

**CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF GROSSE ILE**

**BYLAW 2019-004 BYLAW DECREERING THE METHODS OF BUDGET CONTROL AND MONITORING AS WELL AS TO DELEGATE TO THE DIRECTOR GENERAL AND SECRETARY-TREASURER THE AUTHORISATION OF EXPENDITURES AND TO CONCLUDE CONTRACTS**

**WHEREAS** in virtue of the second paragraph of Article 960.1 of the Quebec Municipal Code, the council must adopt a bylaw regarding control and monitoring of the municipal budget;

**WHEREAS** in virtue of Article 961.1 of the Quebec Municipal Code, the council may adopt a bylaw to delegate to any officer or employee of the Municipality the power to authorise spending and make contracts in the name of the Municipality;

**WHEREAS** such a delegation allows the administrators to ensure sound management of the affairs of the municipality and reduce delays in payment of bills and obligations, therefore, improving services;

**WHEREAS** a notice of motion was given at the sitting of council held May 13, 2019 and the draft bylaw was also presented at this same sitting;

**WHEREAS** a copy of this bylaw was given to each member of council at least seventy-two (72) hours prior to the present sitting;

**WHEREAS** the members of council declare having read the present bylaw;

**WHEREAS** during the course of the sitting, the Director General, mentions the content and scope of the bylaw;

**THEREFORE**

It is moved by Jessica Goodwin  
Seconded by Nancy Clark  
And unanimously resolved by the members of council present

**THAT** bylaw 2019-004 decreeing the methods of budget control and monitoring as well as to delegate to the Director-General/Secretary-Treasurer the authorisation of expenditures and to conclude contracts be hereby adopted, ordering and decreeing the following:

The preamble of this present bylaw is an integral part thereof.

**DEFINITIONS**

Municipality: Municipality of Grosse Ile

Council: Council of the Municipality of Grosse Ile

Exercise: Period between January 1 and December 31 of a given year

**SECTION 1: GOAL OF THE BYLAW**

**Article 1.1** This present bylaw establishes the methods of budget control and monitoring that all municipal officers and employees must follow.

**Article 1.2** Also, this present bylaw establishes the methods for the delegation to authorise expenditures and conclude contracts established by the council in virtue of Article 961.1 of the Quebec Municipal Code.

**SECTION 2: MAIN OBJECTIVES**

**Article 2.1 Allocation of Funds**

Funds necessary for financial and investment activities of the Municipality must be approved by the council prior to their allocation towards a given expense. This approval of funds shall be expressed by means of a vote by one of the following:

- The adoption of the annual or supplementary budget by the council
- The adoption of a loan bylaw by the council
- The adoption of a resolution or a bylaw by which funds are allocated from excess revenue, accumulated surplus, financial reserves or reserved funds

**Article 2.2 Authorisation of Expenses**

In order to be carried out or engaged, all expenses must be duly authorised by the council or by the Director-General, and after the verification of available funds, all conforming to the dispositions of this present bylaw.

**SECTION 3: DELEGATION OF POWER AND BUDGET VARIATION**

**Article 3.1 Delegation of power to authorise expenses**

The Director-General is delegated, by the municipal council, the power to authorise expenses and engage into contracts on behalf of the Municipality within the limit of the annual budgetary considerations for the current exercise and for an amount not exceeding ten thousand dollars (10,000).

**Article 3.2 Budgetary Variations**

The Director-General is permitted to make transfers, to a maximum of 50%, from one budgetary category to another, during a current exercise.

**Article 3.3 Areas of Competence delegated to the Director-General**

- The purchase or rental of merchandise, services or equipment required for daily operations of the Municipality;
- Expenses related to maintenance, repairs or improvements to municipal buildings or furniture;
- Periodic operational expenses or contracts;
- The conclusion, on behalf of the Municipality, of contracts or agreements in regards to Article 6.1 of this present bylaw;

- Engagement of occasional employees to ensure services are being offered in a timely manner and for a period not exceeding a current fiscal exercise;
- Engaging of professional services for matters previously approved by the council;

## **SECTION 4 GENERAL METHODS OF BUDGET CONTROL AND MONITORING**

### **Article 4.1 Expenses Provided for in the Municipal Budget**

In regard to expenses provided for in the annual budget, each municipal officer or employee must verify the availability of funds prior to the authorisation of an expense by the municipal council or the Director-General conforming to this present bylaw. To carry out the aforementioned, the authorised person shall rely on the accounting system used by the Municipality.

### **Article 4.2 Expenses not Provided for in the Municipal Budget**

Expenses not provided for in the municipal budget and which funds were allocated for by means of Article 2.1 must be previously authorised by the council or the Director-General conforming to this present bylaw and be the object of a certificate by the Director-General attesting that the Municipality disposes of sufficient funds for the projected expense.

The certificate of availability shall indicate the bylaw or resolution number of the council authorising the said expense.

## **SECTION 5: ENGAGEMENTS EXTENDED BEYOND THE CURRENT EXERCISE**

### **Article 5.1 Current Fiscal Year**

Any authorisation of an expense that will be extended beyond the current fiscal year must first be the object of a verification of available funds for the portion that is attributable to the current fiscal exercise.

### **Article 5.2 Engaged Expenses**

During the preparation of the annual budget, the council must assure that funds necessary for expenses engaged, and to be attributed to financial activities of the exercise in question, are foreseen in the upcoming fiscal year.

## **SECTION 6 PARTICULAR EXPENSES**

**Article 6.1** The Director-General is authorised to pay the following expenses upon receipt of the invoice, after verifying that the funds necessary for the payment of the aforementioned invoice appears in the budget and that the funds are available:

- Remuneration of the municipal elected officials and employees of the Municipality;

- Government employer's costs, contributions in regard to group insurance and pension funds, including the employer's contribution;
- Reimbursements of temporary loans as well as bank notes, including interest;
- Reimbursement of taxes over collected due to a modification in the evaluation role in virtue of dispositions of the *Loi sur la fiscalité municipale* (L.R.Q., F-2.1);
- Payment of quotes-parts for operating expenses of organisations of which the Municipality is legally affiliated or for transfers which have been previously set;
- 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.;
- The payment of service contracts entered upon by the Municipality and another party, who determines the schedule of these payments;
- Travelling expense of personnel, conforming to rates currently in force;
- Purchase of office supplies, printing of forms and the publication of documents;
- The rental, maintenance and repair of office equipment;
- Purchasing of stamps or payment of postage required for regular operations of the Municipality;
- The purchase of documents, objects or services necessary for daily operations of the Municipality;
- Payment of grants and allocations previously approved by the council;
- Expenses relevant to elections and referendums.

The Director-General must present a report of bills paid at the next regular sitting of council as well as a list of all temporary employees engaged during that period.

## **SECTION 7: MONITORING AND RENDERING OF BUDGETARY ACCOUNTS**

**Article 7.1** The Director-General must prepare and deposit all comparative statements of revenue and expenses of the Municipality according to the periods and methods established by law.

## **SECTION 8: REPEAL OF ALL FORMER BYLAWS RELATED TO THE DELEGATION OF POWER**

**Article 8.1** This present bylaw repeals all former bylaws adopted by the Municipality of Grosse Ile regarding the Delegation of Power to Authorise Certain Expenses, Pay Certain Contracts and Fixed Costs as well as the Methods of Budget Control and Monitoring.

## **SECTION 9: APPLICATION**

**Article 9.1** This bylaw takes effect as of its publication.

## **SECTION 10: ENTERING INTO FORCE**

**Article 10.1** This bylaw comes into force in accordance to the law.

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Rose Elmonde Clarke  
Mayor

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Janice Turnbull  
Director General

NOTICE OF MOTION:      May 13, 2019  
ADOPTION:                June 10, 2019  
PUBLICATION:            June 18, 2019