

# Attachment-2 Proposed By-law Number (2026)-21218

## The Corporation of the City of Guelph

### By-law Number (2026) - 21218

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 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, through by-laws (2025) – 21037 and (2025) – 21063 and (2025) – 21074 and (2025) – 21109 (the “Delegation of Authority By-law”);

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

1. Amendment to Schedule “A” – Delegation of Powers and Duties, Table 14.1 – Planning and Building Services to include the following amendment (emphasis added):

Table 14.1 – Planning and Building Services

Number	Delegation	Signing Authority	Additional Information
14.1	Authority to approve and execute, agreements, amendments, <b>drawings, plans</b> or termination of agreements, pursuant to any condition of approval by Council 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:  section 37, increased density  section 40, parking  section 41, site plan approvals  section 51, subdivisions, including condominiums  Authority to approve and execute any acknowledgements of	Deputy CAO, Infrastructure, Development and Environment  General Manager, Planning and Building Services	Any conditions prescribed by Council must be included in agreements executed under this delegation.  Where applicable, timing of a development has been approved by Council in the Development Priorities Plan.  Reporting:  Annual Information Report to Council on agreements signed under this delegation.  Document Execution Record process exempted, when signatures applied to mylars (Section 13 f)

	compliance pursuant to any such agreement.		
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2. Amendment to Schedule "A" – Delegation of Powers and Duties, to include new items:

Table 14.5 – Planning and Building Services

Number	Delegation	Signing Authority	Additional Information
14.6	Authority to approve an extension of draft plan approval, pursuant to Section 51 of the Planning Act, as amended.	Deputy CAO, Infrastructure, Development and Environment  General Manager, Planning and Building Services	<b>Reporting:</b> Annual information report on the number of draft plan extensions issued under section 51.33 of the Planning Act.
14.7	Authority to amend the Affordable Housing Community Improvement Plan (CIP) for minor administrative adjustments such as updating the affordable rental and affordable ownership rates from the Provincial Bulletin, textual errors, format changes, typographical errors, grammatical errors, and policy number changes.	General Manager, Planning and Building Services  General Manager, Economic Development and Tourism	<b>Limitation:</b> 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 or formal amendments to the CIP.  The addition of new programs or changes to the CIP 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.  <b>Document Execution Record:</b> Required  <b>Reporting:</b> Annual Information Report to Council.

**Passed this fifteenth day of April, 2026.**

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**Cam Guthrie, Mayor**

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**Dylan McMahon, City Clerk**