

The Corporation of the City of Guelph

By-law Number (2025) - 21037

A By-law to amend By-law number (2024)-20994, being a by-law to delegate certain administrative powers and duties to City staff, to govern the execution of documents.

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 the Council of the City has passed a Delegation of Authority By-law being By-law Number (2024)-20994, as amended, (the "Delegation of Authority By-law");

And whereas the council of the City wishes to amend that Delegation of Authority By-law;

The Council of the Corporation of the City of Guelph enacts as follows:

Amendments to the Administration Section as follows:

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

New inclusions to the Administration Section as follows:

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."

Amendments to Schedule A – Delegation of Duties column headers as follows:

- Number
 - Delegation
 - Signing Authority (formerly Delegate)
 - Additional Information (formerly Limitation)
1. In table 1: Corporate Wide Delegations of Schedule "A" – Delegations of Powers and Duties, updates in limitations to provide clarity in the application of the Delegation of Authority By-law and the Procurement By-law with respect to contracts which bind the corporation.

Table 1 – Corporate Wide Delegations

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.	Any expenditure that is funded through a current year's operating or capital budget, which has been approved by Council. The delegation applies to agreements that are not subject to the Procurement By-law. Applications, contracts, and agreements are less than five (5) years in length. Document Execution Record: Required (Note exemption of 13a, for documents through Purchase Order or Procurement By-law). Reporting: Annual Information Report to Council, for documents that required Document Execution Record. [Amended through by-law (2025) – 21037]

2. In Table 2: Chief Administrative Office Schedule “A” – Delegations of Powers and Duties, updates to include amended items:

Table 2 – Chief Administrative Office

Number	Delegation	Signing Authority	Additional Information
2.2	Authority to approve the execution, amendment, or termination of agreements or grant applications with the Government of Ontario; the Government of Canada and agency of the Government of Ontario or the Government of Canada; or other grantor organizations providing funding to municipalities with respect to funding commitments for City initiatives. The delegation is inclusive of grants, subsidies, and other financial	CAO General Manager, Finance/City Treasurer	The grant must relate to a City activity, program or initiative, funded through a current year's operating or capital budget, which has been approved by Council. Applications may be made for grants not identified as a source by Council so long as the grant will not require additional expenses not already approve by Council. Document Execution Record: Required Reporting: Reporting Council will be done in accordance with the City's grant

	transfers.		application processes. [Amended through by-law (2025) – 21037]
2.3	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.	CAO General Manager, Finance/City Treasurer	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. Document Execution Record: Exempt per Section 13 b Reporting: Annual Information Report to Council [Added through by-law (2025) – 21037]
2.4	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.	Relevant DCAO or General Manager	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. Document Execution Record: Required Reporting: Annual Information Report to Council [Added through by-law (2025) – 21037]

3. In Table 3: Strategic Initiatives and Intergovernmental Services of Schedule “A” – Delegations of Powers and Duties, updates to include new item:

Table 3 - Strategic Initiatives and Intergovernmental Services

Number	Delegation	Signing Authority	Additional Information
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>

4. In Table 6: City Clerk’s Office of Schedule “A” – Delegations of Powers and Duties, updates to include new item:

Table 6 – City Clerk’s Office

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>

5. In Table 7: Human Resources of Schedule “A” – Delegations of Powers and Duties, updates to include new item:

Table 7 - Human Resources

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>This delegation does not include collective agreements or amendments to collective agreements.</p> <p>Document Execution Record:</p> <p>Exempt per Section 13b)</p> <p>Reporting:</p> <p>Annual Information Report</p>

6. In Tables 9: Legal and Court Services Schedule 'A" – Delegation of Powers and Duties, to include the following amendments:

Table 9 – Legal and Court Services

Number	Delegation	Signing Authority	Additional Information
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>
9.4	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>

Number	Delegation	Signing Authority	Additional Information
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.</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>
9.6	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>
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>

Number	Delegation	Signing Authority	Additional Information
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>
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>

Number	Delegation	Signing Authority	Additional Information
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.	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. 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. Document Execution Record: Exempt [Amended through by-law (2025) – 21037]
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	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. Document Execution Record: Exempt [Amended through by-law (2025) – 21037]

7. In addition, for 9: Legal and Court Services, Schedule “A” – Delegation of Powers and Duties, includes the adoption of items 15.6 through 15.15, which then become items 9.24 through 9.33.

8. In Table 10: Infrastructure, Development, and Environment Schedule “A” – Delegation Powers and Duties, amendments to capture a broad delegation for the execution of Community Improvement Plans, for programs already approved by Council:

Table 10 - Infrastructure, Development, and Environment

Number	Delegation	Signing Authority	Additional Information
10.2	Authority to award grants associated with any active Community Improvement Plan (CIP) as approved by Council	Deputy CAO, Infrastructure, Development and Environment General Manager, Planning and Building Services; General Manager of Economic Development and Tourism; General Manager of Finance/City Treasurer	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. CIP grants shall be awarded to support City programs funded through a current year’s approved Budget. Limitation: 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. 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. Document Execution Record: Required Reporting: Annual Information Report to Council. [Amended through by-law (2025) – 21037]

9. In Table 14: Planning and Building Services, of Schedule “A” – Delegations of Powers and Duties, updates to include new item:

Table 14 - Planning and Building Services

Number	Delegation	Signing Authority	Additional Information
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	<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:</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 and through Seasonal Patio Program report.</p> <p>[Added through by-law (2025) – 21037]</p>

10.In Table 15: Economic Development and Tourism, the removal of item 15.3, which is now covered under the adopted amendments to item 10.2, which is further relaced to include new item:

Table 15 – Economic Development and Tourism

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	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) Document Execution Record: Required Reporting: Annual Information Report [Added through by-law (2025) – 21037]

11.In Table 16: Public Services General Schedule “A” – Delegations of Powers and Duties, amendments to include clarity of the removal of blanket noise exemptions such as for University of Guelph and JazzFest. With staff’s delegated authority, they can process these exemptions and modifications, without blanket approvals from Council.

Table 16 - Public Services

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>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>Reporting: Annual Information report to Council.</p> <p>[Amended through by-law (2025) – 21037]</p>

Passed this 8th day of April 2025.

Cam Guthrie, Mayor

Garrett Meades, Acting Deputy City Clerk