

The Corporation of the City of Guelph Office Consolidation By-law Number (2024) – 20994

A by-law to delegate certain administrative powers and duties to City staff, to govern the execution of documents, as amended by By-law (2025) – 21037, By-law (2025) – 21063, (2025) – 21074) (2025) – 21109, (2026) – 21207, and (2026) – 21236.

This document represents a consolidation of By-law (2024) – 20994, as amended by (2025) – 21037, (2025) – 21063, (2025) – 21074, (2025) – 21109, (2026) – 21207 and (2026) – 21236. The originals, as filed with the City Clerk, are at all times to be regarded as binding and any differences here in are to be overruled by said originals.

WHEREAS section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act"), authorizes a municipal council to delegate its powers and duties under the Act or any other Act to a person or body, subject to the rules and restrictions set out in Part II of the Act;

AND WHEREAS clause 224(d) of the Act, as amended, states that it is the role of a municipal council to ensure that administrative practices and procedures are in place to implement the decision of Council;

AND WHEREAS clause 227(a) of the Act provides that it is the role of the officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;

AND WHEREAS the Council of The Corporation of the City of Guelph ("Council") has deemed that certain routine administrative and legislative powers are of a minor nature, and the delegation of these powers would contribute to the efficient management of the City while still adhering to the principles of accountability and transparency;

AND WHEREAS Council has deemed it desirable to set out in a by-law its policies with respect to the execution of documents and to delegate certain administrative powers and duties to City staff;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF GUELPH ENACTS AS FOLLOWS:

Definitions

1. In this By-law,

"Act" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

"administrative powers" means all actions that may be taken by Council and Committees, individual Members of Council, and all City officers and employees, which are necessary or appropriate for the effective management of the City in the performance of its responsibilities, including the procurement and disposal of goods, services and property for City purposes;

"ARB" means the Assessment Review Board

"CAO" means the City's Chief Administrative Officer appointed by By-law Number (2019) – 20425, as amended from time to time, or any successor position thereof;

"City" means The Corporation of the City of Guelph, and "Corporation" has a corresponding meaning;

"City Clerk" means the General Manager City Clerk's Office/City Clerk, whose duties are assigned under subsection 228 (1) of the Act, and includes the Deputy Clerk or any Deputy acting under the direction of the City Clerk or any successor position

thereof;

“City Solicitor” means the General Manager of Legal, Realty and Court Services/City Solicitor and includes the Deputy City Solicitor or any Associate Solicitor acting under the direction of the City Solicitor or any successor position thereof;

“Council” means the elected Council of The Corporation of the City of Guelph;

“delegation” means duties conferred by Council on City staff, and is inclusive of both powers delegated from Council to City staff and powers granted by Council to City staff;

and “delegated power” has a corresponding meaning;

“Deputy CAO” means Deputy Chief Administrative Officer and those individuals reporting directly to the CAO, who are responsible for the direction and leadership of individual service areas;

“document” means any written instrument whether on paper or in electronic form including, without limiting the foregoing, any contract, agreement, deed, purchase order, memorandum, letter of intent, application, permit, release, waiver or acknowledgement which, when executed, will have or is intended to have the effect of causing the City to be bound in a legally enforceable relationship with any other person, but shall not include:

- a. any cheques, bank drafts, orders for payment of money, promissory notes, acceptances, bills of exchange, debentures and any similar instruments; and
- b. correspondence, whether by letter or in electronic form, intended to convey information or confirm a position on a matter, but not intended to create a contract or agreement between the City and any other person, whether or not a legally enforceable right or remedy is created thereby;

and “documents” has a corresponding meaning;

“Document Execution Record” means the Document Execution Record required under the Administration section of this By-law;

“execute” means to complete the formalities intended to give effect to a document and may include any one or more of the following formalities as may be required in the circumstances:

- a. signing the document;
- b. causing the seal of the City to be affixed to the document; and
- c. causing delivery of the document to be made to the other parties thereto;
- d. “Procurement By-law” means By-law Number (2018) – 20259, as amended; and “signing officer(s)” has the meaning ascribed to it in section 7 of this By-law.

Nature and Scope of the Delegation of Powers and Duties

2. Council delegates the powers and duties set out in the attached Schedule “A” to those officers, employees, committees or tribunals listed therein and subject to any limitations specified therein.
3. Notwithstanding the foregoing, Council retains the authority to, at any time and without notice, make, reconsider, or revoke any delegation that has been delegated pursuant to this By-law.
4. Any delegation to a Deputy CAO or a General Manager shall be deemed to include the CAO, with the exception of delegations to the City Clerk, the City Treasurer or the City Solicitor.
5. Unless otherwise noted, where this By-law has assigned a delegation to a Deputy CAO or General Manager, they may further designate an individual to act in their place. This further sub-delegation shall be in writing. In the event of the sudden departure of a delegate, the CAO may designate an individual to act in the delegate’s place. This further sub-delegation shall be in writing. Sub-

delegations may be time-limited to service temporary absences, or long-term to facilitate corporate workflow. The maintenance of the written sub-delegation is the responsibility of delegator.

6. Where the exercise of a delegated power or duty requires the expenditure of money or subjects the Corporation to a potential financial loss or obligation, funding for the expenditure or provision for the potential loss or obligation must be included in an approved budget or managed in alignment with reserve fund policies under the advisement of the City Treasurer. All relevant requirements of the City's policies, including the Procurement By-law shall be followed as a condition to the exercise of the delegated authority.

Appointment of Signing Officers

7. Subject to the requirements of this By-law and any statute regarding the execution of any particular kind of document, an employee or officer of the City, who at the time of execution of any document holds any of the following offices or positions, is a signing officer of the City and has the authority to execute the document on its behalf:
 - a. the Mayor;
 - b. the CAO;
 - c. the City Solicitor;
 - d. the City Clerk; and
 - e. a Deputy CAO.
8. In addition to the signing officers designated in 7, a document listed in the delegation column of Schedule A of this By-law (routine documents) may be executed by an employee or officer of the City of Guelph who at the time of execution of the particular documents holds any one of the offices or positions set out in the delegate column of Schedule A, and they shall be considered to be signing officers but only for the limited purposes of the documents set out in Schedule A, that they are authorized to sign provided that all other provisions of this By-law are complied with.
9. When any signing officer designated under 7 and 8 is absent for any reason or the office or the position is vacant:
 - a. if there is a By-law which designate a deputy, associate or other acting person as having the authority of the person holding the position or office of the signing officer, such deputy, associate or acting person is authorized to exercise the authority of the signing officer under this By-law; and
 - b. unless contrary to a By-law as described in clause (i), any employee or officer of the City appointed in writing by the signing officer identified in 7,8 and as stated in under 5, as acting in the position or office of such signing officer during their temporary absence, is authorized to exercise the authority of the signing officer under this By-law.

Authority and Manner of Execution

10. Delegates shall execute documents only where it is authorized by provincial statute, by By-law, or by resolution of Council. This includes the Procurement By-law to the extent that it authorizes purchase orders and contracts for the sale of goods and services.
11. Should there be a contradiction between By-law Numbers (2013)-19529, (2013)-19635 and previous By-laws enacted by the City, By-law Number (2023)-20794 shall prevail.
12. The following rules shall apply to the execution of documents:
 - a. Unless otherwise required by law or this By-law, a document may be executed by either the appropriate delegate under Schedule "A" or two (2) signing officers where required.

- b. Documents may be endorsed with the words, "I/We have authority to bind the Corporation, in accordance with Schedule "B" to Bylaw Number (2023)-20794 (Delegation of Authority By-Law)" or any similar words indicating the authority of the signing officer(s).
- c. Every signing officer shall ensure that their name and title are legibly printed beneath his or her signature.
- d. The seal of the City shall not be affixed to a document upon execution unless it is approved by either the City Clerk or the City Solicitor.
- e. When executing documents digitally the Electronic Signature Policy shall be adhered to.
- f. An individual who is authorized to execute an agreement or contract is also authorized to execute any documents reasonably necessary to carry out the purposes and intent of the agreement or contract or to amend the agreement or contract.

Administration

[Sections 13 through 15, Amended through By-law (2025) – 21037]

- 13. Document Execution Record shall be completed in respect of each document executed in accordance with this By-law with the following exceptions:
 - a. Anything executed through a Purchase Order or through the Procurement By-law
 - b. For documents that are routinely managed by departments, in high volumes, maintain a thorough tracking system and are therefore low risk
 - c. For documents whose size or format are logistically best kept with the home department
 - d. Any other documents that have been noted as exempt, through the City Clerk's Office, in writing
- 14. Exemptions from the Document Execution Record process will be noted in the Additional Information section of "Schedule A – Delegation of Duties" of the By-law.
- 15. Reporting documents executed through this By-law will be required in the Delegation of Authority Annual Information Report, unless otherwise exempted in the Additional Information section of "Schedule A – Delegation of Duties."
- 16. The Clerk's Office shall maintain a register of the Document Executions Records.
- 17. All conditions set out in Schedule "A" must be adhered to.
- 18. All documents to be executed shall be prepared in a sufficient number of identical originals to permit at least one executed original, which may be executed in counterparts, to be retained by the City, except that if the document provides that electronic signatures or execution in counterparts with exchange by PDF and e-mail are sufficient, an executed original is not required.
- 19. The initiator of a document(s) shall arrange for the execution of such document(s) by the appropriate signing officers.
- 20. The City Clerk shall approve the form of the Document Execution Record, prepare and circulate procedures, and ensure that a registry of documents executed is kept for the purposes of this By-law.
- 21. Following its execution, the fully executed document shall be forwarded to the Office of the City Clerk and the remaining original(s), if any, to the department with primary oversight for the contract or agreement to which the document pertains.
- 22. The department with primary oversight for the contract or agreement shall be responsible for distribution of the executed document.
- 23. The short title of this By-law is the "Delegation of Authority By-law".

General

24. A document executed under authority delegated by this By-law shall first be approved as to content by the CAO, Deputy CAO, the General Manager responsible for the relevant department, or the delegate, as the case may be, and, when required by the delegate, approved as to form by the City Solicitor.
25. Any reference to legislation, regulations, and to by-laws in this By-law shall be interpreted to include all amendments to and any successor legislation thereof.
26. It is the opinion of Council that any of the legislative powers delegated pursuant to this By-law are of a minor nature within the meaning of subsection 23.2(4) of the Act.
27. If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law that each and every other provision of this By-law, authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.
28. Where specified, delegated authority set out in Schedule "A" to this By-law and exercised shall be reported on an annual basis to Council, or a Committee of the Council, by the Deputy CAO described as responsible for the delegated authority.
29. Schedule "A" – "Delegation of Powers and Duties" attached hereto forms part of this By-law.

Effective By-law Date

This By-law comes into force and takes effect on the day upon which it is passed.

Schedules

Schedule "A" – Delegation of Powers and Duties

Schedule "A" – Delegation of Powers and Duties

Office of the Chief Administrative Officer

Corporate Wide Delegation

Table 1 - Corporate Wide Delegation

Number	Delegation	Signing Authority	Additional Information
1.1	Authority to execute, amend or terminate agreements with third parties, that in effect bind the City, for the provision or acquisition of goods and services or other City activities, works or services that are ordinary to the business of all City's service areas but subject to any limitations as set out in City policies established by Council.	CAO the Deputy CAOs General Manager of the relevant department.	<p>Limitation: Any expenditure that is funded through a current year's operating or capital budget, which has been approved by Council.</p> <p>The delegation applies to agreements that are not subject to the Procurement By-law.</p> <p>Applications, contracts, and agreements are less than five (5) years in length.</p> <p>Document Execution Record: Required (Note exemption of 13a, for documents through Purchase Order or Procurement By-law).</p> <p>Reporting: Annual Information Report to Council, for documents that required Document Execution Record.</p> <p>[Amended through by-law (2025)-21037]</p>

Chief Administrative Office, General

Table 2 - Chief Administrative Office

Number	Delegation	Signing Authority	Additional Information
2.1	Develop, approve, implement, vary, or rescind administrative policies, procedures, and practices in the exercise of authority under section 229 of the Act	CAO the Deputy CAOs	<p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>

Number	Delegation	Signing Authority	Additional Information
2.2	<p>Authority to amend, execute, negotiate and terminate agreements for, grants offered by federal or provincial governments and agencies, or other grantor organizations providing funding to municipalities that are in line with City initiatives. The delegation is inclusive of grants, investment plans, subsidies and other financial transfers.</p>	<p>CAO General Manager, Finance/City Treasurer</p>	<p>Limitation: Grant agreements must relate to a City activity, initiative, program or project funded through a current year’s operating or capital budget, which has been approved by Council.</p> <p>Document Execution Record: Required, for all legally binding agreements.</p> <p>Reporting: Reporting Council will be done through the Quarterly Budget Monitoring Report and Annual Information Report.</p> <p>[Amended through by-law (2025) – 21074]</p>
2.3	<p>Authority to apply for grants offered by federal or provincial governments and agencies, or other grantor organizations providing funding to municipalities that are in line with City initiatives, and which require authority from a person qualified to legally bind the corporation. The delegation is inclusive of grants, investment plans, subsidies and other financial transfers.</p>	<p>CAO General Manager, Finance/City Treasurer</p>	<p>Limitation: Grant applications are limited to a City activity, initiative, program or project identified in the 10-year capital budget and forecast.</p> <p>Applications may be made for grants not included in the 10-year capital budget and forecast provided the grant will not require additional expenses and is not already approved by Council.</p> <p>Document Execution Record: Exempt per Section 13 b</p> <p>Reporting: Annual Information Report to Council</p> <p>[Added through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
2.4	<p>Authority to apply for grants offered by federal or provincial governments and agencies, or other grantor organizations providing funding to municipalities that are in line with City initiatives, and which do not require authority from a person qualified to legally bind the corporation. The delegation is inclusive of grants, investment plans, subsidies and other financial transfers.</p>	<p>Relevant DCAO or General Manager</p>	<p>Limitation: Grant applications are limited to a City activity, initiative, program or project identified in the 10-year capital budget and forecast. Applications may be made for grants not included in the 10-year capital budget and forecast provided the grant will not require additional expenses and is not already approved by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council</p> <p>[Added through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
2.5	Delegation of authority to exercise certain authority, subject to the restrictions set out in Part II of the Act, in the event Council is in a restricted acts position after nomination day under section 275 of the Act, for the purpose of ensuring that the business of the City can continue.	CAO	<p>Limitation:</p> <p>Subject to certain exceptions, Council cannot take any action described in subsection 275(3) of the Act during one or both of two separate time periods: The period from nomination day to election day; and from election day to the end of the then-current term. This period is technically referred to as the restricted acts period after nomination day and is also occasionally referred to as the "lame duck" period.</p> <p>Restrictions:</p> <p>Subsection 275(3) of the Act states that, in either of the above situations, the Council of a municipality shall not take any of the following actions: the appointment or removal from office of any officer of the municipality; the hiring or dismissal of any employee of the municipality; the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and making any unbudgeted expenditures or incurring any other liability which exceeds \$50,000.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>

Strategic Initiatives and Intergovernmental Services

Table 3 - Strategic Initiatives and Intergovernmental Services

Number	Delegation	Signing Authority	Additional Information
3.1	Authority to provide commentary, feedback, and information to provincial and federal governments regarding legislative/regulatory changes and administrative policies and procedures.	General Manager, Strategic Initiatives, and Intergovernmental Services (SIIS)	<p>Document Execution Record: Required</p> <p>Reporting: Regular routine reporting through weekly Information Items.</p>
3.2	Authority to approve the execution of the Community Benefit Agreement as outlined in the Community Investment Strategy.	General Manager, Strategic Initiatives, and Intergovernmental Services (SIIS)	<p>Limitation: Agreements funded through a current year's operating or capital budget, which has been approved by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>
3.3	Authority to approve the execution of Community Grants allocations.	General Manager, Strategic Initiatives, and Intergovernmental Services (SIIS)	<p>Limitation: The grant must be funded through a current year's operating or capital budget, which has been approved by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>
3.4	Authority to approve the execution of Tourism Funding Program grant allocations.	General Manager, Strategic Initiatives, and Intergovernmental Services (SIIS)	<p>Limitation: The grant must be funded through a current year's operating or capital budget, which has been approved by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report Council</p> <p>[Added through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
3.5	Authority to approve the execution of Affordable Seed Funding grant allocations	General Manager, Strategic Initiatives, and Intergovernmental Services (SIIS)	<p>Limitations:</p> <p>Evaluation of proposals for the grant program will be limited to registered non-profit and charitable organizations in the community.</p> <p>Maximum value of up to \$25,000 per proposed development for eligible activities.</p> <p>Document Execution Record: Required</p> <p>Reporting: Semi-Annual Housing Report</p> <p>[Added through by-law (2026) – 21207]</p>

Finance

Table 4 – Finance

Number	Delegation	Signing Authority	Additional Information
4.1	Authority to approve the tax apportionments, write-offs and increases under sections 356,357, 358 and 359 of the Act.	<p>CAO</p> <p>General Manager, Finance/City Treasurer; Deputy City Treasurer/ Manager of Taxation and Revenue.</p> <p>The Assessment Review Board for the purpose of applications under section 357(1)(d.1) of the Act.</p>	<p>Limitation: All write-offs have been reviewed and approved by MPAC.</p> <p>Allowances for write-offs are within the total amount approved for net supplementary and write-off taxation revenue as part of the annual operating budget.</p> <p>Review:</p> <p>Applicants have 35 days within which to appeal any section 357 decisions to the Assessment Review Board (ARB).</p> <p>Section 358 decisions are final.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
4.2	Authority to represent, negotiate settlement agreements and legally bind the City in relation to appeals before the ARB.	<p>Assessment Review Officer Manager, Taxation and Revenue Corporate Analyst-Property Assessment a Legal Representative This delegation cannot be exercised by the CAO</p>	<p>Limitation: All appeals are subject to the Assessment Review Board (ARB) Rules of Practice and Procedure. Allowance for appeal write-offs must be within the total amount approved for net supplemental taxes and write-offs as part of the annual operating budget. Document Execution Record: Required Reporting: Annual Information Report to Council.</p>
4.3	Authority to vest in property after a failed tax sale.	<p>General Manager, Finance/ City Treasurer Manager, Taxation and Revenue</p>	<p>Limitation: Must conform to the Act and associated regulations. Document Execution Record: Exempt (see reporting below) Reporting: Information Report at the time a property is vested or is recommended not to be vested in pursuant to this delegation of authority.</p>

Number	Delegation	Signing Authority	Additional Information
4.4	<p>Authority to sign any document related to collection of property taxes and property assessment-related issues, including, but not limited to:</p> <p>Tax Certificate Tax Arrears Certificate Notice of Registration Statutory Declaration Final Notice Tax Arrears Cancellation Certificate Extension Agreements Tax Deed Notice of Vesting Statement of Compliance Payment into Court Notice of Forfeiture Bailiff Warrant to Distrain for Taxes Bailiff Notice of Seizure Bailiff Notice of Attornment of Rent Municipal Property Assessment Corporation documents; Minutes of Settlement ARB documents</p>	<p>General Manager, Finance/ City Treasurer Manager, Taxation and Revenue Supervisor, Property Tax, Corporate Analyst-Property Assessment</p> <p>This delegation cannot be exercised by the CAO</p>	<p>Budget restrictions: Allowance for appeal write-offs must be within the total amount approved for net supplemental taxes and write-offs as part of the annual operating budget.</p> <p>Document Execution Record: Exempt</p> <p>Reporting: Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
4.5	To initiate and file an appeal, or withdraw an appeal, with the ARB or any appropriate application made under the Act and related to property taxation/assessment on any property in the City of Guelph.	General Manager, Finance/ City Treasurer Manager Taxation and Revenue This delegation cannot be exercised by the CAO	<p>Limitation: The delegate must adhere to the requirements of the Act and the Assessment Act.</p> <p>Document Execution Record: Required</p> <p>Reporting: Assessment appeals filed by the annual deadline will be reported by way of an information report on an annual basis.</p> <p>All other appeals filed and/or increases sought will be reported through the Annual Information Report, pursuant to this delegation of authority.</p>
4.6	To initiate and file a Request for Reconsideration or any application made under the Act and related to property taxation/assessment or file an appeal with the ARB on any property to which the City has a legal interest.	General Manager, Finance/ City Treasurer Manager, Taxation and Revenue. This delegation cannot be exercised by the CAO	<p>Limitation: The delegate must adhere to the requirements of the Act and the Assessment Act.</p> <p>Document Execution Record: Required</p> <p>Reporting: Assessment appeals filed by the annual deadline will be reported by way of an information report on an annual basis.</p> <p>All other appeals filed and/or increases sought will be reported through the Annual Information Report, pursuant to this delegation of authority.</p>
4.7	To seek an increase in assessment or a classification change on any ARB appeal filed within the City of Guelph.	General Manager, Finance/ City Treasurer Manager, Taxation and Revenue This delegation cannot be exercised by the CAO	<p>Limitation: The delegate must adhere to the requirements of the Act and the Assessment Act.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>

Number	Delegation	Signing Authority	Additional Information
4.8	To object to minutes of settlement resulting from a request for reconsideration, and to file an appeal with the ARB.	<p>General Manager, Finance/City Treasurer</p> <p>Manager of Taxation and Revenue</p> <p>This delegation cannot be exercised by the CAO</p>	<p>Limitation: The delegate must adhere to the requirements of the Act and the Assessment Act.</p> <p>Document Execution Record: Required</p> <p>Reporting: Appeals filed and/or increases sought will be reported through the annual information report pursuant to this delegation of authority.</p>
4.9	To withdraw any appeal filed with the ARB by the City, should it be determined it is in the best interests of the City to not proceed.	<p>General Manager, Finance/ City Treasurer</p> <p>Manager of Taxation and Revenue</p> <p>This delegation cannot be exercised by the CAO</p>	<p>Limitation: The delegate must adhere to the requirements of the <i>Act</i> and the <i>Assessment Act</i>.</p> <p>Document Execution Record: Required.</p> <p>Reporting: Assessment appeals filed by the annual deadline will be reported by way of an information report on an annual basis.</p> <p>All other appeals filed and/or increases sought will be reported through the Annual Information Report, pursuant to this delegation of authority.</p>
4.10	Authority to execute, amend and submit proof of loss, both interim and final, to the City's insurer.	<p>General Manager, Finance/City Treasurer</p> <p>OR</p> <p>General Manager of the relevant department, from which the claim originates</p>	<p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>
4.11	Authority to execute agreements with banking and financial institutions that are necessary and incidental to Agreements.	General Manager, Finance/City Treasurer	<p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>

Number	Delegation	Signing Authority	Additional Information
4.12	<p>Authority to execute agreements for Deferral or exemption of development charges that are mandated by the Development Charges Act or the City's Development Charges By-law; Deferral or exemption of community benefit charges that are mandated by the Planning Act or Community Benefit Charges By-law; and Council-approved discretionary exemptions on terms which Council has approved.</p>	<p>General Manager, Finance/City Treasurer</p>	<p>Document Execution Record: Exempt</p> <p>Reporting: Reporting on agreements executed during the year to be included in the Long-Term Financial Statement: Reserves and Debt report annually.</p>

Corporate Services

Corporate Services, General

Table 5 - Corporate Services, General

Number	Delegation	Signing Authority	Additional Information
5.1	Authority to execute, amend or terminate agreements for the loan by the City from another party of equipment or other goods.	Deputy CAO of Corporate Services General Manager, City Clerk's Office/City Clerk General Manager, Legal, Realty and Court Services/City Solicitor General Manager, Human Resources General Manager, Information Technology	Limitation: The associated expenditure complies with the Procurement By-law. Document Execution Record: Required Reporting: Annual Information Report

City Clerk's Office

Table 6 - City Clerk's Office

Number	Delegation	Signing Authority	Additional Information
6.1	To delegate the City Clerk as the "head" for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, as amended ("MFIPPA"). Pursuant to subsection 3(1) of MFIPPA.	General Manager, City Clerk's Office/City Clerk This delegation cannot be exercised by the CAO	Limitation: Exercise of authority pursuant to MFIPPA and in compliance with all requirements of both the Personal Health Information Protection Act, 2004, as amended, and the Purchasing B-law. Review: Decisions of the "head" are appealable to the Information and Privacy Commissioner of Ontario. Document Execution Record: Exempt Reporting: Annual information report is made to the Information and Privacy Commissioner, and to Council by way Annual Information Report to Council.

Number	Delegation	Signing Authority	Additional Information
6.2	<p>Authority to approve and designate events as “municipally significant”, or “a community event” or a “cultural event”, as required by Alcohol and Gaming Commission of Ontario (AGCO) to permit the sale and service of beverage alcohol at such events.</p>	<p>CAO General Manager, City Clerk’s Office /City Clerk</p>	<p>Limitation: Applicants must adhere to relevant City policies and meet all insurance and risk management requirements requested by City staff.</p> <p>Applicants must submit a drawing clearly indicating the proposed permit area.</p> <p>For “bring-your-own events” applications, the events must be held in outdoor space.</p> <p>Applicants who are seeking permits on City-owned property must adhere to the Alcohol Risk Management Policy (ARMP).</p> <p>Review:</p> <p>Where an application has been denied, the applicant may request that the decision be reviewed by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual Information Report to Council.</p> <p>[Amended through by-law (2026)-21236]</p>
6.3	<p>Authority to act as the head of the municipality under the Ombudsman Act, as amended, and implement policies and procedures necessary to allow for the appropriate tracking and reporting of interactions between the City of Guelph and the Ombudsman’s Office.</p>	<p>General Manager, City Clerk’s Office/City Clerk</p> <p>OR a person whom the General Manager, City Clerk’s Office/City Clerk has delegated this power under subsection 228(2) and/or (4) of the Act</p> <p>This delegation cannot be exercised by the CAO</p>	<p>Limitation: All reporting and interactions between the City and the Ombudsman’s Office will be done in a way that maintains the confidentiality of complainants while contributing to additional transparency in respect of these interactions.</p> <p>Document Execution Record: Exempt</p> <p>Reporting: See above Limitation.</p>

Number	Delegation	Signing Authority	Additional Information
6.4	<p>Authority to select and appoint members to the Joint Municipal Election Compliance Audit Committee (MECAC) and review and revise the Terms of Reference throughout the term of the Committee in accordance and in consultation with other participating municipalities.</p>	<p>General Manager, City Clerk's Office/City Clerk</p> <p>OR a person whom the City Clerk has delegated this power under subsection 228(2) and/or (4) of the Act</p>	<p>Limitation: Section 88.37 of the <i>Municipal Elections Act, 1996</i>, as amended, requires that a Council or local board shall establish a Municipal Election Compliance Audit Committee before October 1 of an election year.</p> <p>Document Execution Record: Required</p> <p>Reporting: Information Report to Council following the selection and appointments of Committee members.</p>
6.5	<p>Authority to approve and execute, agreements, amendments, or termination of agreements, pursuant to any condition of approval by the Committee of Adjustment under the Planning Act, as amended, in connection with the development of land, where the City is not the applicant, including, but not limited to:</p> <p>Section 45, minor variances; and</p> <p>Section 53, consents</p> <p>Authority to approve and execute any acknowledgements of compliance pursuant to any such agreement.</p>	<p>General Manager, City Clerk's Office/City Clerk</p>	<p>Limitation: Any conditions prescribed by the Committee of Adjustment must be included in agreements executed under this delegation.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
6.6	Authority to approve routine amendments to the Records Retention By-law Schedule-1 to fulfill obligations under the Municipal Act, as amended. Pursuant to sections 254 and 255.	General Manager, City Clerk's Office/City Clerk	<p>Limitation: Exercise of authority pursuant to the Municipal Act.</p> <p>Document Execution Record: Exempt</p> <p>Reporting: Annual Information Report to Council.</p> <p>[Added through by-law (2025) – 21037]</p>

Human Resources

Table 7 - Human Resources

Number	Delegation	Signing Authority	Additional Information
7.1	Execute, amend, or terminate contracts of employment.	General Manager, Human Resources	<p>Limitation: This delegation does not include collective agreements or amendments to collective agreements.</p> <p>Consistent with the Recruitment, Hiring and Involuntary Departures for Municipal Officers policy, the final appointment of all statutory and discretionary municipal officers shall be actioned by by-law.</p> <p>Document Execution Record: Exempt</p> <p>Reporting: Annual Information Report to Council.</p>
7.2	Execute, amend, or terminate personnel and student placement agreements, secondment agreements and other documents in respect of persons being placed with the City or employees of the City being placed with other organizations.	General Manager, Human Resources	<p>Limitation: This delegation does not include collective agreements or amendments to collective agreements.</p> <p>Document Execution Record: Exempt</p> <p>Reporting: Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
7.3	Execute, amend, or terminate letters of understanding, settlement memoranda, agreements, and any other documentation relating to proceedings before administrative tribunals, statutory authorities, mediators and arbitrators pertaining to the City's labour relations matters including but not limited to, grievances and arbitration proceedings and matters before the Ontario Human Rights Commission and Tribunal, the Ministry of Labour, the Ontario Labour Relations Board and the Pay Equity Commission.	General Manager, Human Resources	<p>Limitation: This delegation does not include collective agreements or amendments to collective agreements.</p> <p>Document Execution Record: Exempt</p> <p>Reporting: Annual Information Report to Council.</p> <p>[Added through by-law (2025) – 21037]</p>

Information Technology

Table 8 - Information Technology

Number	Delegation	Signing Authority	Additional Information
8.1	Authority to approve the execution, amendment, or termination of software licensing agreements.	General Manager, Information Technology	<p>Limitation: The software is funded through a current year's operating or capital budget, which has been approved by Council.</p> <p>The associated expenditure is in compliance with the Procurement By-law.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
8.2	Authority to approve the execution, amendment, or termination of agreements regarding the storage, procurement, sharing, or confidentiality of data or intellectual property.	the Deputy CAOs General Manager, Information Technology	<p>Limitation: Any expenditures are funded through a current year's operating or capital budget, which has been approved by Council.</p> <p>The associated expenditure is in compliance with the Procurement By-law.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>
8.3	Agreements, applications for permits and other documents for the installation of fibre optic telecommunications lines associated with the Public Sector Network either over or under provincial highways or railways in Ontario.	General Manager, Information Technology	<p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>

Legal and Court Services

The General Manager, Legal and Court Services/City Solicitor shall be responsible for providing legal advice to Council and for the legal affairs of the Corporation as conferred by By-law or as assigned by Council or the CAO, including representing the City in actions and other legal proceedings. This service shall be provided with meaningful consultation with the delegate responsible for the program, operation or project to which the matter relates.

Reporting:

Annual Information Report to Council on the exercise of authority by the General Manager Legal, and Court Services/City Solicitor. The General Manager, Legal and Court Services/City Solicitor shall also report to the Council on all outstanding actions or legal proceedings involving the City. This Litigation Status Report shall include a description of the settlement of any legal proceeding during the period following the last report.

Table 9 - Legal and Court Services

Number	Delegation	Signing Authority	Additional Information
9.1	Execute any agreement or other legal document on behalf of the City that is necessary to carry out the City Solicitor's powers.	General Manager, Legal and Court Services/City Solicitor	Document Execution Record: Exempt
9.2	Authority to commence any legal proceeding or step in a legal proceeding.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: The Deputy CAO of Corporate Services determines, in consultation with the City Treasurer and City Solicitor, that the legal proceeding is in the City's best interest.</p> <p>The City Solicitor shall report to Council from time to time on actions or other legal proceedings involving the City, including a description of any settlement of any action or other legal proceeding.</p> <p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>
9.3	Authority to commence any legal proceeding on behalf of the City to ensure that no limitation period or other time restriction expires before instructions of Council can be obtained.	General Manager, Legal and Court Services/City Solicitor	<p>Instructions of Council are sought as soon as practicable thereafter for claims over \$100,000, excluding interest and costs.</p> <p>Document Execution Record: Exempt</p>

Number	Delegation	Signing Authority	Additional Information
9.4	Authority to take all necessary steps to defend any legal proceeding commenced against the City.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: The Deputy CAO of Corporate Services determines, in consultation with the City Treasurer and City Solicitor, that the defence is in the City's best interest.</p> <p>The City Solicitor shall report to Council from time to time on actions or other legal proceedings involving the City, including a description of any settlement of any action or other legal proceeding.</p> <p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>
9.5	Authority to commence any counterclaim, crossclaim or third-party claim as part of the City's defense to any legal proceeding.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: The Deputy CAO of Corporate Services determines, in consultation with the City Treasurer and City Solicitor, that the claim is in the City's best interest. The City Solicitor shall report to Council from time to time on actions or other legal proceedings involving the City, including a description of any settlement of any action or other legal proceeding.</p> <p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>
9.6	Authority to bring applications and post security for the removal of liens registered against City lands.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: With approval of the applicable Deputy CAO and City Treasurer.</p> <p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
9.7	Retain any expert or other person to assist in an actual or potential action or other legal proceeding.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: With approval of the applicable Deputy CAO, up to \$250,000 per retainer.</p> <p>In excess of \$250,000, with the approval of the applicable Deputy CAO and instructions of Council to be sought as soon as practicable.</p> <p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>
9.8	Accept service of any legal document on behalf of the City.	General Manager, Legal and Court Services/City Solicitor	<p>Document Execution Record: Exempt</p>
9.9	Obtain intervenor status or non-party standing in order to participate in any administrative proceeding on behalf of the City.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: Instructions of Council are sought as soon as practicable thereafter.</p> <p>Document Execution Record: Exempt</p>
9.10	Negotiate resolutions and execute the necessary documentation including consents, settlement agreements and releases in any existing anticipated claim, demand, action or other proceedings brought or made against the City, or those local boards or other persons for whom the City is responsible.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: Where the value of the proceeds or settlement or the City's contribution to the settlement is \$250,000 or less, excluding interest and costs, with the approval of the applicable Deputy CAO.</p> <p>Where the value of the proceeds or settlement or the City's contribution to the settlement is more than \$250,000, with the approval of the applicable Deputy CAO and instructions of Council to be sought as soon as practicable.</p> <p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
9.11	Negotiate resolutions and execute the necessary documentation including consents, settlement agreements and releases in any existing or anticipated claim, demand, action or other proceedings brought or made against the City, or those local boards or other persons for whom the City is responsible, where the matter is covered by an insurance policy that indemnifies the City, its officers, employees, agents, contractors or volunteers.	General Manager, Legal and Court Services /City Solicitor	<p>Limitation: Where the value of the City's contribution to the settlement is not greater than the deductible amount set out in the subject policy.</p> <p>Where the value of the City's contribution to the settlement exceeds the deductible amount set out in the subject policy, with the approval of Council.</p> <p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>
9.12	Authority to manage all insured claims, both self- and third- party insured, except those which are the subject of litigation.	General Manager, Legal and Court Services/City Solicitor.	<p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>
9.13	Authority to settle all insured claims, both self- and third-party insured, where the value of the City's contribution to the settlement is not greater than the deductible amount set out in the subject policy.	General Manager, Legal and Court Services/City Solicitor.	<p>Limitation: Where the value of the proceeds or settlement or the City's contribution to the settlement is \$250,000 or less, excluding interest and costs, with the approval of the applicable Deputy CAO.</p> <p>Where the value of the proceeds or settlement or the City's contribution to the settlement is more than \$250,000, with the approval of the applicable Deputy CAO and instructions of Council to be sought as soon as practicable.</p> <p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
9.14	Execute any agreement or other legal document on behalf of the City that is necessary to carry out the powers of the General Manager of Court Services.	General Manager, Legal and Court Services/City Solicitor.	Document Execution Record: Exempt
9.15	Commence any prosecution with respect to <i>Provincial Offences Act</i> ("POA") Court matters in order to carry out the City's function as the prosecutorial authority.	General Manager, Legal and Court Services/City Solicitor.	Document Execution Record: Exempt
9.16	Commence any action or legal proceedings in order to carry out the City's function to enforce court- ordered sentences of POA Court matters.	General Manager, Legal and Court Services/City Solicitor.	Document Execution Record: Exempt
9.17	Retain or contract with any prosecutor or other person or organization to assist in carrying out the functions in the Prosecutions Section.	General Manager, Legal and Court Services/City Solicitor.	Limitation: Any associated expenditure is funded through a current year's Court Services- approved City budget. Document Execution Record: Exempt
9.18	Accept service on behalf of the City of any legal document associated with POA Court operations.	General Manager, Legal and Court Services/City Solicitor.	Document Execution Record: Exempt
9.19	Enter into joint procurement initiatives with other municipalities operating courts in Ontario for goods and services with respect to POA Court operations.	General Manager, Legal and Court Services/City Solicitor.	Document Execution Record: Exempt

Number	Delegation	Signing Authority	Additional Information
9.20	Commence and take all necessary steps in any legal proceeding or enforcement process to protect or pursue the rights of the City in its capacity as landlord or tenant.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: Claims of \$200,000 or less with approval of the applicable Deputy CAO, and claims over \$200,000 with the approval of the applicable Deputy CAO and instructions of Council to be sought as soon as practicable.</p> <p>Document Execution Record: Exempt</p> <p>[Amended through by-law (2025) – 21037]</p>
9.21	Determine whether the City shall attend a hearing of an appeal of a Committee of Adjustment decision to the OLT and the position of the City.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: Decisions shall be made in consultation with the General Manager of Planning and Building Services.</p> <p>Document Execution Record: Exempt</p>
9.22	Appeal a Committee of Adjustment decision to the OLT and take all necessary steps in the best interests of the City.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: Where a time restriction would expire before instructions of Council could be obtained, provided instructions are obtained as soon as practicable thereafter, and the City Solicitor is of the opinion (in consultation with the General Manager of Planning and Building Services) that the decision of the Committee of Adjustment is contrary to the best interests of the City.</p> <p>Document Execution Record: Exempt</p>

Number	Delegation	Signing Authority	Additional Information
9.23	Negotiate resolutions and execute the necessary documentation including consents, settlement agreements and releases where an appeal from a decision of the Committee of Adjustment has been filed with the OLT and take all necessary steps in the best interests of the City.	General Manager, Legal and Court Services/City Solicitor	Limitation: Where the City Solicitor (in consultation, with the General Manager of Planning and Building Services) is of the opinion that it is in the best interests of the City to enter into the settlement agreement. Document Execution Record: Exempt
9.24	Execute any document in accordance with the Land Registration Reform Act, as amended, as required to permit registration of such document under the Land Titles Act, as amended, or the Registry Act, as amended, as applicable, for any action otherwise approved.	General Manager, Legal and Court Services/City Solicitor	Document Execution Record: Exempt [Delegation Number, Amended through by-law (2025) – 21037]
9.25	Register any instrument on behalf of the City against the title to the lands in which the City has interest.	General Manager, Legal and Court Services/City Solicitor	Document Execution Record: Exempt [Delegation Number, Amended through by-law (2025) – 21037]
9.26	Execute and register all applications on behalf of the City for entry or removal of a notice or caution of any kind, an inhibiting order, reference plan or similar registration of any kind in the Land Registry Office.	General Manager, Legal and Court Services/City Solicitor	Document Execution Record: Exempt [Delegation Number, Amended through by-law (2025) – 21037]

Number	Delegation	Signing Authority	Additional Information
9.27	Approve and execute agreements permitting the City or its contractors to enter upon land for any of the purposes of the City or permitting others to enter onto City-owned lands for municipal, utility or other purposes.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: The estimate of the cost of the obligations to be incurred by the City is part of an approved budget or does not exceed \$200,000.</p> <p>Subject to the specific authority as set out in this By-law, to execute, amend or terminate agreements and other documents permitting underground pipe crossings of lands used for gas lines or railway purposes, limited access highways, or hydro corridors.</p> <p>Document Execution Record: Required</p> <p>[Delegation Number, Amended through by-law (2025) – 21037]</p>
9.28	Approve and execute undertakings, certificates, declarations, and any other documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land, including any documents required to be delivered under the applicable agreement of purchase and sale.	General Manager, Legal and Court Services/City Solicitor	<p>Document Execution Record: Exempt, except non-standard documents that require separate legal review.</p> <p>[Delegation Number, Amended through by-law (2025) – 21037]</p>
9.29	Approve and execute agreements to extend the closing date of purchase and sale transactions.	General Manager, Legal and Court Services/City Solicitor	<p>Document Execution Record: Required</p> <p>[Delegation Number, Amended through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
9.30	Approve and execute agreements of purchase and sale and all transfers for the purchase or exchange of any interest in land, including easements, for: (a) any approved capital project; or (b) any requirement under a condition of approval imposed in connection with any application under the Planning Act, as amended; provided that, in the case of an exchange of any interest in land, the transfer of the interest in land on the part of the City is completed in accordance with the Policy for the Sale and Disposition of Real Property Interests, as such policy may be amended, supplemented or replaced from time to time.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: In consultation with the City's Strategic Property Committee, as required.</p> <p>Document Execution Record: Required</p> <p>[Delegation Number, Amended through by-law (2025) – 21037]</p>
9.31	Approve and execute documents permitting encroachments onto easements and other City-owned land, including land that is a public highway, and including encroachment agreements.	General Manager, Legal and Court Services/City Solicitor	<p>Document Execution Record: Required</p> <p>[Delegation Number, Amended through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
9.32	Subject to compliance with the Policy for the Sale and Disposition of Real Property Interests, as such policy may be amended, supplemented or replaced from time to time, approve and execute agreements to lease/licence of City-owned land and leases/licences of land required for City purposes and any related notice of lease, including leases having a term in excess of 21 years and including the assignment and sub-leasing/sub-licensing of existing agreements.	General Manager, Legal and Court Services/City Solicitor	<p>Limitation: The total consideration or a reasonable estimate of the cost of the obligations to be incurred by the City does not exceed \$200,000; and the consideration or cost does not exceed the Council-approved budget for the affected department.</p> <p>In consultation with the City's Strategic Property Committee, as required.</p> <p>Document Execution Record: Required</p> <p>[Delegation Number, Amended through by-law (2025) – 21037]</p>
9.33	Subject to compliance with the Policy for the Sale and Disposition of Real Property Interests, as such policy may be amended, supplemented, or replaced from time to time, approve and execute agreements for the sale of City-owned land, easements over City-owned land, or the purchase of land for City purposes.	General Manager, Legal and Court Services/City Solicitor.	<p>Limitation: Provided that total consideration or a reasonable estimate of the cost of the obligation is supported by an appraisal and does not exceed \$200,000.</p> <p>Document Execution Record: Required</p> <p>[Delegation Number, Amended through by-law (2025) – 21037]</p>

Infrastructure, Development, and Environment

Infrastructure, Development, and Environment, General

Table 10 - Infrastructure, Development and Environment, General

Number	Delegation	Signing Authority	Additional Information
10.1	Authority to execute, amend or terminate agreements for the loan by the City from another party of equipment or other goods.	Deputy CAO, Infrastructure, Development and Environment General Manager, Economic Development and Tourism General Manager, Environmental Services General Manager, Planning and Building Services General Manager, Facilities and Energy Management.	<p>Limitation: The associated expenditure is in compliance with the Procurement By-law.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
10.2	<p>Authority to award grants associated with any active Community Improvement Plan (CIP) as approved by Council.</p>	<p>Deputy CAO, Infrastructure, Development and Environment</p> <p>General Manager, Planning and Building Services;</p> <p>General Manager of Economic Development and Tourism;</p> <p>General Manager of Finance/City Treasurer</p>	<p>Limitation: All grant applications related to CIPs are reviewed by Planning Services and Economic Development staff, who may consult with other appropriate City staff as necessary.</p> <p>CIP grants shall be awarded to support City programs funded through a current year's approved Budget.</p> <p>The associated expenditure is in compliance with the Procurement By-law. Some grants may require Council approval, as indicated in the corresponding CIP program documentation.</p> <p>This delegation does not supersede any approvals required under section 28 of the Planning Act, as amended, such as adoption of the CIP or major amendments to the CIP.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual Information Report to Council.</p> <p>[Amended through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
10.3	Authority to execute, amend or terminate agreements and other documents permitting underground pipe crossings of lands used for gas lines or railway purposes, limited access highways, or hydro corridors.	Deputy CAO, Infrastructure, Development and Environment General Manager, Engineering and Transportation Services/City Engineer General Manager, Operations	<p>Limitation: The total consideration to be paid or a reasonable estimate of the cost of the obligations to be incurred by the City, excluding applicable taxes, legal fees and fees of an administrative nature, does not exceed \$100,000.</p> <p>Consultation with the General Manager of Guelph Junction Railway Limited ("GJR") where the subject agreements and other documents touch upon GJR's operations.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>
10.4	Authority to enter into a cost sharing agreement with the County of Wellington, Township of Puslinch and Guelph/Eramosa Township, subject to the satisfaction of the City Solicitor, for Source Water Protection Services.	Deputy CAO, Infrastructure, Development and Environment	<p>Limitation: Subject to the satisfaction of the City Solicitor.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
10.5	<p>Authority to reduce or waive the following user fees for the duration of the Downtown Infrastructure Renewal Program, with lost revenue being funded through the construction mitigation budget for the Downtown Infrastructure Renewal Program:</p> <ul style="list-style-type: none"> • Hourly parking rates within the Downtown Infrastructure Renewal Program project area outlined in the parking services user fee • Patio program parking stall rental monthly – per square metre fee outlined in the parking services user fee • Encroachment agreement fees related to the Downtown Infrastructure Renewal Program outlined in the user fee bylaw 	Deputy CAO, Infrastructure, Development, and Environment, with written approval from the City Treasurer	<p>Limitation: The delegation only can occur during the duration of the Downtown Infrastructure Renewal Program which is anticipated to be complete by 2040. Written approval from the City Treasurer is required to process the fee adjustments.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p> <p>[Added through by-law amendment (2025) – 21109]</p>

Engineering and Transportation Services

Table 11 - Engineering and Transportation Management

Number	Delegation	Signing Authority	Additional Information
11.1	Authority to approve temporary road closures necessitated by construction, routine operations, rehabilitation, maintenance and repairs.	Deputy CAO, Infrastructure, Development and Enterprise Services; General Manager, Engineering and Transportation Services/City Engineer.	<p>Limitation: The delegate must ensure that the closure has been coordinated with the appropriate City departments and community partners.</p> <p>Any temporary traffic control measures put in place must be as brief in duration as reasonably possible and be designed to minimally impair community and municipal operations.</p> <p>All temporary road closures are to be consistent with the requirements set out in Book 7 of the Ontario Traffic Manual, including provisions related to community notice, and appropriate signage.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual information report for temporary road closures of longer than 24 hours are authorized under this delegation.</p>

Number	Delegation	Signing Authority	Additional Information
11.2	Authority to approve the reduction of posted speed limits and turn prohibitions in construction zones.	<p>CAO, Deputy CAO, Infrastructure, Development and Environment</p> <p>General Manager, Engineering and Transportation Services/City Engineer</p>	<p>Limitation: The delegate must ensure that the closure has been coordinated with the appropriate City departments and community partners.</p> <p>Any temporary traffic control measures put in place must be as brief in duration as reasonably possible and be designed to minimally impair community and municipal operations.</p> <p>All temporary road closures are to be consistent with the requirements set out in Book 7 of the Ontario Traffic Manual, including provisions related to community notice, and appropriate signage.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual information report for temporary road closures of longer than 24 hours are authorized under this delegation.</p>
11.3	Authority to approve, execute, amend, and terminate agreements regarding road construction and/or road maintenance.	<p>Deputy CAO of Infrastructure, Development and Environment</p> <p>General Manager, Engineering and Transportation Services/City Engineer</p>	<p>Limitation: Agreements must be in support of programs or projects approved by Council.</p> <p>Agreements are in compliance with the Procurement By-law.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
11.4	Authority to approve the processing of subdivision developments under the assumption model pursuant to an approval by Council under the Planning Act, as amended.	Deputy CAO, Infrastructure, Development and Environment General Manager, Engineering and Transportation Services/City Engineer	Limitation: Any conditions prescribed by Council must be included in agreements executed under this delegation. Document Execution Record: Required Reporting: Annual Information Report to Council.
11.5	Authority to approve traffic signal drawings.	Deputy CAO, Infrastructure, Development and Environment General Manager, Engineering and Transportation Services/City Engineer; General Manager	Document Execution Record: Required Reporting: Annual Information Report to Council.

Facilities and Energy Management

Table 12 - Facilities and Energy Management

Number	Delegation	Signing Authority	Additional Information
12.1	Authority to execute, amend, or terminate agreements, and other documents related to the distribution and delivery of energy, including, but not limited to, agreements with local electrical utilities and agreements with energy commodity suppliers.	General Manager, Facilities and Energy Management	Document Execution Record: Required Reporting: Annual Information Report to Council.

Number	Delegation	Signing Authority	Additional Information
12.2	<p>Authority to approve and execute all agreements related to the Guelph Greener Homes Program.</p> <p>Authority to approve and execute the property owner agreements on behalf of the City in relation to the Guelph Greener Homes Program.</p>	<p>Deputy CAO, Infrastructure, Development and Environment</p> <p>General Manager, Facilities and Energy Management</p> <p>Manager, Corporate Energy and Climate Change</p> <p>City Clerk</p>	<p>Limitation: Applies equally to supplementary documents, agreements, amendments, renewals and termination of such agreements.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>

Environmental Services

Table 13 - Environmental Services

Number	Delegation	Signing Authority	Additional Information
13.1	<p>Authority to execute agreements relating to the supply of water, sewer, and wastewater within the City.</p>	<p>General Manager, Environmental Services</p>	<p>Limitation: Agreements must be in support of programs or projects approved by Council or referenced in the Sewer Use By-law.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>
13.2	<p>Authority to appoint Risk Management Officials and Risk Management Inspectors.</p>	<p>Deputy CAO, Infrastructure, Development and Environment</p>	<p>Limitation: Must conform to the Clean Water Act, 2006 and associated regulations, as amended.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council.</p>

Planning and Building Services

Table 14 - Planning and Building Services

Number	Delegation	Signing Authority	Additional Information
14.1	<p>Authority to approve and execute, agreements, amendments, or termination of agreements, pursuant to any condition of approval by Council under the <i>Planning Act</i>, as amended, in connection with the development of land, where the City is not the applicant, including, but not limited to:</p> <p>section 37, increased density</p> <p>section 40, parking</p> <p>section 41, site plan approvals</p> <p>section 51, subdivisions, including condominiums</p> <p>Authority to approve and execute any acknowledgements of compliance pursuant to any such agreement.</p>	<p>Deputy CAO, Infrastructure, Development and Environment</p> <p>General Manager, Planning and Building Services/Chief Planner</p>	<p>Limitation: Any conditions prescribed by Council must be included in agreements executed under this delegation.</p> <p>Where applicable, timing of a development has been approved by Council in the Development Priorities Plan.</p> <p>Document Execution Record: Required, except when signatures applied to mylars</p> <p>Reporting:</p> <p>Annual Information Report to Council.</p>
14.2	<p>Authority to execute documents required in satisfaction of any condition of approval under the Planning Act or the Building Code Act, 1992, as amended, in connection with the development of City lands or buildings, provided approved by Council.</p>	<p>General Manager, Planning and Building Services/Chief Planner</p>	<p>Limitation: Where the City is the applicant, projects must be approved by Council prior to the execution of documents.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
14.3	Authority to approve residential demolition permits.	<p>General Manager, Planning and Building Services/Chief Planner</p> <p>This delegation cannot be exercised by the CAO</p>	<p>Limitation: The applicant must have paid all demolition permit fees.</p> <p>Council will retain the power to issue or deny demolition permits with respect to buildings listed (non-designated) on the Municipal Register of Cultural Heritage Properties or designated under Part IV or V of the Ontario Heritage Act, as amended.</p> <p>Review:</p> <p>If the application for a demolition permit is not supported by the delegate, the applicant may request a decision from Council.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual Information Report to Council on the number of residential demolition permits approved.</p>

Number	Delegation	Signing Authority	Additional Information
14.4	Authority to approve certain types of alterations through heritage permit applications.	<p>General Manager, Planning and Building Services/Chief Planner</p> <p>This delegation cannot be exercised by the CAO</p>	<p>Limitation: This delegation excludes applications for demolitions and new buildings/structures. These must be considered by Council.</p> <p>The delegate does not have the authority to refuse heritage permit applications. If the delegate does not support the approval of an application, then it shall be referred to Council.</p> <p>Review:</p> <p>Under the Ontario Heritage Act, as amended, applicants may appeal to the Ontario Land Tribunal (OLT) a refusal of a heritage permit application, or the conditions imposed.</p> <p>Heritage permit applications that cannot be resolved between the applicant and City staff will be forwarded to Council for consideration and a decision.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
14.5	<p>Authority to pass minor zoning by-law amendments pursuant to any condition of approval by Council under the <i>Planning Act</i>, as amended, in connection with the development of land, where the City is not the applicant including, but not limited to:</p> <p>section 36, holding provisions</p> <p>section 39, temporary use by-laws</p> <p>section 39.2, minor by-law amendments</p> <p>Authority to approve and execute any regulations pursuant to such by-laws.</p>	General Manager, Planning and Building Services/Chief Planner	<p>Review: If concerns have been identified by written submission during the commenting period identified in the Notice of Application, a statutory public meeting will be held at Council.</p> <p>If the General Manager, Planning and Building Services/Chief Planner refuses the Application, applicants can request a decision meeting of Council.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual information report on the number of zoning by-law amendments passed under section 39.2 of the Planning Act.</p>
14.6	<p>Authority to approve temporary patios on private property up to eight months as required by the Alcohol and Gaming Commission (AGCO) to permit the sale and service of beverage alcohol as an extension to current liquor license.</p> <p>These changes impact liquor sales licence holders and manufacturer by-the-glass endorsement holders.</p>	General Manager, Planning and Building Services/Chief Planner	<p>Limitation: Applicants must adhere to relevant City policies and meet all insurance and risk management requirements requested by City staff.</p> <p>Applicants must submit a drawing clearly indicating the proposed permit area.</p> <p>Review: Where an application has been denied, the applicant may request that the decision be reviewed by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council and through Seasonal Patio Program report.</p> <p>[Added through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
14.7	For Community Planning Permits, approval and execution of any Planning Act and related agreements including but not limited to the following: 1) Community Planning Permit agreements	General Manager, Planning and Building Services/Chief Planner	<p>Review: For permits decided by Council, any conditions prescribed by Council must be included in agreements executed under this delegation.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p> <p>[Added through by-law (2025) – 21063]</p>
14.8	Authority to grant Community Planning Permit approvals and provisional approvals for Class One and Class Two Community Planning Permit applications	General Manager, Planning and Building Services/Chief Planner	<p>Review: If the General Manager, Planning and Building Services/Chief Planner refuses the Application, applicants can request a decision meeting of Council.</p> <p>Reporting: Annual reporting on the number of community planning permits approved under section 39.2 of the Planning Act.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p> <p>[Added through by-law (2025) – 21063]</p>
14.9	<p>Authority to implement Community Planning Permits including but not limited to:</p> <p>Approve fulfillment of conditions;</p> <p>Extend provisional approvals;</p> <p>Release development agreements.</p>	General Manager, Planning and Building Services/Chief Planner	<p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p> <p>[Added through by-law (2025) – 21063]</p>
14.10	Authority to terminate an application for a community planning permit, that has been inactive for a period greater than two (2) years.	General Manager, Planning and Building Services/Chief Planner	<p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p> <p>[Added through by-law (2025) – 21063]</p>

Economic Development and Tourism

Table 15 - Economic Development and Tourism

Number	Delegation	Signing Authority	Additional Information
15.1	Authority to negotiate the purchase price for the sale of City-owned lands with prospective land purchasers in the Hanlon Creek Business Park ("HCBP").	General Manager, Economic Development and Tourism.	<p>Limitation: Delegation of authority is limited to the sale of City-owned land in the HCBP.</p> <p>Delegation of authority is to be within established guidelines and parameters as approved by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Information reports to be prepared and circulated to Council providing details of the sale and the purchaser, and any subsequent amendment to, or termination of, an offer to purchase/agreement of purchase and sale.</p>
15.2	Authority to amend the Downtown Guelph Community Improvement Plan ("DGCIP") Implementation Guidelines.	General Manager, Economic Development and Tourism.	<p>Limitation: This delegation does not supersede any approvals required under section 28 of the <i>Planning Act</i>, as amended, such as adoption of the CIP or major amendments to the CIP.</p> <p>The addition of new programs or changes to the DGCIP area, or any changes that result in a financial impact to the City (e.g., beyond Council-approved budgets), is not delegated to City staff.</p> <p>Document Execution Record: Required</p> <p>Reporting:</p> <p>Annual Information Report to Council.</p>

Number	Delegation	Signing Authority	Additional Information
15.3	Authority to amend the Seasonal Patio Program guidelines to comply with provincial and Council-approved City policies.	General Manager, Economic Development and Tourism	<p>Limitation: Guidelines for the Seasonal Patio Program may need to be adjusted to comply with the Ontario Building Code, the Facility Accessibility Design Manual, the Zoning By-law, AODA legislation, Fire Code and the Alcohol and Gaming Commission of Ontario (AGCO)</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p> <p>[Added through by-law (2025) – 21037]</p>
15.4	Authority to approve and execute the acquisition and disposition of strategic properties within the limits of the city, up to a value of \$1,500,000.00.	CAO	<p>Limitation: Transactions up to and not exceeding a maximum value of \$1,500,00.00 excluding tax and other transaction or closing fees.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>
15.5	Authority to award funding programs through the Municipal Accommodation Tax Administration Policy.	Deputy CAO, Public Services	<p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>

Public Services

Public Services, General

Table 16 - Public Services, General

Number	Delegation	Signing Authority	Additional Information
16.1	Authority to approve or make minor amendments to exemptions to the Noise Control By- law, as amended from time to time, for events.	Deputy CAO, Public Services	<p>Limitation: Notice of all exemptions shall be published in the local newspaper and/or the City's Web site.</p> <p>All existing annual blanket exemptions previously approved by Council are cancelled and must follow the process under 16.1.</p> <p>Review: Where an application has been denied, the applicant may request that the decision be reviewed by Council.</p> <p>A person who has reason to believe that they will be negatively impacted by an approved special event may request that the decision to approve be reviewed by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p> <p>[Amended through by-law (2025) – 21037]</p>

Number	Delegation	Signing Authority	Additional Information
16.2	<p>Authority to issue, amend, retract, and execute letters of support to winery, brewery and distillery owners that hold a manufacturer's license under the Liquor License and Control Act, 2019, as amended, and located within the City of Guelph, who make an application to the AGCO for a "By the Glass" Manufacturer's Limited Liquor Sales License.</p>	<p>CAO Deputy CAO, Public Services General Manager, Operations</p>	<p>Limitation: Applicants must submit a completed application in accordance with the AGCO's requirements, a copy of a floor plan of the location and a formal written request for a "By the Glass" Manufacturer's Limited Liquor Sales License letter of support together with any other supporting documentation/information required by the City.</p> <p>Review: Prior to the letter of support being issued, all such requests are circulated to the Guelph Fire Department, the Guelph Police Service, the Corporate and Community Safety Division, and the Zoning Division for comments.</p> <p>A resolution is passed by Council in support of "By The Glass" Manufacturer's Limited Liquor Sales License.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report to Council on the number of letters of support issued during any given year pursuant to this delegation of authority.</p>

Number	Delegation	Signing Authority	Additional Information
16.3	Authority to approve temporary road closures for special events.	Deputy CAO, Public Services General Manager, Operations General Manager, Culture and Recreation	<p>Limitation: The delegate must ensure that the closure has been coordinated with the appropriate City departments and community partners.</p> <p>Any temporary traffic control measures put in place must be as brief in duration as reasonably possible and be designed to minimally impair community and municipal operations.</p> <p>The delegate must review the applicant's ability to adhere to the City of Guelph Special Event User Guide.</p> <p>Review: Where an application has been denied, the applicant may request that the decision be reviewed by Council.</p> <p>A person who has reason to believe that they will be negatively impacted by an approved special event may request that the decision to approve be reviewed by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>

Number	Delegation	Signing Authority	Additional Information
16.4	Authority to approve the holding of special events in City parks or City recreational and culture facilities.	Deputy CAO, Public Services General Manager, Culture and Recreation	<p>Limitation: The delegate must ensure that the closure has been coordinated with the appropriate City departments and community partners.</p> <p>Any temporary traffic control measures put in place must be as brief in duration as reasonably possible and be designed to minimally impair community and municipal operations.</p> <p>The delegate must review the applicant's ability to adhere to the City of Guelph Special Event User Guide.</p> <p>Review: Where an application has been denied, the applicant may request that the decision be reviewed by Council. Where a person has reason to believe they will be negatively impacted by an approved special event in a City park, they may request that the decision to approve be reviewed by Council.</p> <p>Document Execution Record: Exempt</p> <p>Reporting: Annual Information Report</p>
16.5	Authority to approve agreements for the use of emergency services training facilities by the City. The delegation also applies equally to any amendment or termination of such agreements.	Deputy CAO, Public Services General Manager of the Guelph/Wellington Paramedic Service.	<p>Limitation: Fees for such services are approved by Council as part of the annual operating budget.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>

Number	Delegation	Signing Authority	Additional Information
16.6	Authority to approve the making of funding decisions and allocate City funds as part of the Community Innovation Connection collaboration.	Deputy CAO, Public Services	Limitation: City funding to the Community Innovation Connection must be funded through a current year's operating budget, which has been approved by Council. Document Execution Record: Required Reporting: Annual Information Report
16.7	Authority to approve the execution, amendment, or termination of agreements for parking enforcement on private property.	Deputy CAO, Public Services	Limitation: Property owners or their agents may request that these agreements be established on the property in accordance with the parking By-laws in effect in the City. Document Execution Record: Required Reporting: Annual Information Report
16.8	Execute, amend, or terminate applications to Federal, Provincial or Municipal governments, Agencies, Boards, Commissions, Authorities for licenses, or certificates (including, but not limited to, certificates/licenses for liquor, vehicles, elevators, and radio) required for the delivery of projects or programs approved by Council.	Deputy CAO, Public Services General Manager, Culture and Recreation General Manager, Guelph-Wellington Paramedic Services General Manager, Fire Services/Fire Chief General Manager Guelph Transit General Manager, Operations General Manager, Parks	Document Execution Record: Required Reporting: Annual Information Report

Number	Delegation	Signing Authority	Additional Information
16.9	Authority to execute, amend or terminate agreements for the loan by the City from another party of equipment or other goods.	Deputy CAO, Infrastructure, Development and Enterprise Services General Manager, Economic Development and Tourism General Manager, Environmental Services General Manager, Planning and Building Services General Manager, Facilities and Energy Management	Limitation: The associated expenditure is in compliance with the Procurement By-law. Document Execution Record: Required Reporting: Annual Information Report
16.10	Authority to execute agreements accepting the transfer, to the City, of items having significance to Guelph's heritage, permanently or on loan.	Deputy CAO, Public Services General Manager, Culture and Recreation General Manager, Operations General Manager, Parks	Limitation: The associated expenditure is in compliance with the Procurement By-law. Document Execution Record: Required Reporting: Annual Information Report
16.11	Authority to approve, the execution, amendment, or termination of agreements for the provision of fire dispatch services by the City to municipalities within the County of Wellington.	Deputy CAO, Public Services; Fire Chief	Limitation: Fees for such services are approved as part of the annual operating budget by Council. Document Execution Record: Required Reporting: Annual Information Report
16.12	Authority to approve the execution, amendment, or termination of agreements with telephone service providers for 9-1-1 service.	Deputy CAO, Public Services Fire Chief Guelph- Wellington Paramedic Service Chief	Limitation: Fees for such services are approved as part of the annual operating budget by Council. Document Execution Record: Required Reporting: Annual Information Report

Operations

Table 17 - Operations

Number	Delegation	Signing Authority	Additional Information
17.1	Authority to approve temporary road closures necessitated by construction, routine operations, rehabilitation, maintenance, and repairs.	Deputy CAO, Public Services General Manager, Operations.	<p>Limitation: The delegate must ensure that the closure has been coordinated with the appropriate City departments and community partners.</p> <p>Any temporary traffic control measures put in place must be as brief in duration as reasonably possible and be designed to minimally impair community and municipal operations.</p> <p>All temporary road closures are to be consistent with the requirements set out in Book 7 of the Ontario Traffic Manual, including provisions related to community notice, and appropriate signage.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual information report for temporary road closures of longer than 24 hours authorized under this delegation.</p>
17.2	Approve exemptions to the Exotic Animal Control By-laws, as amended from time to time.	Deputy CAO, Public Services General Manager, Operations	<p>The authority for exemptions will be processed on a year – to – year basis. An exemption may be revoked by staff if the animal poses a health and safety concern. Staff are not able to exempt any animals prohibited by the Province.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>

Number	Delegation	Signing Authority	Additional Information
17.3	Authority to Issue Lottery Licenses.	Deputy CAO, Public Services General Manager, Operations Manager, Corporate and Community Safety	Document Execution Record: Required Reporting: Annual Information Report
17.4	Authority to make written submissions to the Registrar under the Cannabis Licence Act, 2018, as amended, as to whether the proposed issuances of cannabis retail store authorizations are in the public interest as defined in Ontario Regulation 466/18 made under that Act.	Deputy CAO, Public Services General Manager, Operations Manager, Corporate and Community Safety	Limitation: The only possible ground for making a written submission is if the issuance of a proposed cannabis retail store authorization is not in the public interest, having regard to the needs and wishes of the residents of the City of Guelph because the proposed location of the proposed store is within 150 metres of an addiction centre (such as Homewood Health Centre); a health centre (such as Guelph Community Health Centre, Hope House, Shelldale Community Health Centre, Wyndham House); a registered daycare; a playground; a public library; a recreation centre (such as Guelph Youth Music Centre, Victoria Road Recreation Centre, West End Community Centre, YMCA); the University of Guelph main campus; or the Conestoga College main campus. Document Execution Record: Required Reporting: Annual Information Report

Number	Delegation	Signing Authority	Additional Information
17.5	Authority to approve, execute, amend, or terminate agreements regarding road construction and/or road maintenance.	Deputy CAO, Public Services General Manager, Operations.	<p>Limitation: Agreements must be in support of programs or projects approved by Council.</p> <p>Document Execution Record: Required</p> <p>Reporting: Annual Information Report</p>