

**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 Jean-Guy Dubé 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
Fire Department Director

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 – Fire Department Director

- 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 3 rd , 2018
Deposit Project By-Law	December 3 rd , 2018
Adoption of By-Law:	January 14 th , 2019
Public notice:	January 15 th , 2019