



REQUESTING A RESOLUTION OF SUPPORT FOR YOUR NDIT GRANT APPLICATION

Include in Your Letter

To request a resolution of support from Council regarding your application to a Northern Development Initiative Trust (NDIT) grant program, your organization should provide a letter of correspondence addressed to Mayor and Council including the following details:

1. Brief description of the project
2. Amount of the grant you are applying for (ie: for a grant up to \$XXXX)
3. The name of the NDIT program you are applying to (ie: Community Halls and Recreation Facilities, etc)
4. The name of the account from which the funds would be paid (ie: Prince George Regional Development Account)
5. Wording of the resolution you wish for Council to consider and support.

Note: Failure to include the above mentioned details may result in your correspondence being scheduled for a subsequent Council meeting date.

How Do I Submit My Letter?

- Electronically via email to cityclerk@princegeorge.ca
- Hand deliver/mail paper documents to Legislative Services Department, 5th Floor, City Hall

By When Do I Need to Provide the Letter?

Your correspondence must be received before 12:00 p.m., on the Monday immediately preceding the Council meeting date (seven calendar days). *Note: Failure to meet this submission deadline may result in your correspondence being scheduled for a subsequent Council meeting date.*

If circumstances prevent you from meeting the provided deadline, please speak with the Legislative Coordinator to determine if other arrangements can be made.

Please view the Council Meeting Calendar for the City of Prince George on the reverse of this sheet.

For More Information or Questions

Contact staff in the Legislative Services Division at (250) 561-7600 or legislativeservices@princegeorge.ca.



City of Prince George 2020 Council Meeting Calendar

Council Meetings are scheduled for 3:30 p.m. and 6:00 p.m. in Council Chambers at City Hall, 1100 Patricia Boulevard, Prince George unless Council resolves to hold a meeting elsewhere.

 Regular Council Meeting

 Regular Council Budget Meeting

 Statutory Holiday

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

February						
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March						
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29	30	31				

April						
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May						
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10	11	12	NCLGA		16	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
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July						
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August						
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September						
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October						
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November						
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29	30					

December						
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20	21	22	23	24	25	26
27	28	29	30	31		

North Central Local Government Association (NCLGA) Convention: May 13 - 15 (Prince George)
 Federation of Canadian Municipalities (FCM) Annual Conference: June 4 - 7 (Toronto)
 Union of BC Municipalities (UBCM) Convention: September 21 - 25 (Victoria)