



DORVAL

**BY-LAW NO. RCM-115**

**INTERIOR BY-LAW OF THE MUNICIPAL COUNCIL  
CONCERNING THE DELEGATION OF POWERS TO OFFICERS  
AND EMPLOYEES**

|                   |               |
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| Notice of motion  | May 11, 2026  |
| Tabling           | May 11, 2026  |
| Adoption          | June 15, 2026 |
| Coming into force | June 19, 2026 |

Regular meeting of the municipal council of the City of Dorval held on June 15, 2026, at 7 p.m. Mayor Marc Doret presides over the meeting.

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HAVING REGARD TO sections 73.2 and 477.2 of the *Cities and Towns Act* (chapter C-19);

**WHEREAS** the members of the municipal council have, collectively, the power to delegate certain council powers to officers and employees of the municipality;

**WHEREAS** certain powers of the municipal council should, in a spirit of responsibility and accountability, be delegated to officers or employees working within the City in order to achieve greater administrative efficiency and provide better service to citizens;

**WHEREAS** accountability mechanisms and administrative frameworks have been put in place;

**WHEREAS** notice of motion of *By-law no. RCM-115 concerning the delegation of powers to officers and employees* was given at the regular meeting held on May 11, 2026;

**WHEREAS** *Draft By-law no. RCM-115 concerning the delegation of powers to officers and employees* was tabled at the regular meeting held on May 11, 2026.

The municipal council hereby decrees and ordains as follows:

## **CHAPTER I GENERAL PROVISIONS**

1. In this by-law, the following terms have the following meanings:

“Level A officer”: Director general;

“Level B officer”: Departmental director;

“Level C officer”: Assistant director, Division chief, Section chief, Material resources and Section chief, Financial resources;

“Level D officer”: Supervisor, Section chief and foreperson;

“Contract value”: any reference to the contract value includes all applicable taxes.

2. The powers delegated under this by-law are delegated to the Level A officer and, as applicable, to Level B, C or D officers.

In the absence or inability to act of the Level A officer, the powers delegated to that officer under this by-law are delegated to the Assistant Director General.

A power delegated to an officer is also delegated to that officer’s immediate superior, to his superior and so forth up to the Level A officer.

3. The Level A officer and any Level B officer may, in all cases, reserve the exercise of a power delegated to any officer under their direct authority.
4. Any Level A, B, C or D officer may punctually delegate their powers to an employee under their responsibility or at the same hierarchical level by sending an email to that effect to all management staff, specifying the name of the officer or employee to whom the powers are delegated and the duration of the delegation.
5. The Level A officer submits to the municipal council, a monthly report of the actions taken according to the powers delegated to him under this by-law, as well as those taken according to the powers delegated to Level B, C or D officers. For the purposes of chapters III and IV of this by-law, the list of authorized expenses serves as the report of the actions taken by Level B, C or D officers.
6. A power delegated under this by-law must be exercised in accordance with the provisions of the law, the applicable by-laws, and the administrative frameworks.
7. An officer to whom the exercise of a power is delegated under this by-law is authorized to sign the contracts, acts or other documents arising from the exercise of that power.

## **CHAPTER II HUMAN RESOURCES**

8. The Level A officer is authorized to appoint any officer or employee to a temporary or probationary position. The Level A officer may also appoint an officer or employee who has acquired permanent status in accordance with the applicable collective agreements to any other position governed by a collective agreement.

Only the municipal council may appoint an officer or an employee to a permanent position.

9. In addition to the suspension powers provided for in section 113 of the *Cities and Towns Act*, and except in the case of dismissal, the Level A officer may impose any other disciplinary measure to any officer or employee which he considers appropriate.

Level A, B, C or D officers may issue a notice or a reprimand to any officer or employee under their direct authority for inclusion in their employee file.

10. The determination of work assignments and responsibilities is delegated to:

- (a) the Level A officer;
- (b) the Level B officer under whose direct authority an officer or employee reports.

11. The exercise of any power relating to the working conditions of an officer or employee that is not provided for in sections 8 to 10 is delegated to:

- (a) the Level A officer;
- (b) the Level B officer to whom reports the concerned officer or employee.

12. The abolition or modification of positions, except for the positions of officers referred to in the second and third paragraphs of section 71 of the *Cities and Towns Act*, is delegated to the Level A officer.

## **CHAPTER III CONTRACTS**

13. The awarding of supply, construction, service, insurance, and partnership contracts, other than professional services contracts, and, where applicable, the spending authorities related to such a contract, is delegated to:

- (a) the Level A officer, where the value of the contract is \$45 000 or less;
- (b) the Level B officer, where the contract value is \$10 000 or less;
- (c) the Level C officer, where the value of the contract is \$4 000 or less;
- (d) the Level D officer, where the contract value is \$2 000 or less.

14. The awarding of a financing contract to the person entitled to it under section 554 of the *Cities and Towns Act* is delegated to the treasurer, subject to the following conditions:

- (a) The municipality shall sell the bonds it is authorized to issue, by adjudication to the person who has submitted, within the prescribed time, the most advantageous offer, the bonds it is authorized to issue, on written tenders, after a notice published within the prescribed time and in the prescribed manner, unless it has obtained the prior authorization from the Minister of Finance to award the contract to another person;
  - (b) The Minister of Finance may authorize the municipality to sell its bonds by agreement, without complying with the formalities prescribed above, according to the conditions he considers appropriate. Where applicable, the municipality must obtain the Minister of Finance's approval of the borrowing terms before concluding the transaction.
- 15.** The conclusion of a contract relating to the lease of an immovable, where the committed appropriations do not exceed the fiscal year in which the contract is entered into, is delegated to the Level A officer when the value of the contract is \$15 000 or less.
- 16.** The awarding of a contract pertaining to professional services is delegated to:
- (a) the Level A officer, where the value of the contract is \$35 000 or less;
  - (b) the Level B officer, where the contract value is \$10 000 or less;
  - (c) the Level C officer, where the value of the contract is \$4 000 or less;
  - (d) the Level D officer, where the contract value is \$2 000 or less.
- 17.** Where a selection committee is required for any offer of professional services valued at more than \$25 000, or for contracts for which sound management principles favour the use of a system of weighting and evaluating tenders, the following powers are delegated to the Level A officer:
- (a) appointment of the members of the selection committee;
  - (b) appointment of the secretary of the selection committee;
  - (c) evaluation and weighting criteria.

In exercising this delegation, the Level A officer must comply with the following principles:

- (a) The members of the committee must be appointed before the call for tenders is announced;
- (b) The confirmation of the members of the selection committee must remain confidential until the contract is awarded;
- (c) He must, to the extent possible, favour the selection of candidates who have no hierarchical relationship with one another;
- (d) The committee must be composed of at least three members, including at least one selected for their knowledge or expertise in the field covered by the call for tenders;
- (e) Where dictated by the specific terms of the call for tenders, one of the members of the committee may be from outside the organization;

- (f) The members must attest to their impartiality and to the fact that they have no direct or indirect interest in the call for tenders;
- (g) A member of the council may not serve on the selection committee;
- (h) The evaluation and weighting criteria must be part of the call for tenders documents.

#### **CHAPTER IV EXPENDITURE AUTHORIZATION**

- 18. An expenditure authorization related to the purchase of goods and services provided for in a framework agreement or a group procurement, as well as any expenditure associated with public utility services, is delegated to the Level A officer or to the relevant Level B officer.
- 19. An expenditure authorization that is not covered by chapter III or section 18 is delegated to:
  - (a) the Level A officer, where the value of the expenditure is \$45 000 or less;
  - (b) the Level B or Level C officer, where the expenditure value is \$10 000 or less;
  - (c) the Level C officer, where the value of the expenditure is \$4 000 or less.

#### **CHAPTER V SIGNING AUTHORIZATION**

- 20. The City Clerk, or in the City Clerk's absence the Assistant City Clerk, is authorized to sign any act when acting as the City's representative in the exercise of their duties as the City's legal representative.
- 21. The Level A officer, or in that officer's absence the Assistant Director General, is authorized to sign any act required within the context of a contract awarded by council.
- 22. The Level B officer is authorized to sign any act related to the responsibilities of their department when no monetary value is associated with it.

#### **CHAPTER VI FINAL PROVISIONS**

- 23. This by-law repeals and replaces *By-law no. RCM-3-2005* and its amendments.

(signed) Marc Doret  
MAYOR

(signed) Nathalie Hadida  
CITY CLERK