

MUNICIPALITY OF LITCHFIELD

Minutes of a Special Meeting held on June 15th, 2021 at 6:00 p.m. by video conference.

Present by video conference: Mayor Colleen Larivière, councillors Denis Dubeau, Joe Belanger, Emile Morin, Terry Racine, Donald Graveline and John Stitt

Also present: Julie Bertrand, Director General

***A recording of this meeting will be posted on the municipal website.**

Quorum is met and Mayor Larivière presides the meeting.

2021-06-93

Adoption of the Agenda

It is moved by Donald Graveline and unanimously resolved to adopt the agenda for tonight's meeting.

Carried

Adoption of the by-law 2021-245 Contractual Management Policy

2021-06-94

Whereas a notice of motion was given and the project by-law 2021-245 Contractual Management Policy was adopted at the regular meeting of council held on June 7, 2021;

Whereas the members of council have received a copy of the said by-law;

Whereas the reading of the by-law is dispensed of;

Therefore it is moved by Denis Dubeau and unanimously resolved that the following by-law 2021-245 by adopted and come into force according to the law.

BY-LAW NUMBER 2021-245 - CONTRACTUAL MANAGEMENT

WHEREAS a Contract Management Policy has been adopted by the Municipality on March 1, 2011, in accordance with article 938.1.2 of the Municipal Code of Québec (hereinafter called "C.M.");

WHEREAS section 938.1.2 CM was replaced on January 1, 2018, obliging the municipalities, as of the latter date, to adopt a bylaw on the contractual management, the current policy of the Municipality however being deemed to be such Bylaw;

WHEREAS the Municipality wishes, as permitted by the 4th paragraph of Article 938.1.2 CM, to provide for rules for the awarding of contracts that include an expenditure of at least \$ 25,000 but less than the threshold of the expenditure of a contract that can be awarded only after a public bid solicitation under Article 935 CM;

WHEREAS therefore, Article 936 C.M. (invitation to tender) no longer applies to these contracts from the date of entry into force of this Bylaw;

WHEREAS this Bylaw meets an objective of transparency and sound management of public funds;

WHEREAS a notice of motion has been given and a draft by-law has been tabled at the meeting of June 7, 2021 ;

WHEREAS the Director General and Secretary-Treasurer states that the purpose of this by-law is to provide for contractual management measures for any contract to be entered into by the Municipality, including certain contracting rules for contracts which involve an expenditure of not less than \$ 25,000 but less than the expenditure threshold of a contract that can be awarded only after a public bid solicitation under section 935 CM, this threshold being, since April 19, 2018, \$ 101 100, and may be modified following the adoption by the Minister of a bylaw to that effect;

THEREFORE, it is moved by Denis Dubeau and unanimously resolved

THAT THE PRESENT BY-LAW IS ADOPTED AND THAT IT IS ORDERED AND RULED AS FOLLOWS:

DECLARATORY AND INTERPRETATIVE PROVISIONS

SECTION I

DECLARATORY PROVISIONS

1. Purpose of the Bylaw

This Bylaw aims to:

- (a) to provide for the awarding and management of contracts awarded by the Municipality, in accordance with article 938.1.2 C.M.
- (b) provide for contracting rules that include an expenditure of not less than \$ 25,000 but less than the expenditure threshold of a contract that can be awarded only after a public bid solicitation under Article 935 CM.

2. Scope

This Bylaw applies to any contract entered into by the Municipality, including a contract that is not referred to in any of the paragraphs of the first paragraph of subsection 9 (1) or in sections 938.0.1 and 938.0. 2 CM.

This by-law applies regardless of the authority that grants the contract, be it the council or any other person to whom the council has delegated the spending power and enter into contracts on behalf of the municipality.

SECTION II

INTERPRETATIVE PROVISIONS

3. Interpretation of text

This Bylaw must be interpreted in accordance with the principles of the Interpretation Act (RLRQ, c. I-16).

It shall not be construed as derogating from the mandatory provisions of the laws governing municipal contracts, unless such laws expressly permit derogation by this by-law including, for example, some of the measures provided for in Chapter II of the this bylaw.

4. Other bodies or agencies

The Municipality recognizes the importance, the role and the powers granted to other bodies that may investigate and act on the objects targeted by certain measures provided for in this by-law. This includes measures to prevent acts of intimidation, trading in influence, bribery, bid-rigging, and those aimed at ensuring compliance with the Transparency and Ethics Act. Lobbyists and the Lobbyists' Code of Conduct adopted under this Act.

Specific rules of interpretation

This Bylaw shall not be interpreted as:

- a) a restrictive or literal manner;
- b) as restricting the possibility for the Municipality to contract by direct agreement, in cases where the law allows it to do so.

The measures provided for in this Bylaw must be interpreted

- a) in accordance with the principles set out in the preamble to the Act, which primarily recognize that municipalities are local governments and thereby increase their autonomy and powers (2017, c.13) (Bill 122), recognizing in particular municipalities as local governments and elected officials, the legitimacy necessary to govern according to their attributions;
- b) in order to comply with the principle of proportionality and thereby ensure that the steps related to the measures imposed are proportionate to the nature and amount of the contract expenditure to be incurred, having regard to the costs, the time required and the size of the municipality.

5. Terminology

Unless the context otherwise indicates, words and expressions used in these Bylaws have the following meanings:

« *Call for tenders* » : Invitation to tender or public invitation required by articles 935 and following C.M. or a bylaw adopted under this law. Are excluded from the expression "call for tenders", price requests that are formulated when no call for tenders is required by law or by this Bylaw.

« *Tenderer* » : Anyone who submits an offer during a bidding process

CHAPTER II

RULES OF CONTRACT AWARD AND ROTATION

6. General

The Municipality respects the contracting rules provided for in the laws that govern it, including the C.M. More specifically:

- a) it proceeds by invitation to tender where the law or a bylaw made under an Act imposes such a call for tenders, unless there is a specific provision to the contrary provided for in this Bylaw;
- b) it proceeds by public call for tenders in all cases where a public call for tenders is imposed by law or by a bylaw adopted under the law;
- c) it may proceed by direct agreement in cases where the law or this Bylaw permits it to do so.

Nothing in this by-law may have the effect of limiting the possibility for the Municipality to use any method of call for competition for the award of a contract, whether by public call for tenders, by invitation or by request for price, even if it can legally proceed by direct agreement.

7. Contracts that can be concluded by direct agreement

Subject to Article 11, any contract referred to in any of paragraphs of the first paragraph of Article 935 CM, involving an expenditure of at least \$ 25 000, but less than the threshold of the expense of a contract can only be awarded after a public bid solicitation under Article 935 CM, may be concluded by direct agreement by the Municipality.

8. Rotation - Principles

The Municipality favors, if possible, the rotation among the potential suppliers, with regard to the contracts that can be passed by agreement under Article 8. The Municipality, in the decision making in this regard, considers in particular the following principles:

- a) the degree of expertise required;
- b) the quality of the work, services or materials already delivered or delivered to the Municipality;
- c) the delays inherent in the execution of the work, the supply of material or materials or the provision of services;
- d) the quality of the goods, services or works sought;
- e) the delivery terms;
- f) maintenance services;
- g) the required experience and financial capacity;
- h) price competitiveness, taking into account all market conditions;
- i) the fact that the supplier has an establishment on the territory of the Municipality;
- j) any other criteria directly related to the market.

9. Rotation - Measures

For the purpose of ensuring the implementation of the rotation provided for in section 9, the Municipality shall apply, to the extent possible and in the absence of special circumstances, the following measures:

- a) potential suppliers are identified before awarding the contract. If the territory of the Municipality has more than one supplier, this identification may be limited to the latter territory or, as the case may be, the territory of the MRC or any other geographic region that is deemed relevant given the nature of the contract to intervene;
- b) once the suppliers have been identified and considering the principles set out in section 9, the rotation between them must be encouraged, unless there are grounds for sound administration;

- c) the Municipality may make an appeal for interest in order to find out which suppliers may meet its needs;
- d) unless there are special circumstances, the person in charge of managing the contract completes, to the extent possible, the analysis form found in Appendix 4;
- e) for the categories of contracts it determines, for the purpose of identifying potential suppliers, the Municipality may also establish a list of suppliers. The rotation among the suppliers appearing on this list, if any, shall be favored, subject to the provisions of paragraph (b) of this Article.

10.1

Without limiting the principles and measures set out in terms of supplier rotation provided for in this Regulation, in the context of the award of any contract which involves an expenditure below the decreed threshold of the expenditure of a contract which cannot be awarded. that after a public call for tenders, the municipality must favor Quebec goods and services as well as suppliers, insurers and contractors who have an establishment in Quebec.

An establishment in Quebec, within the meaning of this article, is any place where a supplier, an insurer or a contractor carries out his activities on a permanent basis which is clearly identified with his name and accessible during normal office hours. Quebec goods and services are goods and services, the majority of which of their design, manufacture, assembly or realization are made for the most part from an establishment located in Quebec.

The Municipality, in making a decision regarding the granting of a contract referred to in this article, considers in particular the principles and measures set out in terms of the rotation of potential suppliers and more specifically detailed in articles 9 and 10 of the by-law, under reserves the necessary adaptations for local purchase.

CHAPTER III

MEASURES

SECTION I

CONTRACTS BY AGREEMENT

10. General

For certain contracts, the Municipality is not subject to any special competitive bidding procedure (public call for tenders or invitation). This bylaw may not have the effect of restricting the possibility for the Municipality to proceed by direct agreement for these contracts. These include, in particular, contracts:

- which, by their nature, are not subject to any tendering process (contracts other than insurance contracts for the performance of works, supply and services);
- expressly exempted from the tendering process (in particular those listed in Article 938 CM and the professional services contracts necessary for an appeal to a court, body or person exercising judicial or judicial functions ;
- insurance, for the performance of works, supplies or services (including professional services) that involve an expenditure of less than \$ 25,000.

11. Measures

When the Municipality chooses to grant a private contract, the following measures apply, unless these measures are incompatible with the nature of the contract:

- a) Lobbying
 - Measures provided for in Articles 16 (Duty to inform elected officials and employees) and 17 (Training);
- b) Intimidation, influence peddling and corruption
 - Measure provided for in Article 19 (Denunciation);
- c) Conflict of interest
 - Measure provided for in Article 21 (Denunciation);
- d) Amendment of a contract
 - Measure provided for in Article 27 (Amendment of a contract).

12. Information Document

The Municipality must publish, on its website, the contractual management information document attached to Annex 1, so as to inform the public and potential contractors of the measures it has taken under this by-law.

SECTION II BID-RIGGING

13. Sanction if collusion

Must be inserted in the tender documents, a provision providing for the possibility for the Municipality to reject a bid if it is clearly established that there has been collusion with any person in contravention of any law aimed at combating bid rigging.

14. Declaration

All tenderers must attach to their tender, or at the latest before the award of the contract, a statement affirming solemnly that its bid has been prepared and submitted without collusion, communication, agreement or arrangement with any person in contravention any law to combat bid-rigging. This declaration must be made on the form attached as Annex 2.

SECTION III LOBBYING

15. Duty to inform elected officials and employees

Any member of the council or any officer or employee shall remind all persons who take the initiative of contacting him or her to obtain a contract that the Lobbying Transparency and Ethics Act is in place, when he believes that there is a contravention of this law.

16. Training

The Municipality favors the participation of council members and public servants and employees in training designed to provide them with information on applicable laws and bylaws relating to lobbying.

17. Declaration

Tenderers must attach to their tender or, at the latest before the award of the contract, a statement affirming solemnly that neither it nor any of its employees, agents or employees engaged in a communication of influence for the purpose of obtaining a contract in contravention of the Lobbying Transparency and Ethics Act or, if such disclosure of influence has occurred, that it has been entered in the Lobbyists' Register when such registration is required by law. This declaration must be made on the form attached as Annex 2.

SECTION IV INTIMIDATION, INFLUENCE TRAFFIC AND CORRUPTION

18. Denunciation

All member of the council, any public servant or employee, as well as any other person working for the Municipality must denounce, as soon as possible, any intimidation, influence peddling or corruption which he has witnessed in the framework of his functions. This measure should not be interpreted as limiting the right of the person concerned to lodge a complaint with a police service or other public authority.

A member of the council makes this denunciation to the director general; the director general to the mayor; other public servants and employees as well as any person working for the Municipality, the Director General. When the denunciation directly or indirectly involves the mayor or the director general, the denunciation is made to the one who is not involved. If both are involved, the information is reported to the acting mayor or other non-involved municipal council member. The person who receives the information must treat it with diligence and take the appropriate measures according to the nature of the situation complained of.

19. Declaration

All tenderer must enclose with his tender, or at the latest before the award of the contract, a declaration solemnly affirming that neither he nor any of his collaborators, representatives or employees has engaged in the call for offers, acts of intimidation, trading in influence or corruption, against a member of the council, an officer or employee or any other person working for the Municipality. This declaration must be made on the form attached as Annex 2.

SECTION V CONFLICTS OF INTEREST

20. Denunciation

All member of the council, any officer or employee, as well as any other person working for the Municipality, involved in the preparation of contractual documents

or in the awarding of contracts, must denounce, as soon as possible, the existence of any interest pecuniary in a legal person, company or company likely to conclude a contract with the Municipality.

A member of the council makes this denunciation to the director general; the director general to the mayor; other public servants and employees as well as any other person working for the Municipality, to the Director General. When the denunciation directly or indirectly involves the mayor or the director general, the denunciation is made to the one who is not involved. If both are involved, the information is reported to the acting mayor or other non-involved municipal council member. The person who receives the information must treat it with diligence and take the appropriate measures according to the nature of the situation complained of.

21. Declaration

When the Municipality uses a system of weighting and evaluation of the offers, any member of the selection committee must solemnly declare in writing, before starting the evaluation of the tenders, that he has no particular pecuniary interest, direct or indirect, in respect of the contract being evaluated. He must also undertake not to disclose the mandate entrusted to him by the Municipality, and not to use, communicate, attempt to use or communicate, both during his term of office and after this one, information obtained in the course of or in connection with the performance of his duties as a member of the selection committee. This declaration must be made on the form attached in Annex 3.

22. Minimal pecuniary interest

The minimal pecuniary interest is not affected by the measures described in Articles 21 and 22.

SECTION VI

IMPARTIALITY AND OBJECTIVITY OF THE TENDERING PROCESS

23. Responsible for the call for tenders

All tender identifies a person responsible and provides that any potential bidder or any bidder must address solely to the person responsible for any information or clarification regarding the tender.

24. Questions from tenderers

The person responsible of the call for tenders compiles the questions posed by each bidder during the bidding process and issues, if deemed necessary, an addendum, so that all bidders can obtain the bids. answers to questions asked by others.

The person responsible of the call for tenders has full discretion to judge the relevance of the questions asked and those that require a response and may consolidate and reword certain questions for the purpose of forwarding responses to bidders.

25. Denunciation

All member of the council, any officer or employee, as well as any other person working for the municipality, must, as soon as he is informed, denounce the existence of any situation, other than a conflict of interest, likely to compromise the impartiality and objectivity of the tendering process and resulting contract management.

A member of the council makes this denunciation to the director general; the director general to the mayor; other officers and employees, as well as any other person working for the Municipality, to the Director General. When the denunciation directly or indirectly involves the mayor or the director general, the denunciation is made to the one who is not involved. If both are involved, the information is reported to the acting mayor or other non-involved municipal council member. The person who receives the information must treat it with diligence and take the appropriate measures according to the nature of the situation complained of.

SECTION VII

AMENDMENT OF A CONTRACT

26. Amendment of a contract

Any change in a contract that has the effect of increasing the price must be justified by the person responsible for the management of the contract, considering the applicable rules to authorize such a modification.

The Municipality may not modify a contract awarded following a call for tenders, except in the case where the modification constitutes an accessory to it and does not change its nature.

27. Site meetings

When justified by the nature of the work, the Municipality favors regular site meetings to monitor the execution of the contract.

CHAPITRE IV

ADMINISTRATIVE AND FINAL PROVISIONS

28. Application of the bylaw

The application of this bylaw is the responsibility of the Director General of the Municipality. The latter is responsible for preparing the report to be submitted annually to the council concerning the application of this by-law, in accordance with article 938.1.2 C.M.

29. Repeal of the Contract Management Policy

This Bylaw replaces and repeals the Contract Management Policy adopted by Council on March 1, 2011 and deemed, since January 1, 2018, a Bylaw on Contract Management under section 278 of the Act, which is intended principally to recognize that municipalities are municipalities governments and to increase their autonomy and powers in this respect (2017, c.13).

30. Entry into force and publication

This by-law comes into force in accordance with the law and is published on the website of the Municipality. In addition, a copy of these rules is sent to the MAMH. Carried

**ANNEX 1
INFORMATION DOCUMENT
(Contract management)**

(Article 13 of by-law number 2021-245 on contract management)

The Municipality has adopted a By-law on Contract Management providing for measures to:

- promote compliance with applicable laws designed to combat bid-rigging;
- ensure compliance with the Lobbying Transparency and Ethics Act and the Lobbyists' Code of Conduct adopted under this Act;
- prevent acts of intimidation, influence peddling or corruption;
- prevent situations of conflict of interest;
- prevent any other situation that could compromise the impartiality and objectivity of the bid solicitation process and resulting contract management;
- supervise the making of any decision that has the effect of authorizing the amendment of a contract;
- promote, to the extent possible and in accordance with the criteria and principles set out in the by-law, the rotation of potential contractors with respect to contracts involving an expense of \$ 25,000 or more, but less than the threshold of the expenditure of a contract that can only be awarded after a public bid solicitation under Article 935 CM

This bylaw can be consulted by clicking on the following link: www.litchfield-qc.ca

Anyone intending to enter into a contract with the Municipality is invited to read the Bylaw respecting contract management and to inquire of the Director General if he has any questions in this regard.

In addition, any person who has information regarding the non-respect of any of the measures contained therein is invited to inform the Director General or the Mayor. The latter will, if necessary, take appropriate measures or refer the complaint and the documentation to the competent authorities**ANNEX 2**

**DECLARATION OF THE BIDDER
(Contractual management)**

I, the undersigned, tenderer or representative of the bidder _____, solemnly declare that to the best of my knowledge:

- a) this bid has been prepared and filed without collusion, communication, agreement or arrangement with any other person in contravention of any law designed to combat bid-rigging;

- b) neither I nor any of the Tenderer's collaborators, representatives or employees engage in any communication of influence for the purposes of obtaining the contract, or, if such communication of influence has taken place, I declare that this communication has the subject of an entry in the Lobbyists' Register, as required by law, if applicable;
- c) neither I nor any of the Bidder's employees, representatives or employees engage in acts of intimidation, influence peddling or bribery against any member of the Council, any employee or any other person working for the Municipality in connection with this bid solicitation.

AND I SIGNED :

Solemnly affirmed before me at [REDACTED]

this [REDACTED] day of [REDACTED] 20[REDACTED]

[REDACTED]
Commissioner of Oaths for Quebec

ANNEX 3

DECLARATION OF THE MEMBER OF A SELECTION COMMITTEE

I, the undersigned, a member of the Selection Committee in relation to (identify contract), solemnly declare that I have no particular pecuniary interest, direct or indirect, in respect of this Contract.

I undertake not to disclose the mandate entrusted to me by the Municipality, nor to use, communicate, attempt to use or communicate, both during my term of office and after this one, information obtained in the course of or in connection with the performance of my duties as a member of the selection committee.

AND I SIGNED :

Solemnly affirmed before me at [REDACTED]

this [REDACTED] day of [REDACTED] 20[REDACTED]

[REDACTED]
Commissioner of Oaths for Quebec

ANNEX 4

ANALYSIS FORM FOR THE CHOICE OF A PASSING MODE

| NEED OF THE MUNICIPALITY | | | |
|---|--|---|--------------------------|
| Object of the contract | | | |
| Specific objectives (desired savings, quality, environment, etc.) | | | |
| Estimated value of the expense (including renewal options) | Duration of the contract | | |
| TARGET MARKET | | | |
| Area targeted | Number of known companies | | |
| Is the participation of all known companies desirable? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If not justify. | | | |
| Estimated cost of preparing a bid. | | | |
| Other relevant information | | | |
| CHOSEN METHOD OF PASSING | | | |
| Direct agreement | <input type="checkbox"/> | Invitation to tender | <input type="checkbox"/> |
| Price Quote | <input type="checkbox"/> | Public invitation to tender open to all | <input type="checkbox"/> |
| Regional public tender | <input type="checkbox"/> | | |
| In the case of a direct agreement contract, were the measures of the Contract Management By-law to promote rotation considered? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If yes, what are the measures concerned? | | | |
| If not, why is rotation not feasible? | | | |
| SIGNATURE OF THE PERSON RESPONSIBLE | | | |
| Firstname, lastname | Signature | Date | |

Resolution regarding people 70 years old plus who wish to vote by correspondence

2021-06-95

WHEREAS the municipal general election will be held on November 7, 2021 in the context of the COVID-19 pandemic;

WHEREAS the Chief Electoral Officer has enacted, in accordance with section 3 of the Act to facilitate the conduct of the municipal general election of November 7, 2021 in the context of the COVID-19 pandemic (LQ 2021, c . 8), the By-law amending certain provisions in municipal matters in order to facilitate the conduct of the municipal general election of November 7, 2021 in the context of the COVID-19 pandemic ((2021) 153 GOQ II, 2111B), which came into force on May 15, 2021 and amends, in particular, certain provisions of the Act respecting elections and referendums in municipalities (CQLR, c. E-2.2) and the By-law respecting voting by mail (CQLR, c. E -2.2, r. 3) (hereafter: the Regulations of the CEO);

WHEREAS under the second paragraph of article 659.4 of the Act respecting elections and referendums in municipalities, as amended by article 40 of the By-law of the Chief Electoral Officer, the municipality may adopt a resolution to allow any person registered as an elector on his or her electoral list and who is 70 years of age or over on the day fixed for the poll to exercise their right to vote by mail, if such a person so requests; WHEREAS the legal and regulatory framework for administering this voting method is now fixed and in force;

WHEREAS under the third and fourth paragraphs of article 659.4 of the Act respecting elections and referendums in municipalities, as amended by article 40 of the By-law of the Chief Electoral Officer, a resolution must be taken no later than July 1, 2021 and an authenticated copy of it must be sent, as soon as possible after its adoption, to the Minister of Municipal Affairs and Housing and to the Chief Electoral Officer.

THEREFORE,

It is moved by Emile Morin and unanimously resolved to allow any person who is registered on the list of electors and who is 70 years of age or over on the day fixed for the poll to be able to vote by mail for the general election of November 7, 2021 and for recommences that could result from it, if so requested;

It is also required to send the Minister of Municipal Affairs and Housing and the Chief Electoral Officer an authenticated copy of this resolution.

Carried

Closure

2021-06-96

It is moved by Joe Belanger and unanimously resolved to close the meeting at 6:24p.m.

Carried

Colleen Lariviere, Mayor

Julie Bertrand, Director General