

**CANADA
PROVINCE OF QUÉBEC
REGIONAL COUNTY OFFICE
OF ARGENTEUIL
TOWNSHIP OF WENTWORTH**

BY-LAW NUMBER 2019-003

**BY-LAW TO AUTHORIZE EXPENSES AND
ENTER INTO CONTRACTS**

WHEREAS the Municipal Code of Québec allows for municipalities to adopt by-laws in order to delegate to officers and employees the power to authorize expenses or to enter into contracts;

WHEREAS the Council considers that adopting such a by-law ensures the proper functioning of the Municipality,

WHEREAS a Notice of Motion and presentation of the Project By-Law was given at the Council meeting of December 3rd, 2018;

THEREFORE, it is proposed by Councillor _____ and **RESOLVED** that the Municipality of the Township of Wentworth orders and statutes by the present By-Law as follows:

ARTICLE 1

The preamble of the present By-Law forms an integral part of the By-Law.

ARTICLE 2

The power to authorize expenses and to enter into contracts specifically provided for in this By-Law is delegated to the following officers and employees:

General Manager, Secretary-Treasurer
Assistant Secretary-Treasurer
Director of Urbanism and Environment
Responsible for Public Works
Director of Fire Department

ARTICLE 3

The persons mentioned in the previous article are delegated the following spending powers:

3.1 – General Manager, Secretary-Treasurer

- a) The rental or purchase of merchandise or office supplies in an amount not exceeding \$15,000 per expense or contract;
- b) The expenses related to repairs or maintenance which are not considered construction or improvements under the Municipal Works Act (L.R.Q., c. T-14) in an amount not exceeding \$15,000 per expense or contract;

- c) The fees of any professional services not exceeding \$15,000 per expense or contract;
- d) The expenses relating to training, conventions and workshops for officers and employees to a maximum of \$1,000 per expense per employee;
- e) The hiring of all officers or employees who are considered salaried under the *Code du travail*.

3.2 – Assistant Secretary-Treasurer

- a) The rental or purchase of merchandise or office supplies in an amount not exceeding \$5,000 per expense or contract;
- b) The expenses related to repairs or maintenance which are not considered construction or improvements under the Municipal Works Act (L.R.Q., c. T-14) in an amount not exceeding \$5,000 per expense or contract;
- c) The fees of any professional services not exceeding \$5,000 per expense or contract.

3.3 – Director of Urbanism and Environment

- a) The rental or purchase of merchandise or office supplies in an amount not exceeding \$10,000 per expense or contract;
- b) The expenses related to repairs or maintenance which are not considered construction or improvements under the Municipal Works Act (L.R.Q., c. T-14) in an amount not exceeding \$10,000 per expense or contract;
- c) The fees of any professional services not exceeding \$5,000 per expense or contract;
- d) The expenses relating to training, conventions and workshops for officers and employees to a maximum of \$1 000 per expense per employee.

3.4 – Responsible for Public Works

- a) The rental or purchase of merchandise or office supplies in an amount not exceeding \$10,000 per expense or contract;
- b) The expenses related to repairs or maintenance which are not considered construction or improvements under the Municipal Works Act (L.R.Q., c. T-14) in an amount not exceeding \$10,000 per expense or contract;
- c) The fees of any professional services not exceeding \$5,000 per expense per contract.

3.5 – Director of Fire Department

- a) The rental or purchase of merchandise or office supplies in an amount not exceeding \$2,000 per expense or contract;
- b) The expenses related to repairs or maintenance which are not considered construction or improvements under the Municipal Works Act (L.R.Q., c. T-14) in an amount not exceeding \$2,000 per expense or contract;
- c) The expenses relating to training, conventions and workshops for officers and employees to a maximum of \$1000 per expense per employee.

ARTICLE 4

The General Manager, Secretary-Treasurer has the power to enter into contracts necessary to exercise the competence that has been delegated by the present By-Law on behalf of the Municipality.

ARTICLE 5

In order to be valid, all expenses authorized under this By-Law must have sufficient credits in the applicable budget account.

ARTICLE 6

The regulations concerning awarding of contracts apply to municipalities with adaptations within the scope of this By-Law. However, only the Council may ask for authorization from the Minister of Municipal Affairs in the case of a contract being awarded to a person that is not the lowest bidder.

ARTICLE 7

All expenses and contracts authorized by an Officer or an Employee must be reported to Council at the next regular meeting after a 5-day delay.

ARTICLE 8

The payment associated with the expenses and contract concluded as per the present By-Law may be made by the General Manager, Secretary-Treasurer or the Assistant Secretary-Treasurer without any further approval. The payment of such an expense must be included in the report transmitted to Council as per article 961.1 of the Municipal Code.

ARTICLE 9

In addition to the payments authorized in article 8 of the present By-Law, the General Manager, Secretary-Treasurer and the Assistant Secretary-Treasurer are authorized to proceed with the payment of the following, even prior to obtaining Council's approval:

- 1) Salaries;
- 2) Tax remittances for employees and the employer's portion;
- 3) Contributions to a government plan;
- 4) Payments under an enforceable claim or articles 247 and 249 of the Act Respecting Municipal Taxation;
- 5) Payments that become due to banks and financial institutions;
- 6) Public utility invoices (monthly or periodic statements);
- 7) Payments under the terms of a contract between the Municipality and a third party;
- 8) Costs of licences and permits necessary for the Municipality's operations;
- 9) All other expenses in order to obtain documents, objects or services for the proper functioning of the Municipality, and for which can only be made against cash payment;

- 10) The reimbursement of expenses incurred by the Municipal employees or members of Council in the execution of their functions;
- 11) The payment of electoral or referendum expenses as authorized by the Secretary-Treasurer acting as Chief Returning Officer.

ARTICLE 10

The present By-Law replaces by-laws number 2010-003 and 2010-003-01 and will become effective according to the Law.

ARTICLE 11

In case of differences between the French and English versions, the French version prevails.

Jason Morrison
Mayor

Natalie Black
General Manager, Secretary-
Treasurer

Notice of motion: December 3rd, 2018
Deposit Project By-Law December 3rd, 2018
Adoption of By-Law:
Public notice: