**Transit Fare Assistance Eligibility and Criteria**

A. **Legislative Authority**

This program receives authority under Section 8(1) of The Cities Act and the authority delegated by Council in section 37.2 of The Regina Administration Bylaw.

B. **Program Funding**

1. The level of funding of the Transit Fare Assistance Program is determined by the Transit Department annually. The level is subject to the director approval.
2. The level of assistance for this program will reflect both City’s willingness to provide assistance.

C. **Criteria**

City Council and its administration recognize that Community-Based organizations make a significant contribution to the quality of life in Regina. In order to carry out these responsibilities’ organizations require community support. The City of Regina provides support through grants and programs like Transit Fare Assistance.

Services are generally based on the extent to which a community need exists. Determining the priority of needs in any community is a very intricate process. Needs are inevitably shifting rather than fixed which obviously poses a difficult problem in assessing needs for transportation assistance.

In a broad context, services in the following categories are considered eligible for transportation assistance:

* Community and Social Services – food security, harm reduction, housing, safety, domestic and intimate partner violence
* Health and Wellbeing services– mental and physical health
* Educational Programs -typically not related to the formal education system.

D. **Specific Eligibility Criteria**

1. The organization must be incorporated as a non-profit organization. Requests from individuals will not be considered.
2. The organization must be based in Regina and deliver its services to the residents of Regina.
3. The organization must not exclude anyone by reason of race, religion or ethnic background. This would not preclude those organizations whose services are restricted to a particular sector of the community for reasons of ameliorating the conditions of disadvantaged individuals or groups in accordance with Section 15(1)(2) of the **Charter of Rights**.
4. Organizations operating under the auspices of a religious body must have a distinct line of separation within its programs and budgets between strictly religious activities and community service programs.
5. The organizations are expected to demonstrate sound management and accountability for all requested passes and tickets.
6. Uder normal circumstances only one request per organization is to be considered in a fiscal year. All programs and undertakings should be consolidated into one request. Requests are considered valid only for the current year. Applications must be renewed annually.

E. **Accountability**

Every pass distributed must be tracked and report logs must be available for audit by the City of Regina at all reasonable times. Completed report logs must be submitted to the city no later than November 30 of each year regardless of new application submission.

1. An organization receiving passes or tickets will not dispose of any surplus without prior approval of the disposition by the Director of Transit.
2. The granting of assistance in any year is not to be construed as a commitment by the City to continue such assistance in future years.
3. In providing such assistance the City may impose such conditions as it sees fit.