applications received. The agenda and related information will be distributed at least two business days in advance of the meeting.

Revised: Tuesday, August 22, 2006