

(Office Consolidation as of September 29, 2026)

Corporation of the Town of Greater Napanee

By-law No. 2026-0031

A By-Law to Provide for the Delegation of Certain Powers and Duties by Council

Originally Passed: March 10, 2026

As Amended By:

By-law Number:

2026-0072

Date Passed:

September 29, 2026

Note: This consolidation is provided for convenience purposes only. Every effort is made to ensure the accuracy of this information, however it is not to be used in place of actual by-laws. Users should consult the original by-laws for purposes of interpretation and application.

**THE CORPORATION OF THE TOWN OF GREATER NAPANEE
BY-LAW NO. 2026-0031**

**Being a Bylaw to Provide for the Delegation of Certain Powers and Duties by
Council**

WHEREAS Section 270 (1) 6 of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, requires that a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties;

AND WHEREAS Section 23.1 (1) of the *Municipal Act, 2001*, authorizes a municipality to delegate some of those powers and duties to a person or body subject to the restrictions of the Act;

AND WHEREAS Council, by way of By-law No. 2007-0060, adopted a Delegation of Powers Policy;

AND WHEREAS Council deems it expedient to update its Delegation of Powers Policy and to delegate authority from Council to the officers and employees of the Town for the purpose of providing responsible, accountable, good and efficient government;

NOW THEREFORE the Council of the Corporation of the Town of Greater Napanee enacts as follows:

Interpretation and Application

1. The short title of this By-law is the “**Delegation of Authority By-law.**”
2. Any reference to a statute, regulation or by-law refers to that enactment as it may be amended or replaced from time to time.
3. For the purpose of this By-law, the following definitions shall apply:
 - a. “**Approval**” or “**Approve**” includes authority to sign for approval and execute and agreement, contract, release, waiver, application or document intended to bind the Corporation, and includes any renewal, amendment or termination thereof.
 - b. “**Council**” means the Council of the Corporation of the Town of Greater Napanee.
 - c. “**CAO**” means the Chief Administrative Officer of the Town of Greater Napanee as appointed by Council.

- d. **“CBO”** means the Chief Building Official under the Building Code as appointed by Council.
 - e. **“Department Head”** includes the management level staff of the department that a delegated authority applies to.
 - f. **“Designate”** means the person(s) having delegated authority as stipulated in another by-law, policy, or resolution of Council or those delegated in writing by those having authority.
 - g. **“Emergency”** means an urgent situation where the immediate approval of a course of action, including but not limited to expenditure of funds or change in service level, is essential to comply with any applicable law or lawful order, or danger to life or damage to property, or threat to public health and safety.
 - h. **“Legislative Powers”** means all matters where Council acts in a legislative and quasi-judicial function, including enacting by-laws, setting policies, and exercising adjudicative decision-making authority.
 - i. **“Town” or “Municipality”** means the Corporation of The Town of Greater Napanee
4. In the event of any inconsistency between this By-law and any other by-law, Act, or regulation, the more restrictive provision shall prevail to the extent of the inconsistency.
5. Any issues that arise with respect to the delegation of powers and duties and/or any new powers or duties which are proposed to be delegated shall be addressed to Council.

Authority Delegated by Council

6. Authority is delegated to specified officers and employees to act, subject to limits and restrictions, as described in Schedules “A” to “F” attached hereto and forming part of this By-law.
7. Unless a power, duty, or function of Council has been expressly delegated by by-law or resolution, all the powers, duties and functions of Council remain with Council.
8. The powers and duties delegated under this By-law may be amended or revoked from time to time by the Council of the Corporation of the Town of Greater Napanee by resolution or by-law.

9. Subject to any legislated requirements, where Council determines a particular decision to be a matter of public interest, Council may by resolution direct that notwithstanding any prior or future delegated authority, delegation is revoked for the particular decision and the matter is to be decided by Council.
10. Any delegated authority is granted to the officer or employee holding the corresponding officer or employee position listed under the "Delegate(s)" section under each item. The delegation is also granted to the corresponding officer or employee's supervisor, and each supervisor above that position in the corporate structure, up to and including the General Manager. The appointed delegation includes any officer or employee holding that position on a permanent, temporary or acting basis.
11. Where any delegation of authority to any officer or employee or their supervisor is not permissible at law, such as in the instance where a professional qualification or license is required to exercise the authority, then the delegation is deemed not granted to that officer or employee or their supervisor but does not affect the delegation of any other officer or employee or their supervisor.
12. Delegation of approvals includes a position's designate for time sensitive matters when the delegate is unable to act. However, no further delegation of the authorities contained herein is permitted without Council approval, except as follows:
 - a. Operational Delegations as listed in Schedule E may be further delegated to the level of front-line staff in writing, whether through a specific directive or ongoing departmental standard operating procedure; and
 - b. Where a further delegation has been made, the identified delegate in this by-law remains accountable for any actions taken under that delegation.
13. Where Council has adopted a policy or by-law to define the scope and limitations of delegated authority in a specific area and there is a conflict with this by-law, the more restrictive delegation shall apply.
14. 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 Section 23.2(4) of the *Municipal Act, 2001* having regard to the number of people, the size of geographic area, and the time period affected by the exercise of such power.
15. Council shall not delegate any of the powers and duties listed in Section 23.3 of the *Municipal Act, 2001* as powers that cannot be delegated. For greater certainty, Council is not authorized to delegate:
 - a. The power to appoint or remove from office statutory officers of the Municipality;
 - b. The power to pass a by-law related to taxation;

- c. The power to incorporate corporations in accordance with Section 203;
 - d. The power to adopt an Official Plan or amendment to the Official Plan under the *Planning Act*;
 - e. The power to pass a zoning by-law under the *Planning Act*, except those of a minor nature as authorized under Section 39.2;
 - f. The power to pass a by-law related to small business counselling and municipal capital facilities;
 - g. The power to adopt a community improvement plan;
 - h. The power to adopt or amend the municipal budget; or
 - i. Any other power or duty that may be prescribed.
16. Staff with delegated signing power may use their signature in forms that may be written, printed, including by electronic means or measures, or otherwise reproduced.

Authority Delegated by Mayor

17. Section 284.13 of the *Municipal Act, 2001* provides that the Mayor, as head of Council, may delegate their powers and duties under specific sections of the Act regarding the CAO, organizational structure, local boards, and committees. Notwithstanding anything contained in this by-law or any other by-law, policy or resolution of Council, the above listed matters may only be delegated by the Mayor through a written Mayoral Decision.
18. The Clerk shall ensure all Mayoral delegations of powers and duties pursuant to Section 284.13 of the *Municipal Act, 2001* are documented and published on the Town's website in accordance with the requirements of the Act, and that this by-law is updated in a timely manner to reflect any changes in delegated authority arising from a Mayoral Decision made under the Act.

Obligations of Municipal Staff

19. In exercising any delegated power, the delegate shall ensure the following:
- a. Any expenditure related to the matter shall have been provided for in the approved year's budget or otherwise authorized by the Purchasing By-law or related policies;
 - b. The scope of the delegated authority shall not be exceeded by the delegate;
 - c. Compliance with all Corporate policies, including those related to insurance and risk management; and
 - d. The consistent and equitable application of Council policies and guidelines.

20. Officers and employees with delegated authority under this By-law shall exercise their authority responsibly and shall be accountable and responsible for their actions and decisions.
21. If an officer or employee has a conflict of interest as per the Code of Conduct Policy related to a delegated authority, then the officer or employee must not exercise their delegated authority and must promptly report the conflict of interest to their supervisor.
22. Staff shall ensure that appropriate reporting is provided to Council where a by-law or policy of the Town requires that the use of a delegated authority be reported.

Emergency Circumstances

23. In cases of emergency or special circumstances where it is necessary to act within the normal mandate of a department but such action is not strictly within the terms of a delegated authority, and there is no opportunity to call a special meeting of Council, the Chief Administrative Officer may take or direct to be taken such action as necessary to rectify the situation. This may include waiving the requirements of other by-laws, where deemed appropriate by the Chief Administrative Officer.
24. Any action taken pursuant to Section 23 shall be reported to Council through a written staff report at the earliest opportunity.

Continuity

25. Except as otherwise required by law, should any position identified in this By-law, or any other by-law or policy of the Town, with delegated powers or duty be vacant or no longer exist within the Corporation, the powers and duties of that position may be exercised by a person deemed to have authority, until such time as the position is either no longer vacant, or a new delegation for the corresponding delegated power or duty is approved.
26. Pursuant to Section 25, the CAO is hereby authorized to resolve any conflict or ambiguity regarding the individual, or individuals, of the Town authorized to exercise any delegation.
27. In the event that the title identifying the authorized signing officers changes, then the officers and employees whose duties and responsibilities include those of the listed signing officers shall be authorized to sign the document, and applicable by-laws shall be updated at the earliest possible opportunity.

Validity of Actions Taken

28. Any variation or revocation of a delegated authority pursuant to this By-law shall have no effect on the validity of any action taken pursuant to a valid delegation of authority and occurring before the terms of such delegation were varied or revoked.

Enactment

29. By-law No. 2007-0060 is hereby repealed.

30. This by-law shall come into force and take effect on the date of its passing.

Read a first and second time and finally passed, this 10th day of March, 2026.

Terry Richardson, Mayor

Jessica Walters, Clerk

By signing this by-law on _____, I Mayor Richardson confirm that I will not exercise the power to veto this by-law and the by-law is deemed approved.

SCHEDULE 'A' TO BYLAW NO. 2026-0031
Signing Authorities

Schedule A – Signing Authorities				
#	Delegated Power	Delegate	Signatories	Conditions and/or Source of Authority
1	Authority to sign any and all necessary documentation required to execute a resolution of Council	Mayor and Clerk or Designates	Mayor and Clerk or Designates	Where the matter under consideration has been approved by a resolution of Council
2	Agreements of purchase and sale and all deeds, transfers and other documents required to effect registration for the acquisition, purchase, sale or exchange of any interest in land including, without limitation, easements, rights of first refusal, that have been approved by Council.	Mayor and Clerk or Designates	Mayor and Clerk or Designates	Subject to legal review. In accordance with the parameters of Sale of Land By-law No. 2025-0048
3	Negotiate and approve agreements to lease vacant farmland owned by the Town. Length of term not to exceed one year, renewable.	GM of Growth & Infrastructure	Mayor and Clerk or Designates	As per Council Resolution #342/25
4	Enter land listing agreements for sale of municipal lands with approved real estate vendors of record.	GM of Growth & Infrastructure	GM of Growth & Infrastructure	As per Council Resolution #342/25 and Sale of Land By-law No. 2025-0048
5	To convey easements and licences to third parties over Town-owned lands where the easement/licence rights are for the purposes of providing a right of access for public utilities, telecommunications, municipal services or natural heritage protection purposes and the easement/licence will not substantially interfere with municipal purposes.	CAO or Clerk	Mayor and Clerk or Designates	Review by Department Heads is required to ensure the easement will not substantially interfere with municipal purposes.
6	Execute municipal Consent Agreements for utilities located in Town rights-of-way	Director of Capital Works or Designate	Director of Capital Works or Clerk	In accordance with the terms of the Municipal Access Agreement as approved by Council
7	Approve Major Encroachment Agreements	Mayor and Clerk or Designates	Mayor and Clerk or Designates	Subject to Council approval pursuant to Encroachment By-law No. 2025-0051; Subject to legal review.
8	Approve and issue Minor Encroachment Permits	Director of Capital Works or Designate	Director of Capital Works	Subject to the parameters of Encroachment By-law No. 2025-0051

			or Designate	
9	Approve temporary access and use to cross Town property in order to access a worksite on private property	Director of Capital Works or Designate	Director of Capital Works or Designate	Subject to review by affected Department Heads, as applicable. Approval must be issued by form with acceptable insurance provisions
10	Approve agreements for the Town to cross private property in order to perform work on private property, including but not limited to cemetery access agreements	Department Head	Mayor and/or Clerk or Designate	Subject to legal review for any agreements outside of an approved standard form
11	Occupancy/ Lease Agreements to lease premises normally required for Town purposes, or other agreements to exclusively lease Town lands to other parties, as approved by Council.	Mayor and Clerk or Designates	Mayor and/or Clerk or Designate	Subject to Council approval; subject to legal review. Subject to the Commercial Leasing Policy
12	Facility rental agreements for use of Town facilities by third parties on a short-term basis (i.e. halls, ice, sports fields)	Parks, Recreation & Culture Administrative Staff	Parks, Recreation & Culture Administrative Sta	Subject to the Fees & Charges By-law established by Council. Subject to all policies related to facility booking including, but not limited to: Community Events Policy and Facility Allocation Policy
13	Long term (1+ years) lease agreements of municipal facilities designated for long term lease (i.e. third-party office or commercial space within Town buildings)	Director of Parks, Recreation & Culture	Mayor and Clerk or Designates	In accordance with the Commercial Leasing Policy, staff are authorized to approve renewals of existing agreements if all terms are being met. A decision to start, stop, or change the terms of long-term leases must go to Council for approval.
14	Site plan agreements pursuant to Section 41 of the <i>Planning Act</i>	CBO, GM of Growth & Infrastructure, or Designate	Mayor and Clerk or Designates	Subject to By-law No. 1998-88 as amended by By-law 2000-11 to establish a site plan control area and delegate powers.
15	<i>Planning Act</i> agreements that implement various planning approvals and those of a general nature, including subdivision agreements and condominium agreements.	CBO, GM of Growth & Infrastructure, or Designate	Mayor and Clerk or Designates	Subject to prior planning approval. Any non-standard agreement clauses shall be reported to Council through a staff report.
16	<i>Planning Act</i> extensions of draft plan approval, and deeming a subdivision to not have lapsed in accordance with Section 51(33) and 51(33.1) of the <i>Planning Act</i> .	CBO, GM of Growth & Infrastructure, or Designate	Mayor and Clerk or Designates	Subject to prior planning approval.
17	Approve sewage discharge agreements, extra-strength surcharge agreements, and water discharge agreements.	Director of Environmental Services or Designate	Director of Environmental Services or Designate	In accordance with the provisions of Sewer Use By-law No. 2012-39

18	To execute a data license or a data sharing agreement for the provision of data of the Municipality to others or for the provision of data from others to the Municipality.	CAO	Mayor and/or Clerk or Designates	Agreement content to be approved by the CAO and affected Department Head(s)
19	To deem agreements fulfilled, or release conditions within an agreement where Municipal conditions have been fulfilled, or the agreement is no longer required.	Affected Department Head	Agreement signatory	Subject to any terms within the agreement which would require Council approval
20	Removal of expired or no longer relevant agreements or easements from title	CAO or Clerk	Mayor and/or Clerk or Designates	Prior consultation required with Department Heads regarding planning, public works, utilities, or parks, as applicable
21	Execute service agreements for operational or equipment needs	Department Head	Department Head or Clerk	Subject to the authorities and spending limits in the Town's Procurement By-law.
22	Execute confidentiality agreements	CAO	Mayor and/or Clerk or Designates	In consultation with affected Department Head and legal counsel
23	Enter into cost sharing agreements with third parties	Department Head	Department Head or Clerk	Subject to approved budgets and in accordance with the spending limits established in the Procurement By-law. All cost-sharing agreements with a financial impact to the Town over \$100,000 are subject to Council approval

SCHEDULE 'B' TO BYLAW NO. 2026-0031
Finance

Schedule B – Finance			
#	Delegated Power	Delegate	Conditions and/or Source of Authority
1	Write off taxes in accordance with the provision of section 354 of the Municipal Act	Treasurer or Deputy Treasurer	Within the limitation prescribed by s.354. Maximum delegated authority: \$5,000 per assessment roll per taxation year
2	Approve extension agreements for tax arrears pursuant to the Municipal Act	Treasurer or Deputy Treasurer	Within the limitations prescribed by s. 378 of the Municipal Act. As approved by By-law No. 2025-0046
3	Exercise the duties of the Treasurer pursuant to Part X, Tax Collection and Part XI, Sale of Land for Tax Arrears of the Municipal Act	Deputy Treasurer	Legislated duties of the Treasurer in accordance with the Act are also delegated to the Deputy Treasurer.
4	To hold meetings and make decisions respecting applications to adjust property taxes pursuant to Sections 334,357,358,359 and 359.1 of the <i>Municipal Act</i>	Treasurer or Deputy Treasurer	Applications are subject to the requirements of the <i>Municipal Act</i> . The exercise of delegated authority pursuant to section 15(1) shall be reported to Council at least one per calendar year.
5	Sign Minutes of Settlement and represent the Town regarding property assessment appeals to the Assessment Review Board.	Treasurer or Deputy Treasurer	In accordance with the <i>Assessment Act</i> .
6	Appeal assessments to the Assessment Review Board on behalf of the Town	Treasurer or Deputy Treasurer	In accordance with the <i>Assessment Act</i> .
7	Approve payment plans for outstanding debts including utilities and accounts payable	Treasurer or Deputy Treasurer	Repayment agreements must include the amount owing, default provisions, interest provisions, if applicable, and a payment schedule.
8	Approve credit adjustments up to \$5,000 for high water billing due to accidental leaks	Treasurer	Within the parameters of the Accidental Water Leak Adjustment Policy FN-2024-01
9	Apply for, negotiate, enter into, and execute grant agreements and applications for federal, provincial or other grant funding to the Town for any matter where there is no direct financial impact to the Town, or where the Town's contribution has been approved through the budget or other prior Council direction.	Treasurer or Deputy Treasurer	Relevant Department Head to review and prepare grant application in consultation with Finance Clerk or CAO to act as second signature Report to Council on grant outcome, whether successful or unsuccessful
10	Certify documentation related to reporting (progress and final) and claims for payment required by federal, provincial or other grant funding agreements	Treasurer or Deputy Treasurer	

11	Signing authority for any financial reports required by provincial or federal government	Treasurer or Deputy Treasurer	In accordance with any program specific guidelines. Reports required to be made public will be posted to the Town's website.
12	Select, monitor, and maintain investments, including performing all investment transactions	Treasurer or Deputy Treasurer	Must ensure that all investments are made in accordance with the Town's Investment Policy and applicable regulations. Annual investment report to be provided to Council per O. Reg. 438/97, s.8 (1).
13	Develop strategies, procedures and processes for the investment of reserves and reserve funds.	Treasurer or Designate	As per the Reserves Funds Policy (adopted by By-law 2023-0067). Annual reporting to Council on reserve balances is required.
14	Approve emergency procurement up to \$10,000	Department Head	In accordance with the parameters of the Procurement By-law. Must be reported to Council in the next activity report.
15	Approve emergency procurement up to \$50,000	General Manager	In accordance with the parameters of the Procurement By-law. Must be reported to the next Council meeting as a standalone report.
16	Approve emergency procurement over \$50,000	CAO	In accordance with the parameters of the Procurement By-law. Must be reported to the next Council meeting as a standalone report.
17	Approve purchases and service agreements for day to day departmental operations, valued up to \$2,500	Administrative Staff	Subject to approved budgets, and in accordance with the parameters of the Procurement By-law.
18	Approve purchases and service agreements for day to day departmental operations, valued up to \$10,000	Managers	Subject to approved budgets, and in accordance with the parameters of the Procurement By-law.
19	Approve purchases and service agreements for day to day departmental operations, valued up to \$50,000	Directors	Subject to approved budgets, and in accordance with the parameters of the Procurement By-law.
20	Approve purchases and service agreements valued up to \$50,000	General Managers	Subject to approved budgets, and in accordance with the parameters of the Procurement By-law.
21	Approve purchases and service agreements valued up to \$100,000	CAO or Treasurer	Subject to approved budgets, and in accordance with the parameters of the Procurement By-law.
22	Approve non-standard procurement process for goods or services valued under \$10,000	Department Head	Subject to approved budgets, and in accordance with the parameters of the Procurement By-law.
23	Sign all cheques below \$5,000.	Treasurer, Deputy Treasurer, and / or CAO	In accordance with Signing Authority By-law No. 2014-0085. Cheques over \$5,000 require cross signature by either the Mayor or Deputy Mayor.

24	Disqualify consultant, contractor or other supplier for a defined period or for an event-based matter.	CAO	In accordance with the parameters for disqualification under the Procurement By-law.
26	Approve third-party sponsorship agreements or accept donations valued up to \$50,000	Treasurer and CAO	Excluding naming rights agreements. In accordance with the requirements of the Donations and Sponsorships Policy
27	Approve third-party sponsorship and advertising agreements valued up to \$10,000	Director of Parks, Recreation & Culture	Within the parameters of the Donations and Sponsorships Policy
28	Approve any existing Town assets to be made available for third-party sponsorship, valued up to \$20,000	Treasurer and CAO	In accordance with the requirements of the Donations and Sponsorships Policy. Acquisition of new sponsorable assets to be approved by Council or through an approved budget
29	Approve minor grants for travel to represent the Town on a national or international scale of \$300 for an individual or \$500 for a team	Treasurer	In accordance with the Community Initiatives Fund Policy
30	Identify surplus assets, authorize disposal through selected disposal method, and direct allocation of funds in accordance with policy parameters.	General Managers or designates	In accordance with Asset Disposition Policy FN-2026-01, disposal of assets with a projected gain/loss over \$20,000 and requests to donate surplus assets to non-profit agencies must be approved by Council
31	Approve non-collectable accounts receivable write-offs and adjustments from \$5,000-\$10,000 plus interest or penalties	CAO	As per Accounts Receivable Policy FN-2026-03. Amounts in excess of \$10,000 must be approved by Council through an annual report.
32	Approve non-collectable accounts receivable write-offs and adjustments from \$500-\$5,000 plus interest or penalties	Treasurer	As per Accounts Receivable Policy FN-2026-03
33	Approve payment plans for outstanding accounts	Treasurer	As per Accounts Receivable Policy FN-2026-03, payment plan period not to exceed 12 months
34	Approve non-collectable accounts receivable write-offs and adjustments up to \$500	Deputy Treasurer	As per Accounts Receivable Policy FN-2026-03
35	Submit outstanding accounts to third party collection agencies	Deputy Treasurer	As per Accounts Receivable Policy FN-2026-03
36	Authorize legal proceedings to collect receivable accounts from \$5,000-\$10,000	CAO	As per Accounts Receivable Policy FN-2026-03, litigation for accounts over \$10,000 must be approved by Council.
37	To exercise authority on behalf of the municipality which may otherwise be restricted after nomination day ('lame duck period'), specifically:	CAO in consultation with Treasurer	Section 275 of the <i>Municipal Act</i> . As per By-law 2026-0041 passed for the 2026 municipal election. Sitting Council to be informed through an information report at the next regular meeting. The new Council to

	• The disposition of any property valued over \$50,000 which was not included in the most recent budget; Incurring any expense or liability exceeding \$50,000 which was not included in the most recent budget		receive a report at the first regular meeting.
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SCHEDULE 'C' TO BYLAW NO. 2026-0031
Legal

Schedule C – Legal			
#	Delegated Power	Delegate	Conditions and/or Source of Authority
1	Implementation of the execution of receipts, releases, indemnities, minutes of settlement and other documents required for the settlement of compromise of any claim, demand or other proceeding brought or made against the Town	CAO or Designate	Where the settlement does not exceed \$50,000 inclusive of costs, the Town legal counsel or insurer (if applicable) recommends the settlement and there are sufficient funds within a Council approved budget Report to be provided to Council at least annually regarding claims brought against the Town and their outcomes. As per section 239(2)(e) of the <i>Municipal Act</i> , open and pending litigation matters are reported in closed session.
2	Bringing of any applications, motions and appeals for relief before any court or administrative tribunal, including pursuing recovery of costs or damages	CAO or Designate	Does not apply to the Ontario Land Tribunal and must be where in the opinion of legal counsel, the facts and law support the Town's position.
3	Duties and responsibilities of the Head under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>	Clerk	Subsection 3(3) of MFIPPA
4	Retainer of external legal services to provide legal services for uninsured legal matters and provision of general legal services and opinions	CAO or Clerk	Subject to annual budget and in accordance with the Town's Procurement By-law and internal policies.
5	Retainer of external legal services to provide legal services for all matters related to planning, land, or development	GM of Growth & Infrastructure	Subject to annual budget and in accordance with the Town's Procurement By-law and internal policies.
6	To make minor deletions, additions, or other administrative or typographical changes to any minutes or by-law to ensure that the correct and complete implementation of the actions of Council form the subject matter of the minutes or by-law.	Clerk	Per section 4.16 of Procedural By-law No. 2023-0060. If there is a substantive error in an approved by-law, staff must bring the matter to Council's attention for consideration at the earliest opportunity, and this shall not be deemed to be a reconsideration of a settled matter.
7	Establish the order of Council meeting agendas, schedule requested delegations based on agenda capacity, and to determine whether a requested agenda item is compliant with the Procedure By-law or is to be referred to staff or another agency.	Clerk or Designate	In accordance with the Procedural By-law No. 2023-0060, and in consultation with the Mayor and CAO.
8	Approve the retention and destruction of records.	Clerk or	In accordance with the Town's Records Retention By-

	Upon the Municipal Clerk being satisfied that the relevant retention period established has expired, and that no reason exists for further retention, the Municipal Clerk may order the records to be destroyed, or to be set aside for permanent retention in an archival facility	Designate	law.
9	Establish provisional retention periods for new categories of records, or approve minor amendments to records retention periods to reflect operational changes.	Clerk or Designate	Intended as an interim measure where there are operational or technology changes. Amendments to the Records Retention By-law to be approved by Council.
10	Authorize Trespass to Property notices under the <i>Trespass to Property Act</i> with respect to Town-owned property	CAO or Designate	In consultation with affected Department Head. Administrative actions to be undertaken by By-law Enforcement staff.
11	Issue, refuse, suspend, or revoke licenses issued by the Town under a licensing by-law as approved by Council	Clerk or Designate	In accordance with the criteria established in each by-law. Subject to appeal, as defined within each by-law.
12	Initiate Part I, II, and III Provincial Offences Notices and enforcement orders with estimated enforcement cost of \$5,000 or less	By-law Enforcement Officers	As per appointment by-law provisions and the requirements of the By-law Enforcement Standards Policy LS-2023-01. Prior notification to Council is required for remedial enforcement action anticipated to exceed \$5,000.
13	Issue and impose conditions on temporary exemption permits to the Noise By-law	Clerk or Designate	In accordance with the terms of the Noise By-law 2023-0043. Non-standard exemption requests are to be referred to Council.
14	Issue temporary exemption permits to time-limited parking requirements under the Parking By-law	Clerk or Designate	In accordance with the terms in Parking By-law No. 2014-0032
15	Removal and disposal of vehicles, equipment, and other portable assets left on Town lands in contravention of Town By-laws	By-law Enforcement Officers	In accordance with the provisions of Parking By-law No. 2014-0032 (towing and impoundment); Encroachments By-law 2025-0051; and Parks By-law 2024-0064

SCHEDULE 'D' TO BYLAW NO. 2026-0031
Human Resources

Schedule D – Human Resources			
#	Delegated Power	Delegate	Conditions and/or Source of Authority
1	Roles and responsibilities for the CAO of the Town of Greater Napanee including, but not limited to: • Approve organizational structure changes with no change to headcount or service level	CAO	Subject to the limitations and reporting requirements set out in the CAO Appointment By-law No. 2024-0045 and the Mayoral Decision 2025-01.
2	Hiring and firing of non-statutory positions below the level of senior management. Performance management actions.	Department Head	In consultation with Manger of Human Resources, and CAO as applicable. Subject to the reporting requirements of Town policies, including Complement Control Policy, Hiring Policy, Discipline Policy, and CAO Appointment By-law.
3	To exercise authority on behalf of the municipality which may otherwise be restricted after nomination day ('lame duck period'), specifically: • The hiring and firing of employees	CAO	Section 275 of the <i>Municipal Act</i> Subject to the Restricted Acts By-law to be passed prior to each election. The CAO shall submit a written notice to Council as soon as possible which outlines the actions taken. A report shall also be provided to the incoming Council at the first regular meeting detailing all uses of delegated authority during the lame duck period.
4	Authority to sign paperwork associated with employment offers and updates to working conditions in the course of employment	Manger of Human Resources or designate	With the approval of the appropriate Department Head, or Council, in the case of the CAO.
5	Approve contract, student, and related agreements for persons being placed at the Town with another organization, including an educational institution or agency	Manger of Human Resources and Department Head	To be consistent with the Town's hiring policies and practices.
6	Negotiate and execute memoranda of agreement pertaining to collective bargaining negotiations	CAO and Manager of Human Resources	To be in consultation with the General Manager of the affected department. All agreements conditional upon Council approval.
7	Minutes of settlement and other documents required for the settlement of any labour relations matters.	CAO and Manager of Human Resources	To be in consultation with the General Manager of the affected department and legal counsel. All agreements conditional upon Council approval.
8	Approve proposals from managers to	CAO and Manager	In accordance with the parameters Complement Control

	restructure department roles, where there is no material impact to service levels or compensation levels.	of Human Resources	Policy. Any changes which impact staffing head count, budgets, or service levels require Council approval.
9	Adjust employee duties to ensure they remain within the scope of the job description and associated pay band	Manager of Human Resources and Department Head	In accordance with the parameters of the Complement Control Policy.
10	Approve recruitment process for filling vacancies on either a permanent or contract basis. Review positions to ensure the job description still aligns with organizational needs	Manager of Human Resources	In consultation with Department Head. Per the Complement Control Policy, any recommended changes which result in a change to staffing head count, budgets, or service levels require Council approval.
11	Negotiate and approve MOUs with bargaining units with no financial impacts	HR Manager and Department Head	Subject to legal review
12	Acquire professional legal, investigation and/or mediation services to address HR matters	HR Manager	In consultation with the Department Head or CAO, and in accordance with any applicable Town Policies including the Workplace Harassment Policy and the Procurement By-law.
13	Determine when an employee is eligible for Acting Pay	HR Manager	In accordance with the Acting Pay Policy
14	Determine the type of investigation and response required for alleged Code of Conduct breaches by employees	CAO or Department General Manager	As per the Employee Code of Conduct Policy. Where the alleged breach is by the CAO, Council shall make the determination.
15	Identify and approve operational areas where volunteer efforts may be used to support Town activities, and determine appropriate volunteer management plan	Department Head	In consultation with Human Resources and as per the Volunteer Management Policy
16	Approve operating policies related to working conditions, the implementation of collective agreements or the compensation by-law, and provincial employment legislation	HR Manager or CAO	In consultation with senior management Where there is an impact to service levels, facility usage, or new budget impacts, policies shall be subject to Council approval
17	Approve remote work arrangements for one-off and structured agreements	HR Manager with Department Head	Within the parameters of the Flexible Workplace Policy HR-2026-01 and subject to annual review
18	Authorize the use of HR Reserve Funds for recruitment and staffing transition costs up to a maximum of \$15,000 per occurrence	CAO in consultation with Treasurer	In accordance with the HR Reserve Framework, with use of the reserve to be reported to Council on a quarterly basis
19	Authorize the use of HR Reserve Funds for termination, severance, and workforce restructuring costs up to a maximum of \$25,000 per occurrence	CAO in consultation with Treasurer	In accordance with the HR Reserve Framework, with use of the reserve to be reported to Council on a quarterly basis

20	Authorize the use of HR Reserve Funds for labour relations, legal, and investigation costs up to a maximum of \$25,000 per occurrence	CAO in consultation with Treasurer	In accordance with the HR Reserve Framework, with use of the reserve to be reported to Council on a quarterly basis
21	Authorize the use of HR Reserve Funds for workplace safety, WSIB, and workplace accommodation costs up to a maximum of \$20,000 per occurrence	CAO in consultation with Treasurer	In accordance with the HR Reserve Framework, with use of the reserve to be reported to Council on a quarterly basis

SCHEDULE 'E' TO BYLAW NO. 2026-0031
Operations

Schedule E – Operations			
#	Delegated Power	Delegate	Conditions and/or Source of Authority
Administrative Operations			
1	Order the closure of municipal facilities to the public due to current or forecasted unsafe weather	CAO	Within parameters set out in Inclement Weather Policy
2	Determine whether staff can work remotely during an inclement weather event and approve on-call weather response plans	Department Heads	Within parameters set out in Inclement Weather Policy
3	Require additional public notice beyond the minimum prescribed by by-law	Communications Coordinator	In consultation with the CAO, Clerk, and/or Mayor, as per Public Notice Policy By-law No. 2019-0038
4	Waive the requirements of the Public Notice Policy By-law during an emergency or for urgent matters	CAO	In consultation with the Mayor, as per By-law No. 2019-0038. Explanation of the reason for waiving the requirements to be provided to Council in writing as soon as possible.
5	Review proclamation requests for compliance and approve recurring requests	Clerk or Designate	New proclamation requests must be approved by Council, and this resets for each new term of Council, as per the Community Celebrations, Proclamations, and Art Installations Policy
6	Determine appropriate locations for proposed crosswalk art and impose conditions on installation	Manager of Public Works	As per and subject to the requirements of the Community Celebrations, Proclamations, and Art Installations Policy
7	Determine which municipal assets are/are not appropriate for public art displays to support community events and proclamations	CAO or Designate	In consultation with the Director of Parks, Recreation & Culture, as per and subject to the requirements of the Community Celebrations, Proclamations, and Art Installations Policy
8	Approve scheduling when there are conflicting flag raising requests received by the Town.	CAO or Designate	As per and subject to the Flag Protocol Policy
9	Review formal complaints and direct to appropriate Department Head for investigation, in accordance with policy guidelines	Clerk	As per and subject to the Corporate Complaints Policy
10	Final determination on closure of formal complaints received under the Corporate Complaints Policy.	CAO	As per and subject to the Policy requirements. Reporting to Council is required regarding the number and status of formal complaints received under the policy.
11	Final determination to designate a customer's	CAO	Subject to the guidelines of the Respectful Conduct Policy.

	behaviour as unreasonable and impose restrictions.		In accordance with the policy, any restrictions imposed must be reported to Council in writing.
12	Approve new corporate social media accounts	Senior Leadership Team	As per Social Media Policy
13	Approve content for Town social media pages	Communications Coordinator	As per Social Media Policy
14	Approve branding and external communications as being compliant with the Town's Visual Identity Policy	Communications Coordinator	Changes to Town branding or visual identity must be approved by Council
15	Provide fact-based information to the media on behalf of the Town.	CAO or Designate and Communications Coordinator	As per the Corporate Communications Strategy, the Mayor is the official spokesperson and staff are responsible for providing fact-based information to support public communications.
16	Provide fact-based information as subject matter experts to the Communications team, or directly to the media on the request of the CAO or Communications Coordinator	Department Heads	As per the Corporate Communications Strategy
17	Approve authorized users and privacy impact assessments for the CCTV System	CAO	In accordance with CCTV Policy LS-2026-02
18	Waive minimum public notice provisions in an emergency situation	CAO	In accordance with the requirements of Public Notice Policy LS-2026-04
19	Determine the appropriate communication tool and require additional public notice where reasonable and necessary in the circumstances	Communications Coordinator	Within the parameters of Public Notice Policy LS-2026-04
20	Act as the administrative spokesperson to provide information and context on administrative matters to the media	CAO	In accordance with Corporate Communications Policy CA-2026-01
21	Act as the primary contact point for media inquiries and issue public statements on behalf of the Town	Communications Coordinator	In accordance with Corporate Communications Policy CA-2026-01
22	Appoint a subject matter expert to respond to media inquiries regarding program areas	Department Heads	In consultation with CAO / Communications staff, in accordance with Corporate Communications Policy CA-2026-01
23	Activate and deactivate a warming or cooling center at a municipal facility	CAO	In consultation with the Head of Council and CEMC, and within the parameters of Warming / Cooling Center Activation Policy ES-2026-01
24	To review, approve, or deny requests for the Town to buy back interment rights, in circumstances where the applicant wishes to	Cemetery Administrator	Cemetery By-law and Council Resolution #274/26

	exchange one type of interment right for another in the Town's cemeteries.		
Fire Services			
25	Take all proper measures for the prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by the <i>Fire Protection and Prevention Act</i>	Fire Chief or Designate	In accordance with the <i>Fire Protection and Prevention Act</i> , the By-law to appoint a Fire Chief / Deputy Fire Chief, and Fire Department By-law No. 2025-0049
26	Declare a full or partial burn ban within some or all of the Town limits	Fire Chief or Designate	As per Open Air Burning By-law No. 2019-0021
27	Issue permits for fireworks displays	Fire Chief or Designate	As per Fireworks By-law No. 2006-0016
Parks, Recreation & Culture Operations			
28	Award refreshment vehicle permits for locations within Town-owned Parks and manage the permit program	Director of Parks, Recreation & Culture or Designate	As per the program guidelines established in Refreshment Vehicle Licensing By-law No. 2023-0066
29	Approve recurring community events, where there are no changes, and approve minor community event applications	Community Events Administrator	As per the Community Events Policy, new or substantially changed major events must receive Council approval.
30	Approve changes to minor events after event approval; Assign staffing resources to support approved community events	Director of Parks, Recreation & Culture	In accordance with the Community Events Policy
31	Temporarily order parks or facilities to be closed due to safety, maintenance, or other concerns	Director of Parks, Recreation & Culture	As per Parks & Public Spaces By-law 2024-0064
Public Works Operations			
32	Approve or deny proposed landscaping within the Town's right of ways	Director of Capital Works	In accordance with the conditions of the Encroachments By-law No. 2025-0051
33	Set the dates of the reduced load period each year	Director of Capital Works	As per Half-Loads By-law No. 2023-0087
34	Issue temporary exemption permits to half-load restrictions	Director of Capital Works or Designate	Within the parameters established in the Half Loads By-law No. 2023-0087
35	Approve and impose conditions for oversize load permits for Town roads	Director of Capital Works or	In accordance with the policy established by the County of Lennox & Addington for regional consistency.

		Designate	
36	Approve entrance permits onto a Town-owned road	Director of Capital Works or Designate	In accordance with the requirements of Driveway Entrance Permit By-law No. 2021-0025
37	Issue permits for excavations and other third party works on Town-owned roads or sidewalks	Director of Capital Works or Designate	In accordance with the By-law to Regulate Excavations on Town Property No. 2002-0087
38	Issue Municipal Works Permit for any other work conducted on or within a municipal right-of-way	Director of Capital Works or Designate	Subject to fees in the Fees & Charges By-law
39	Approve and impose conditions upon temporary road closures	Director of Capital Works or Designate	Subject to the requirements of Temporary Road Closure By-law No. 2025-0032
40	Approve and enter into excess soil agreements	Director of Capital Works	In accordance with the parameters of the Excess Soil (Fill) Disposition Policy GI-2026-02
Utilities & Environmental Services Operations			
41	Approve Municipal Hazardous and Special Projects Materials Services Agreements	Director of Environmental Services	Subject to the authorities and spending limits in the Town's Procurement By-law, and budget approval if applicable
42	Refuse access to the Town's waste disposal sites for non-compliance	Director of Environmental Services or Designate	In accordance with Section 3.12 of Solid Waste By-law No. 2026-0023
43	Refuse curbside collection service to an address for failure to keep a property clear of waste	Director of Environmental Services or Designate	In accordance with Section 2.13 of Solid Waste By-law No. 2026-0023
44	Grant special permission to access a waste disposal site outside regular hours	Director of Environmental Services or Designate	In accordance with Section 3.7 of Solid Waste By-law No. 2026-0023
45	Execute documents required for Environmental Compliance Approvals and other regulatory compliance, including license renewals and forms for water and sewer service provision	Director of Environmental Services or Designate	In accordance with applicable federal and provincial regulations

SCHEDULE 'F' TO BYLAW NO. 2026-0031
Planning and Development

Schedule F – Planning and Development				
#	Delegated Power	Delegate	Conditions and/or Source of Authority	Reporting
1	Conditional Permit Agreements	CBO	Building Code Act – Section 8(3)	Notice of Intent to Council
2	Limiting Distance Agreements	CBO	Building Code – Section 3.2.3.1(11), Section 9.10.14.2(4)	Notice of Intent to Council
3	<i>Planning Act</i> Consents	GM – Growth & Infrastructure	Planning Act – Section 53, Section 54 (1), Section 54 (1.1)	Notice of Applications and Public Comments to Committee of Adjustment
4	Certificates of Validation	GM – Growth & Infrastructure	Planning Act – Section 54 (1), Section 54 (1.1), Section 57	Notice of Applications and Public Comments to Council
5	Site Plan Control Approval	GM – Growth & Infrastructure	Planning Act – Section 41(4.0.1)	Notice of Applications and Public Comments to Council
6	Extension of Draft Plan Approval	GM – Growth & Infrastructure	Planning Act – Section 51.2 (1)	Notice of Intent to Council
7	Minor Zoning Amendments	GM – Growth & Infrastructure	Planning Act – Section 39.2	Notice of Applications and Public Comments to Council
8	Refund all, or part, of a planning application fee to facilitate the withdrawal of a Municipal planning application where planning merits cannot be adequately justified, or to correct an error in the original fee calculation.	GM – Growth & Infrastructure or Designate	To be established through Town By-law to establish and amend planning fees within the Town of Greater Napanee.	
9	Duties of the Secretary-Treasurer under the <i>Planning Act</i>	Clerk or Designate	Annual Committee of Adjustment By-law as established by Council.	
10	Administration of the prescribed duties of the Committee of Adjustment	Director of Planning or Designate	Annual Committee of Adjustment By-law as established by Council.	