

**CITY OF PRINCE GEORGE**  
**BYLAW NO. 9471, 2024**

**A Bylaw of the City of Prince George to provide for the delegation of authority regarding applications for grant funding.**

**WHEREAS** Council of the City of Prince George may, by Bylaw, under section 154 of the *Community Charter*, enact a bylaw to delegate certain powers, duties and functions of Council, to an officer or employee of the City;

**AND WHEREAS** the Council of the City of Prince George has deemed it desirable to delegate certain powers, duties and functions as set out in this Bylaw;

**NOW THEREFORE** the Council of the City of Prince George in open meeting assembled, **ENACTS AS FOLLOWS:**

**1. Title**

This Bylaw may be cited for all purposes as the “City of Prince George Delegation of Authority for Grant Applications Bylaw No. 9471, 2024”.

**2. Definitions**

In this Bylaw:

- (a) “authority” means any power, duty or function as described in this Bylaw, and includes any implied or incidental power, duty or function necessary or desirable to carry out or arising out of the specified power, duty or function including the authority to negotiate and execute grant applications, grant funding agreements, and other agreements or documents;
- (b) “Authorized Persons” means:
  - (i) a person holding an Officer position set out in section 3.1 of the “City of Prince George Officer Positions and Delegation of Authority Bylaw No. 8340, 2011”;
  - or
  - (ii) any City employee having the title of “Director” and reporting directly to the City Manager from time to time;
- (c) “City” means the municipality of the City of Prince George;
- (d) “Council” means the elected Council of the City;
- (e) “grant application” means an application form or other document to be completed by the City in connection with a request for a specific funding opportunity or financial support for a project, service, activity or facility, and includes a funding agreement arising out of a successful application, but does not include:

- (i) a grant application that requires a resolution from Council as a prerequisite of submitting the application; or
- (ii) a grant application for a project, service, activity or facility that is not funded in the City's financial plan.

**3. Authority for Grant Applications**

- 3.1 The Authorized Persons are delegated the power and authority to complete, execute and submit a grant application, and to negotiate, approve and execute agreements and other documents related to a successful grant application, subject to any requirements in the *Community Charter*, the *Local Government Act*, and any other applicable statutes, City Bylaws, and City policies having been satisfied.
- 3.2 Despite the delegation of authority granted by this Bylaw, an Authorized Person may, at their discretion, present a grant application to Council for its approval.

**4. Reporting of Grant Applications**

- 4.1 The Authorized Persons must:
  - (a) provide to the City's corporate officer a copy of all grant applications they have executed; and
  - (b) advise the City's financial officer and corporate officer in writing when grant funding has been awarded in response to a grant application.
- 4.2 Once each year, the City's financial officer must submit a staff report to Council with a list of all successful grant applications, including both grant applications submitted under the delegated authority granted in this Bylaw, and grant applications submitted with a Council resolution for approval.

**5. Severability of Bylaw**

- 5.1 The Mayor and Corporate Officer are hereby empowered to do all things necessary to give effect to this Bylaw.
- 5.2 If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Bylaw.

READ A FIRST TIME THIS DAY OF , 2024.

READ A SECOND TIME THIS DAY OF , 2024.

READ A THIRD TIME THIS

DAY OF \_\_\_\_\_, 2024.

All three readings passed by a  
and eligible to vote.

decision of Members of City Council present

ADOPTED THIS

DAY OF \_\_\_\_\_, 2024,

BY A  
ELIGIBLE TO VOTE.

DECISION OF ALL MEMBERS OF CITY COUNCIL PRESENT AND

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MAYOR

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CORPORATE OFFICER