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## **MEDICAL TRANSPORTATION GRANT POLICY**

**POLICY NUMBER: 223-FC-22**

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Approval Date: October 25, 2022

Revise Date: January 13, 2026

Motion Number: CRM20221025.1012

Repeal Date:

Supersedes:

Review Date:

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### **1.0 Policy Intent**

The City of Cold Lake is committed to providing assistance to eligible individuals traveling outside of Cold Lake within Alberta.

### **2.0 Purpose**

The purpose of the Medical Transportation Grant Policy is to provide guidelines and a transparent process to administer grant funding to eligible individuals that submit applications for financial assistance to travel outside of Cold Lake for medical reasons.

### **3.0 Policy Statement**

- 3.1 The City of Cold Lake shall establish the Medical Transportation Grant Policy to provide financial assistance to eligible individuals who travel outside the community for medical reasons.
- 3.2 A standardized application process will be used and all eligible residents must apply to be considered.

### **4.0 Managerial Guidelines**

#### **4.1 Eligibility Criteria**

To be eligible for a Medical Transportation Grant, the individual receiving the medical care must meet the following criteria:

- 4.1.1 Be a resident of the City of Cold Lake;
- 4.1.2 Provide confirmation that they attended a medical appointment or received service at least 150 kilometers (one way) outside of the City of Cold Lake;
- 4.1.3 Proof of eligibility for the Canadian Volunteer Income Tax Program (CVITP).

**4.2 Reimbursement**

Eligible individuals receiving the medical care will be reimbursed as follows:

- 4.2.1 The amount of \$150 per trip (one way) for medical services where travel is at least 150 kilometers away, within the calendar year.

**4.3 Application Process**

- 4.3.1 Applicants (or their parent or guardian on their behalf) must submit an application to the City of Cold Lake FCSS Manager no later than six weeks after medical services are received.
- 4.3.2 An applicant may apply for the grant up to a maximum of \$600 annually.
- 4.3.3 Multiple applications may be considered.
- 4.3.4 Grants will be administered on a first-come first-serve basis until funds in the program are allocated.

**4.4 Grant Fund**

- 4.4.1 During the annual fall budget process, Council shall determine the maximum amount of funds available for the Grant for the following fiscal year.
- 4.4.2 If the total funds are not allocated, Council shall determine during the budget process at the end of the year whether to restrict the funds or allow them to enter general surplus.
- 4.4.3 Council shall have the discretion to provide additional funding for the Grant in excess of what was originally budgeted, if deemed appropriate.
- 4.4.4 In 2025, City of Cold Lake Council approved extending the Medical Transportation Grant Program for 2026, with up to \$40,000 in available funding.

**5.0 References****6.0 Persons Affected**

- All individuals applying for a grant under this Policy
- FCSS Manager and General Manager Community Services

**7.0 Revision/Review History**

- June 29, 2023 – Managerial Guidelines – Sections 4.1, 4.2, 4.2.1, & 4.3.1
- January 13, 2026 – Motion No. CRM20260113.1024 – Section 4.4.4.

Jan 19, 2026

Date

January 19, 2026

Date

