

## Eligibility and Criteria Regina Transit Fare Assistance Program

### A. Legislative Authority

This program receives authority under Section 8(1) of The Cities Act.

### 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 in the operating budget review process.
2. The level of assistance for this program will reflect both City's willingness to provide assistance and the City's ability to generate the necessary funds to support the program.

### C. Criteria

City Council and its administration recognize that social and other voluntary 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 is one source helping these organizations to meet their transportation needs.

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 general categories are considered eligible for transportation assistance:

- Community and Social Services
- Preventive Health (mental and physical)
- Education/Community Awareness (not related to the formal education system).

Within the context of these three categories there will be changing priorities of a more specific nature dependent upon a number of variable circumstances in the community. These specific priorities, which should guide the decision-making of the Transit Advisory Board, should be determined on an annual basis.

### 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. The organization must have a clearly stated purpose and function and must be responsible for the planning and provision of services for which it receives transportation assistance. The organization must have an active Board of Directors and a strong volunteer component.
3. The organization must extend its services to the general public in Regina and should 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 must substantiate the value and need for the service or activity for which passes, or tickets are requested and how the organization plans their use. The organizations must demonstrate sound management and accountability for all requested passes and tickets.
6. The organizations must demonstrate effective and appropriate use of community resources and indicate how the service will relate to existing services in the community.
7. Applicants should demonstrate efforts to secure financial support from the public and/or other levels of government if applicable.
8. Requests for transit fare assistance to replace support provided by other levels of government are not eligible under this program.
9. The organization's activities must not come within the clear jurisdiction of other levels of government.
10. Under 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**

1. Books of accounts and supporting documents must be kept to show the receipt and distribution of all passes and tickets and must be available for audit by the City at all reasonable times.

2. An organization receiving passes or tickets from the City will not dispose of any surplus without prior approval of the disposition by the City.
3. 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.
4. In providing such assistance the City may impose such conditions as it sees fit.