



# Seniors and Accessible Transportation Operating Assistance Grant

Family and Community Support Services (FCSS)  
Policy G14

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<b>Policy:</b>	G14 – Seniors and Accessible Transportation Operating Assistance Grant
<b>Policy Department(s):</b>	Family and Community Support Services (FCSS), Financial Services, Communications
<b>Adoption Date:</b>	May 17, 2021
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## 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.

## Policy Statement

The County of Grande Prairie No. 1 is committed to ensuring rural residents have equitable access to medical appointments, shopping, and recreational opportunities.

## Definitions

“Applicant” means a not-for-profit, organization, agency or municipality that provides transportation to seniors or persons with accessibility needs.

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“FCSS Advisory Board (The Board)” means 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.

“Local” means a city, town, village, or hamlet located wholly within the boundaries of the County of Grande Prairie.

“Operating” means funding for projects related to maintaining or enhancing operations that are not directly related to infrastructure or capital purchases.

“Persons with cognitive disabilities” means certain limitations in mental functioning and in skills such as communicating, taking care of him or herself and social skills.



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“Persons with physical disabilities” means short or long term loss or impairment of part of a person’s body function, resulting in a limitation of physical functioning, mobility, dexterity or stamina.

“Rural Residents” means people living within the boundaries of the County of Grande Prairie No. 1, this includes Villages, Towns and Hamlets.

“Seniors” means persons aged 65 years and older.

## Policy Guidelines

### Seniors and Accessible Transportation

1. 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.
2. Funding
  - 2.1. 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.
3. Applications
  - 3.1. Application forms will be available online through the County’s website
  - 3.2. Applicants can apply for funding between June 1 and September 1 of each year.
  - 3.3. Applications must be received by September 1.
  - 3.4. Applications shall include:
    - 3.4.1. Projected operating budget for the program or project
    - 3.4.2. Projected ridership of program or project
    - 3.4.3. Ridership information of rural residents
    - 3.4.4. Demographic served
    - 3.4.5. Number of wheelchair accessible spots
    - 3.4.6. Most recent copy of financial statements
  - 3.5. Applications for \$0 - \$4,999 are required to complete Section I of the online application.
  - 3.6. Applications for \$5,000 and above are required to complete Section I and II of the online application.



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- 3.7. Applications must demonstrate the transportation opportunities being provided are open for the use of rural residents. Preference will be given to:
  - 3.7.1. Applications that provide transportation to County or rural residents for medical, shopping, and recreational opportunities.
  - 3.7.2. Transportation may be provided using a specialized van, bus, or personal vehicle (reimbursing expenses).
  - 3.7.3. Applications that demonstrate other funding sources, including ridership fees and corporate sponsorship or donation.
- 3.8. Non-eligible funding items:
  - 3.8.1. Capital expenses of any kind, including purchase of bus or vehicle.
  - 3.8.2. Individuals do not qualify for the grant; applications must come from a registered society or eligible group.
  - 3.8.3. 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.
4. Application Review
  - 4.1. Applications will be reviewed at the quarterly FCSS Advisory Board meeting or at a regular Council meeting, following the closing of applications in September of each year.
  - 4.2. Applications that are received after the deadline may be considered pending approval by the CAO or Director of Community Services.
5. Recommendations of the Board
  - 5.1. The FCSS Advisory Board will review applications and make funding recommendations to County Council. County Council will make the final determination.
6. Notification
  - 6.1. Upon County Council approval of applications, Administration will advise each applicant of the status of their application.
7. Distribution of Funds
  - 7.1. Grants over \$5,000 will require an agreement signed by both parties.
  - 7.2. Grants under \$5,000 will be released on or before March 31 of the funding calendar year.



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- 7.3. Grants over \$10,000 may be released in two installments as follows:
  - 7.3.1. first installment on or before February 15 of the funding year (dependent on return of signed agreement).
  - 7.3.2. second installment before July 31 of the funding year.

## 8. Reporting Requirements

- 8.1. 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 including the location of residents, trips per category, and cost of providing service to rural residents.
- 8.2. Annual reports will be available on the County's website from January 1 – March 31 of each calendar year.
- 8.3. All grant recipients may be required to present an annual report at an FCSS Advisory Board meeting.

## 9. Recognition

- 9.1. All grant recipients must publicly recognize the contributions that the County made to their project or service.

## Attachments

N/A

## References

<b>Legal Authorities</b>	Municipal Government Act, RSA 2000, c M-26 Freedom of Information and Protection of Privacy Act
<b>Related Plans, Bylaws, Policies, Etc.</b>	Policy B1 – Policy Development Policy C31 – Budget Development Policy K5 – Capital Assistance Grant Policy K6 – Community Assistance Grant Policy K15 – Operating Assistance: Recreation Advisory
<b>Other</b>	Seniors and Accessible Transportation Grant Application

## Revision History

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May 17, 2021	Adoption Date CM20210517.008