

POLICY MANUAL



<p>Legal References:</p> <ul style="list-style-type: none"> • Municipal Government Act, Freedom of Information & Protection of Privacy Act 	<p>Policy Department: Family and Community Support Services (FCSS)</p>
<p>Cross References:</p> <ul style="list-style-type: none"> • K6 – Community Assistance Grant • K5 – Capital Assistance Grant • K15 – Operating Assistance: Recreation Advisory 	<p>Policy Number: G14</p>
<p>Adoption Date:</p> <ul style="list-style-type: none"> • Date of Motion and Motion # May 17, 2021 - #CM20210517.008 <p>Revision Date:</p> <ul style="list-style-type: none"> • Date of Motion and Motion # 	<p>Policy Title: Seniors and Accessible Transportation Operating Assistance Grant</p>
	<p>Review Date: In Accordance with Policy B20: Mandatory Review of Policies</p>

POLICY PURPOSE:

The purpose of this policy is to define the process by which the County of Grande Prairie No.1 provides operating assistance grant funding to local organizations and municipalities that provide transportation to seniors and individuals, with physical and cognitive disabilities, for medical appointments, shopping, and recreation.

DEFINITIONS:

Applicant: A not-for-profit, organization, agency or municipality that provides transportation to seniors or persons with accessibility needs.

County: The municipal corporation of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

FCSS Advisory Board (The Board): A committee comprised of County Council that meets quarterly to review operations of the Family and Community Support Services Department (FCSS), and forward recommendations to County Council.

Freedom of Information and Protection of Privacy Act: Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 as amended thereto, also known as FOIP.

Local: A city, town, village, or hamlet located wholly within the boundaries of the County of Grande Prairie.

Municipal Government Act: *Municipal Government Act*, RSA 2000, c. M-26 and amendments there to also known as MGA.

Operating: Funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure or capital purchases.

Rural Residents: People living within the boundaries of the County of Grande Prairie, this includes Villages, Towns and Hamlets.

POLICY STATEMENT AND GUIDELINES:

The County of Grande Prairie is committed to ensuring residents have equitable access to medical appointments, shopping, and recreational opportunities.

Seniors and Accessible Transportation:

Seniors and Accessible Transportation include services that provide transportation for seniors or persons with cognitive or physical disabilities, to access medical appointments, shopping, or recreational opportunities.

1. Funding

1.1. County Council will identify the Seniors and Accessible Transportation Grant Funding budget during the annual budget process. Financing for the grant will come from general revenues or other funding sources as determined by County Council.

2. Applications

2.1. Application forms will be available online through the County Website.

2.2. Applicants can apply for funding between June 1 and September 1 of each year.

2.3. Applications must be received by September 1.

2.4. Applications will include:

- Projected operating budget for the program or project
- Projected ridership of program or project
- Ridership information of County and non-County residents
- Demographic served.
- Number of wheelchair accessible spots
- Most recent copy of financial statements

2.5. Applications for \$0 - \$4999 are required to complete Section I of the online application.

2.6. Applications for \$5000 and above are required to complete Section I and II of the online application.

2.7. Applications must demonstrate the transportation opportunities being provided are open for the use of County residents. Preference will be given to:

- Applications that provide transportation to County or Rural residents for medical, shopping, and recreational opportunities.
- Transportation may be provided using a specialized van, bus, or personal vehicle (reimbursing expenses).
- Applications that demonstrate other funding sources, including ridership fees and corporate sponsorship or donation.

2.8. Non-eligible funding items:

- Capital expenses of any kind, including purchase of bus or vehicle.
- Individuals do not qualify for the grant; applications must come from an approved society or eligible group.
- ***Funding for Seniors and Accessible Transportation services, that are owned and/or operated by a local municipality will be addressed through Intermunicipal Collaboration Framework Agreements.***

3. Application Review

3.1. Applications will be reviewed at the Quarterly FCSS Advisory Board Meeting following the closing of applications in September of each year.

3.2. Applications that are received after the deadline may be considered pending approval by the CAO or Director of Community Services.

4. Recommendations of the Board

4.1. The FCSS Advisory Board will review applications and make funding recommendations to County Council. County Council will make the final determination.

5. Notification

5.1. Upon County Council approval of applications, administration will advise each applicant of the status of their application.

6. Distribution of Funds

6.1. Grants over \$5000 will require an agreement signed by both parties.

6.2. Grants under \$5000 will be released on or before March 31 of the funding calendar year.

6.3. Grants over \$10,000 may be released in two installments as follows:

- 1st Installment on or before February 15th of the funding year (dependent on return of signed agreement).
- 2nd Installment before July 31 of the funding year.

7. Reporting Requirements:

7.1. Organizations receiving grant funds must provide an annual report due March 31 of the following calendar year outlining number of riders, grant fund expenditures and trips per category as per schedule including their location of residents, trips per category, cost of providing service to County residents.

7.2. Annual reports will be available online from January 1 – March 31 of each calendar year.

7.3. All grant recipients may be required to present an annual report at an FCSS Advisory Board meeting.

8. Recognition

8.1. All grant recipients must publicly recognize the contributions that the County made to their project in accordance with the County's Recognition Policy.

ROLES AND RESPONSIBILITIES:

Council is responsible for: reviewing and approving the recommendations made by the FCSS Advisory Board for distribution of funding.

Chief Administrative Officer is responsible for: reviewing recommendations with regards to budget and submitting feedback if required.

Director of Community Services is responsible for: working with FCSS in reviewing recommendations and giving feedback if required.

Director of Family and Community Support Services is responsible for: communicating grant information to the public, ensuring County Council understand policy, creating and defending grant budgets, approving grant dispersal, managing issues of concern. Supervising and supporting the Team Lead, Adult Seniors and Community Programs.

Team Lead, Adult, Seniors and Community Programs is responsible for: advertising, making grant applications available, accepting, and filing completed applications, providing summary of applications to the Board for their review, communication with groups, ensuring applications are complete, completing Accounts Payable memos, ensuring compliance, reporting issues or concerns, developing, and filing of contracts, making budget recommendations.

Manager of Communications is responsible for: press releases regarding grant programs.

ETHICS AND CODE OF CONDUCT:

All County Staff will comply with the County Personnel Policy, in particular section concerning conflict of interest and confidentiality. Any staff member found to be acting in non-compliance is subject to disciplinary actions.

COMPLIANCE

The use and interpretation of all County Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP), the County of Grande Prairie's Records Management Policy and any other applicable legislation, Regulation or Act.

Non-compliance of County policies may lead to disciplinary action up to and including termination of employment.

POLICY AUTHORITY:

The Chief Administrative Officer has the authority to amend the related Schedules of Policy G14 from time to time to keep current, enforceable, and compliant with statutes and legislation in the Province of Alberta. Any changes to Policy must be approved by Council.

ATTACHMENTS:

N/A