

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

**BY-LAW NUMBER 2017-002**

**BY-LAW DELEGATING AN OFFICIAL OR EMPLOYEE THE POWER TO  
FORM A SELECTION COMMITTEE**

**WHEREAS** the "Contract Management Policy" adopted on December 6<sup>th</sup> 2010, resolution number 10-12-227, by the Council of the Municipality of the Township of Wentworth, all in accordance with the provisions of section 938.1.2 of the Municipal Code of Québec;

**WHEREAS** the Municipality of the Township of Wentworth is called upon from time to time to award a contract for the provision of professional services for which, in accordance with the Law, a Selection Committee must be formed and a system of weighting and evaluation of tenders must be established;

**WHEREAS** by virtue of section 936.0.13 of the Municipal Code of Québec, the Council must by By-Law, delegate to any official or employee the power to form a Selection Committee and that the Council may establish the terms and conditions for the exercise of the delegation;

**WHEREAS** a notice of motion was given at the regular Council meeting of February 6<sup>th</sup> 2017;

**WHEREAS** a copy of the Draft By-Law was submitted to Council at least two (2) days prior to the meeting and all the members present declare having read the draft By-Law and waive its reading;

**THEREFORE**, it is proposed by Councillor Deborah Wight-Anderson and **RESOLVED** that the By-Law number 2017-002 be adopted and decreed as follows:

**ARTICLE 1 - Preamble**

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

**ARTICLE 2 - Delegation**

The Council delegates the General Manager and Secretary-Treasurer of the Municipality the power to form the Selection Committee provided for in article 936.0.1.1 of the Municipal Code of Québec, in all cases where such a committee is required by Law.

### **ARTICLE 3 – Members of the Selection Committee**

Any Selection Committee formed by the General Manager and Secretary-Treasurer must be composed of three (3) people who are not members of the Municipal Council.

### **ARTICLE 4 – Selection criteria**

The people chosen by the General Manager and Secretary-Treasurer to form the Selection Committee must:

- Be available;
- Have an expertise related to the call for tenders;
- Not be in a situation of a potential or actual conflict of interest.

### **ARTICLE 5 - Obligations of members of the Selection Committee**

The members of the Selection Committee must:

- Evaluate the tenders in compliance with the relevant provisions of the Act, in particular the procedure and rules set out in section 938.0.1.1 of the Municipal Code of Québec;
- Evaluate the tenders in compliance with the provisions included in the tender documents;
- Commit to act faithfully and in accordance with the mandate given, without bias, favor or consideration, according to ethics;
- Fulfill a solemn commitment to judge offers impartially and ethically;
- Conduct an individual analysis of the quality of each submission received, prior to the Selection Committee's assessment;
- Commit to secrecy of appointment and deliberations in Committee;
- Take appropriate precautions to avoid placing themselves in a situation of a potential conflict of interest;
- Denounce any interest in the tender and, if necessary, terminate the mandate immediately.

### **ARTICLE 6 - Secretary of the Selection Committee**

The members of the Selection Committee are assisted by a (1) secretary who assumes a technical support role and who reports on the results of the evaluation carried out by the members of the Selection Committee.

The Assistant Secretary-Treasurer acts as Secretary to the Selection Committee. In the event of unavailability, objection or conflict of interest, the General Manager and Secretary-Treasurer shall designate such other person as he deems fit to hold that office.

**ARTICLE 7 – Entry into force**

This By-Law shall enter into force according to Law.

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**Jason Morrison**  
**Mayor**

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**Natalie Black**  
**General Manager, Secretary-  
Treasurer**

Notice of motion:	February 6 <sup>th</sup> , 2017
Adoption of By-Law:	March 6 <sup>th</sup> , 2017
Public notice:	March 10 <sup>th</sup> , 2017