

Date: October 1, 2025

To: **Committee of the Whole.**

Name and title: Andy Beesley, Director of Civic Facilities & Events

Subject: Multiyear Standing Grants

Attachment(s):  
1. Council Policy Multiyear Funding Grants  
2. Slides Multiyear Standing Grants

#### Recommendation(s):

That Committee of the Whole recommend that Council APPROVE transitioning the existing grant agreement holders, as identified in the October 1, 2025, report from the Director of Civic Facilities and Events titled "Existing Grant Agreements" to Standing Grant Agreements (Stream A) under the Multiyear Funding Grants Council Policy.

#### Purpose:

This report identifies organizations with existing service grant agreements and proposes transitioning them to the Multiyear Funding Grants Framework, as detailed in the Council Policy. The Committee of the Whole is asked to consider this transition for consistency and alignment with the established process and framework in the Policy.

#### Background:

According to Council Policy, a standing grant under the multiyear funding framework provides up to four years of ongoing financial support to not-for-profit organizations. This funding model is intended for organizations that:

- Demonstrate sustainable and diversified financial resources
- Deliver long-term, high-quality services to the community
- Require operational or regular program funding (rather than one-time projects)

This approach offers stable and predictable funding, in contrast to one-time grants. Administration has reviewed existing service/operations agreements and believes that transitioning these grant recipients into the framework would better reflect policy intent and support strategic continuity.

#### Discussion:

Administration recommends transitioning the following existing grant recipients to the Multiyear Funding Framework:

- Outdoor Ice Oval Society – general operations
- Prince George Native Friendship Centre – storage service homeless hub operations
- Prince George Council of Seniors (PGCOS) – general operations
- Downtown Prince George – Biohazard clean-up in the C1 Zone

Furthermore, Administration requests that Council consider the following 2 organizations that do NOT have current operational agreements in place, however align with the policy's criteria for delivering sustainable, long-term service.

- Lheidli T'enneh First Nation (LTFN) (National Indigenous Peoples Day, Truth and Reconciliation Day)
- Royal Canadian Legion (Remembrance Day Ceremonies)

These organizations meet the policy's criteria for delivering sustainable, long-term service. Formal transition will align them with multiyear funding standards, solidify funding continuity, and streamline future application and reporting processes.

#### Strategic Priorities:

This supports the City's 2023–2026 Strategic Plan, particularly the goal of enhancing social health and well-being by ensuring delivery of effective, equitable, and sustainable programs and services, valuable to the community.

#### Summary and conclusion:

This report summarizes the recommended transition of six existing service grant recipients to the multiyear funding framework, in alignment with Council Policy. Administration requests the Committee of the Whole to endorse this recommendation for Council approval, enabling greater program stability, alignment, and governance.

#### Respectfully submitted:

Andy Beesley, Director of Civic Events & Facilities

Prepared by Sarah Brown, Supervisor Civic Initiatives & Partnerships

#### Approved:

Walter Babicz, City Manager

Meeting date: [2025/10/14]

# Multiyear Standing Grants/Existing Agreements

Committee of the Whole  
October 14 2025



# STANDING GRANT/EXISTING AGREEMENTS

## DEFINITION

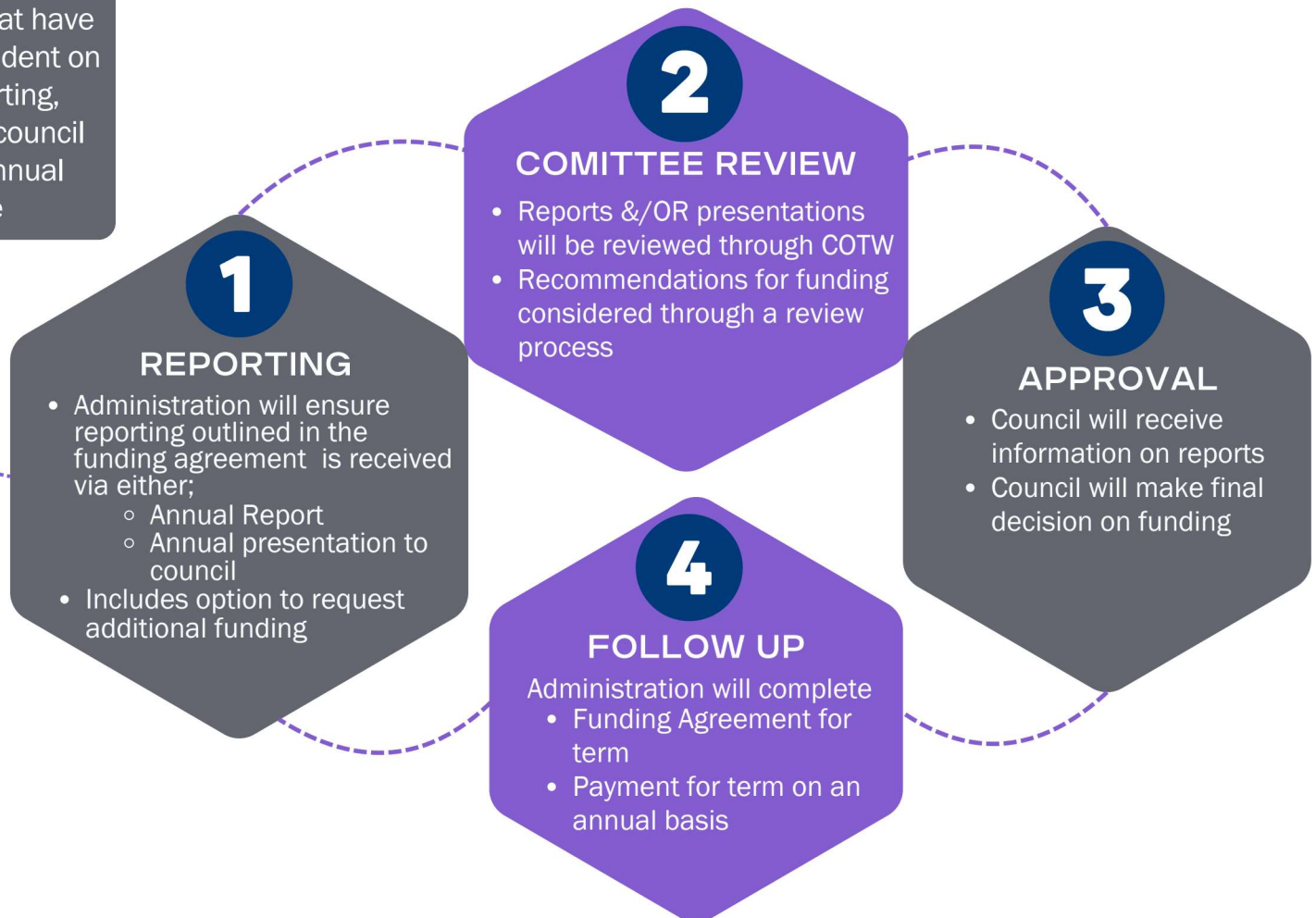
A standing grant for an existing multiyear funding agreement provides ongoing financial support for up to 4 years to a not-for-profit organization that has demonstrated sustainable and diverse financial resources and has established a successful long-term service to the community. It covers operational costs or regular programs, offering stable and consistent funding compared to one-time grants

# STANDING GRANT/EXISTING AGREEMENTS

## HOW IT WORKS

Objective: to provide financial support to registered not-for profits that have an existing agreement. Dependent on completion of annual reporting, allocations are approved by council and accounted for in the annual operating budget cycle

Process initiated by the signing of a standard grant agreement



# CURRENT STANDING GRANT/ EXISTING AGREEMENT HOLDERS

## ORGANIZATION

## 2025 ANNUAL AMOUNT

- |  |              |
|--|--------------|
| • Theatre Northwest                    | • \$ 233,065 |
| • Prince George Symphony Orchestra     | • \$ 119,627 |
| • Prince George Community Arts Council | • \$ 90,338  |
| • Prince George Folkfest Society       | • \$ 20,122  |

# PROPOSED ADDITIONS STANDING GRANT/ EXISTING AGREEMENTS

## ORGANIZATION

## 2026 ANNUAL AMOUNT

- |   |             |
|---|-------------|
| • Outdoor Ice Oval Society (general operations)   | • \$ 30,000 |
| • Prince George Native Friendship Centre (storage service -homeless hub operations)                 | • \$ 96,580 |
| • Prince George Council of Seniors (general operations)   | • \$ 10,000 |
| • Downtown Prince George (biohazard cleaning in C1 Zone)  | • \$ 50,000 |
| • Lheidli T'enneh for (National Indigenous Peoples Day and National Day for Truth & Reconciliation) | • \$20,000  |
| • Royal Canadian Legion Remembrance Day Ceremonies  | • \$10,000  |

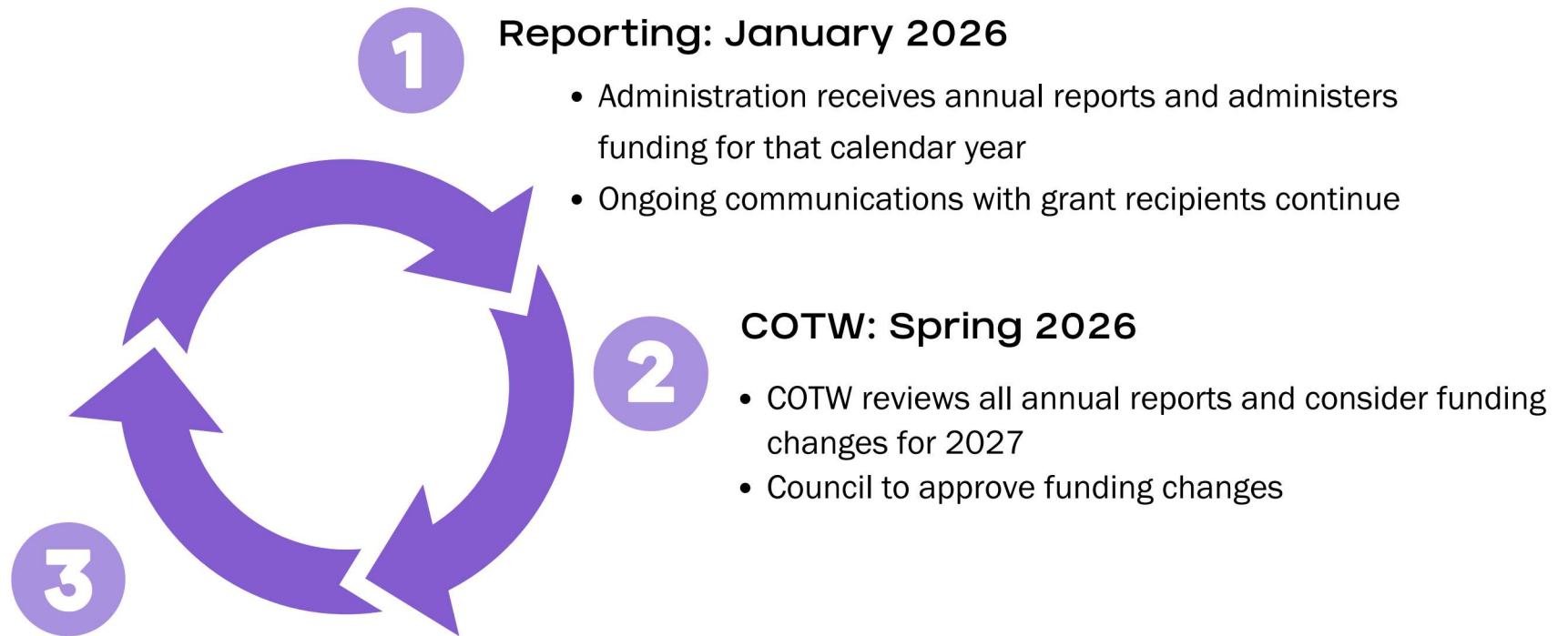
# WHY THIS MATTERS

## **Transitioning these organizations into the Multiyear Grants Framework will:**

- Align current practice with Council Policy, providing clear governance structure
- Ensure stable and predictable funding for essential community programs and services
- Streamline application and reporting processes—reducing the need for annual reapplications
- Strengthen the City's relationships with key community partners delivering high-value services

# STANDING GRANT/EXISTING AGREEMENTS

## NEXT STEPS & THINKING AHEAD TO 2026-2027



### COTW: Fall 2026

- COTW annual review of Multiyear Standing Grants/Existing Agreements process
- Funding recommendations including proposed changes for 2027 are considered as part of Councils annual budget deliberation

**THANK YOU & DISCUSSION**



# COUNCIL POLICY

**POLICY NAME:** Multiyear Funding Grants (Standing Grants and Limited Duration Operating Grants)

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**CATEGORY:** CITY GOVERNMENT AND INFRASTRUCTURE  
**APPROVED BY COUNCIL:** October 7, 2024  
**DEPARTMENT RESPONSIBLE:** Civic Facilities & Events

## 1. PURPOSE

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The purpose of this policy is to establish a transparent and consistent approach to managing existing and new requests for multiyear funding grants.

Multiyear funding grants support organizations in advancing the City of Prince George's vision, mission, and strategic priorities, including:

- city government and infrastructure,
- economic diversity and growth,
- social health and well-being, and
- environmental stewardship and climate action.

The implementation of this policy includes an oversight role for Council. Through the *Committee of the Whole*, multiyear funding requests will be received, reviewed and recommended. All final funding and agreement approvals are provided by Council.

## 2. POLICY STATEMENTS

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1. This policy includes a governance role for Council, however there is no obligation on the part of Council to commit to multiyear funding.
2. A multiyear funding grant provides on-going financial support (up to 4 years for existing agreement/standing grants and up to 2 years for new agreements/limited duration grants) to a not-for-profit organization that has demonstrated sustainable and diverse financial resources and has established a successful long-term service to the community. It covers operational costs or regular programs, offering stable and consistent funding compared to one-time grants.
3. The organization must be a registered society or charity. (Evidence obtained through the Canada Revenue Agency or BC Registry Services, of its good standing as a registered society or charity).
4. The City utilizes multiyear funding as a cost-effective strategy to enhance municipal services or support the provision of quality-of-life programs and services for residents. Unlike one-time grants (such as a myPG grant), it offers consistent funding over a determined timeframe. This

type of grant is often used to support long-term projects, cover operational costs, or fund regular programs/services, giving recipients (not-for-profit organizations) stability and predictability.

5. Existing/standing grants will be considered according to the process outlined in this policy and the Administrative Procedure.
6. New multiyear funding requests will be considered through the limited duration operating grant process (a grant stream offered through the Community Grants Program).
7. The level of available funding for multiyear funding will be accounted for in the annual operating budget process and is subject to approval by Council.

### 3. POLICY ADMINISTRATION

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#### MULTIYEAR FUNDING PROCESS

##### STREAM A: Existing Agreements/Standing Grants

###### 1. Reporting

- Reporting responsibilities will be outlined in the funding agreement.
- The organization will be expected to deliver a report and/or presentation to Council.
- Includes option to request additional funding
- The organization should acknowledge on a regular and consistent basis, the financial contribution from the City of Prince George.

###### 2. Review and Decision Making

- The *Committee of the Whole* completes a review of reporting, submitted by the organization. Organizations may be able to utilize reporting formats provided to other Funders (such as provincial or federal reporting templates) to fulfill City reporting. Other considerations may include:
  - Community impact and alignment with Council's strategic priorities
  - Budget efficiency and value for investment
  - Adherence with grant funding objectives, and other considerations in the funding agreement

###### 3. Approval

- Council will receive a summary report from the *Committee of the Whole* and provide final approval, including the recommended funding for the duration of the multiyear funding service agreement term.

###### 4. Implementation and Follow-Up

- Administration will complete and implement the multiyear funding agreements for the designated term.

##### STREAM B: New Applicants – Limited Duration Operating Grants

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**1. Apply**

- Applicants submit a grant application. New applications will be managed through the Limited Duration Operating Grant, a grant stream included in the Community Grants Program.
- Detailed guidelines on how to apply, including eligibility criteria, required documentation, and assessment criteria will be provided as part of the community grants program available on the city grants webpage.

**2. Preliminary Screening**

- Administration will review applications for completeness (alignment with Council’s strategic priorities, community impact and adherence with funding objectives, eligibility criteria and other considerations.)
- Administration will provide a summary of proposed recommendations for adjudication to the *Committee of the Whole*

**3. Review and Decision Making**

- A summary of the proposed recommendations will be presented to the *Committee of the Whole* for their review. Administration will arrange for presentations to the *Committee of the Whole* by applicants as necessary.

**4. Approval**

- Council will receive a summary report from the *Committee of the Whole* and provide final approval for all applications, including confirming the recommended funding for the duration of the agreement term.

**5. Implementation and Follow-Up**

- Administration will complete and implement the multiyear funding agreements for the designated term.

**6. Reporting**

- Throughout the grant term, community organizations will complete reporting requirements included in the funding agreement. Additionally, they may be requested to deliver annual presentations to Council.
- The organization should acknowledge on a regular and consistent basis, the financial contribution from the City of Prince George.

**DURATION OF MULTIYEAR FUNDING**

- Standing grants may be up to a maximum of 4 years, subject to annual reporting and renewal.
- Limited duration operating grants may be up to a maximum of 2 years, subject to annual reporting and renewal.
- Organizations may reapply for both standing grants and limited duration operating grants at the expiry of the current term.

**ROLES AND RESPONSIBILITIES**

Specific roles of Council and City Administration include the following:

- **Council Members**

- a) Review reporting and applications and provide final approval on all funding agreements and amounts.

- b) As per the Sustainable Finance Policy, identify the level of funding to support multiyear funding agreements through the City's annual budget process.
- c) Review the multiyear funding grant process to provide input (which may result in amendments to the Council Policy and consequential amendments to the Administrative Procedure).

- **City Administration**

- a) The Director of Civic Facilities & Events and/or their designate is authorized to administer and/or manage the grant process, and to develop, establish, implement, and maintain the grant guidelines including any amendments.
- b) The City Manager is authorized to approve Administrative Procedures to support this Council Policy.
- c) Ensures multiyear funding agreements are established within a timely manner to provide for uninterrupted delivery of services.
- d) Supports Council via *Committee of the Whole* with any necessary pre-work (review all applications for completeness and adherence with funding objectives, eligibility criteria and other considerations such as alignment with Council's strategic priorities and community impact etc.)
- e) Prepares and provide a summary of the proposed recommendations to the *Committee of the Whole* and arranges for presentations to the *Committee of the Whole* by applicants as necessary.
- f) Provides Council with an annual update on the multiyear funding grant process.

## CONDITIONS OF FUNDING

- Funds must be used for the purpose for which they were approved. If the originally intended purpose cannot be carried out, applicants should contact the City as soon as possible to inform of the situation and discuss options.
- Mismanagement of grant funds may require the organization to return the funds and may lead to ineligibility for future multiyear grants, at the City's discretion.

## GRANT COMMUNICATIONS

- Information on the Community Grants Program, including options for multiyear funding, will be provided via the City grants webpage.
- All inquiries related to City grants can be sent to [communitygrants@princegeorge.ca](mailto:communitygrants@princegeorge.ca)

## POLICY REVIEW AND AMENDMENTS

- This policy will be reviewed annually by the *Committee of the Whole* and amendments approved by Council as necessary to reflect continuous improvement.