

BYLAW 2024-005

MODIFYING BYLAW 2006-004 REGARDING THE DELEGATION OF POWER TO AUTHORISE CERTAIN EXPENSES AS WELL AS PAY CERTAIN CONTRACTS AND FIXED EXPENSES

WHEREAS of the recent reorganization of positions, the Council considers that a new position should be included in the 2006 by-law.

WHEREAS in order to assure that administrative operations of the Municipality are carried out as efficiently as possible, the council judges it necessary to adopt a bylaw delegating the authority to the Director-General to authorise certain expenses, pay certain contracts and fixed costs; and

WHEREAS the council judges it necessary to combine these dispositions in one unique bylaw; and

WHEREAS a notice of motion to this effect was given at the sitting of council held December 2nd, 2024; and

WHEREAS a draft copy of the present bylaw was given to each council member two days prior to the meeting; and

WHEREAS the members of council declare that they have read the present bylaw and renounce its reading;

THEREFORE

It is moved by Marlene Boudreau

Seconded by Nancy Clark

And unanimously approved by the councillors present

THAT the following bylaw 2024-005 bearing the title “Bylaw Modifying Bylaw 2006-04 Regarding the Delegation of Power to Authorise Certain Expenses, Pay Certain Contracts and Fixed Costs” is hereby adopted and decreed by the following:

ARTICLE 1:

The object of this present bylaw is to delegate, to the Director-General, the authority in authorising certain expenses, to pay certain contracts and to foresee the payment of fixed costs.

ARTICLE 2:

In this present bylaw, unless otherwise indicated, the following terms refer to:

Expense:

All financial engagements in the exchange or receipt of goods or services during the execution of works or in securing a benefit or bringing about a result, payable by the Municipality.

Fixed Costs:

Fixed or inevitable costs that is impossible not to assume for the reason that an obligation has already been set forth or for the necessity of certain goods required for operations, including the remuneration of elected officers, employees of the Municipality that are protected by work contracts, payments made to public organisations as well as expenses for services used on a regular basis such as heat, electricity, telephone, etc.

ARTICLE 3:

For the purpose of this present bylaw, engagements that do not fall into the category of those ending at the end of the current fiscal year are engagements that continue into another fiscal period as long as the engagement is completely acquitted during the current fiscal period.

ARTICLE 4:

The powers, privileges and attributions in regard to the Director-General outlined in this present bylaw must not in any way reduce, annihilate or reduce the powers, privileges or attribution that have otherwise been attributed by the law.

ARTICLE 5:

The authorisation of an expense in virtue of this present bylaw must, in order to be valid, be certified by the treasurer indicating the availability of funds required to cover the said expense.

ARTICLE 6:

Subject to Article 3, no expense provided for in Article 5 may be authorised by the treasurer unless the following conditions are met:

- 6.1 The expenses are within the framework of the municipal budget
- 6.2 Financial engagements cannot exceed the current fiscal year

ARTICLE 7:

Fixed costs may be authorised by resolution of council at the beginning of each fiscal year. A certificate of available funds is, therefore, issued in consequence.

ARTICLE 8:

The Director-General is authorised to engage expenses, as outlined in this present bylaw as an area of responsibility of the Director-General, equal or inferior to ten thousand (\$10, 000), subject to obtaining a certificate as outlined in Article 5 and conforming to any policies relative to purchases that may be in force.

The Project Manager is authorised to engage expenses, as outlined in this present bylaw as an area of responsibility of the Project Manager, equal or inferior to one thousand (\$1,000) per month, subject to obtaining a certificate as outlined in Article 5 and conforming to any policies relative to purchases that may be in force.

ARTICLE 9:

The following areas of responsibility of the Director-General and Project Manager, within the budget, are as follows:

- 9.1 The purchase or rental of merchandise, services or equipment required for daily operations of the Municipality
- 9.2 Expenses related to maintenance, repairs or improvements to municipal buildings or furniture
- 9.3 Periodic operational expenses or contracts
- 9.4 The conclusion, on behalf of the Municipality, of contracts or agreements in regard to paragraphs 9.1 and 9.3 of this present article;
- 9.5 Engaging of professional services

ARTICLE 10:

All payments made in virtue of this contract must be previously authorised by the council.

ARTICLE 11:

Despite Article 10, the Director-General is authorised to proceed with the issuing of cheques for payment of the following, having been previously approved by the council:

- 11.1 Remuneration of the municipal elected officials and employees of the Municipality;
- 11.2 Government employer's costs, contributions in regard to group insurance and pension funds, including the employer's contribution;
- 11.3 Reimbursements of temporary loans as well as bank notes, including interests;
- 11.4 Payment of invoices issued by public service organisations upon receipt of a monthly or periodic statement for the use or consumption of services such as telephone, electricity, gas, postage, etc.;
- 11.5 The payment of service contracts entered upon by the Municipality and another party, who determines the schedule of these payments;
- 11.6 Travelling expense of personnel, conforming to rates currently in force;
- 11.7 Purchase of office supplies, printing of forms and the publication of documents;
- 11.8 The rental, maintenance and repair of office equipment;
- 11.9 The purchase of documents, objects or services necessary for daily operations of the Municipality.

ARTICLE 12:

This present bylaw repeals any other bylaw of such a nature in relation to the Municipality of Grosse Ile.

ARTICLE 13:

This bylaw comes into force in accordance with the law.

Gordon Burke
Mayor

Carole Lemieux
Director General

NOTICE OF MOTION: December 2, 2024
ADOPTION: January 27th 2025
PUBLICATION: January 28th 2025