

Date: June 28, 2024

To: **Mayor and Council**

Name and title: Walter Babicz, City Manager

Subject: Proposed Delegation of Authority in relation to Grant Applications

Attachment(s): None

Recommendation(s):

That Council GIVES FIRST THREE READINGS to “City of Prince George Delegation of Authority for Grant Applications Bylaw No. 9471, 2024.”

Purpose:

For Council approval.

Strategic Priorities:

This matter supports Council’s strategic priority to “continue to improve processes and practices to support effective and efficient service delivery.”

Background:

Administration routinely presents staff reports to Council seeking approval to submit grant applications for various projects or activities.

At the February 5, 2024 regular Council meeting, Council passed the following resolution:

That Council DIRECTS administration to report back on options for Council to consider regarding delegated authority for the applying and signing of grant and funding agreements.

Carried Unanimously

In response to the above Council resolution, administration has considered the different areas where grant applications and subsequent funding agreements interact within the various departments of the City. Based on those discussions, administration has drafted and is proposing that Council adopt “City of Prince George Delegation of Authority for Grant Applications Bylaw No. 9471, 2024”.

This proposed Bylaw delegates authority to the City's officers (i.e. City Manager, Director of Finance & IT Services, Manager of Legislative Services) and to the Directors of the City's administrative departments, to sign certain grant applications and the funding agreements for any successful applications.

The delegated authority in the proposed Bylaw is conditional on the grant application not requiring a resolution of Council, and the project, service or activity contemplated in the grant application being funded in the City's financial plan. In other words, grant applications for new projects, services or activities not included in the annual financial plan would still require Council authorization. In contrast, the Bylaw would delegate authority to submit grant applications for projects, services or activities already funded in the City's annual financial plan.

The proposed Bylaw also requires the City's financial officer to report to Council annually with a list of successful grant applications, including those applied for through delegated authority as well as through Council approval.

Administration is of the view that the proposed Bylaw will improve efficiencies in the grant application process while maintaining transparency through public reports to Council.

Options:

1. Approve the proposed Bylaw (recommended).
2. Approve the proposed Bylaw as amended.
3. Refuse the proposed Bylaw.
4. Defer consideration of the proposed Bylaw.

Summary and conclusion:

"City of Prince George Delegation of Authority for Grant Application Bylaw No. 9471, 2024" proposes a delegation of authority in relation to grant applications that do not require a Council resolution of support and where the project, service or activity is already funded through the City's annual financial plan. Administration recommends that Council approve the Bylaw.

Respectfully submitted:

Walter Babicz, City Manager

Meeting Date: 2024/07/08