



PROVINCE OF QUÉBEC
TOWN OF KIRKLAND

BY-LAW NO. : 2013-52-8

**BY-LAW AMENDING INTERNAL BY-LAW NO. 2013-52 OF
THE MUNICIPAL COUNCIL PERTAINING TO THE
DELEGATION OF POWERS IN MATTERS RELATING TO
CONTRACTS AND TO HUMAN RESOURCES IN ORDER TO
UPDATE THE DELEGATIONS**

ADOPTION PROCEDURE

Notice of motion:	February 2, 2026
Tabling of draft by-law:	February 2, 2026
Adoption of by-law:	March 9, 2026
Publication:	March 13, 2026
Coming into force:	March 13, 2026

- WHEREAS pursuant to section 356 of the *Cities and Towns Act* (CQLR, c. C-19), notice of motion of this by-law was given and a draft of this by-law was filed at the regular sitting of the Municipal Council held on February 2, 2026;
- WHEREAS copies of this by-law were made available to the public;
- WHEREAS the Preamble forms an integral part of this by-law;

THE MUNICIPAL COUNCIL DECREES AS FOLLOWS:

SECTION 1

Section 1. is amended to read as follows :

“1. The director, a division head, a section head or a foreman may, within the limits of the authority granted to them in section 9, grant an authorization for expenditures to any other management employee in accordance with this by-law. He/she shall immediately report in writing to the Director General and the Director of Finance and Treasurer.”

SECTION 2

Section 4. is amended to read as follows :

“4. The Director General, a director, a division head, a section head, a foreman or any other management employee are authorized to sign the contracts, acts or other documents arising from the powers that are granted to them by virtue of the present by-law.”

SECTION 3

Section 6. is amended to read as follows :

“6. Unless otherwise provided, the powers delegated by virtue of this by-law are delegated to the Director General. The latter may, when required, delegate one or more powers or spending authorities delegated by this by-law to any management employee. Such delegation by the Director General shall be in writing and a copy shall be given to the Director of Finance and Treasurer.”

SECTION 4

Section 9 is amended by replacing paragraphs b) to e) to read as follows :

- “ b) To the Director of Finance and Treasurer, for all expenditures of twenty-five thousand dollars (\$25,000) or less;
- e) To a section head, a foreman or any other management employee, for an expenditure of three thousand dollars (\$3,000) or less pertaining to said employee’s functions;”

SECTION 5

The fourth paragraph of Section 9. is amended to read as follows :

“The Director of Finance and Treasurer must also make sure that the necessary funds for such expenditures be correctly appropriated within the budget.”

SECTION 6

The first paragraph of Section 10. is amended to read as follows :

“Notwithstanding the foregoing, the Director of Finance and Treasurer may authorize the expenditures and the payments for the following services :”

SECTION 7

Section 10.1 is amended to read as follows :

“10.1 The Municipal Council of the Town of Kirkland delegates to the Director of Finance and Treasurer the power to award, on behalf of the Town, a financing contract to the person entitled thereto in accordance with section 554 of the *Cities and Towns Act* (CQLR, c. C-19).”

SECTION 8

The first paragraph of Section 10.2 is amended to read as follows :

“The Director of Finance and Treasurer must act within his area of authority and agree to the following conditions :”

SECTION 9

The first paragraph of Section 10.4 is amended to read as follows :

“Notwithstanding article 9, the Director of Legal Affairs and Town Clerk may authorize the expenditures and sign any contract or other document with the same prerogatives and powers as those attributed to the Director General for :”

SECTION 10

Section 10.5 is amended to replace the first paragraph and paragraph f) to read as follows :

“The Director of Legal Affairs and Town Clerk may also, regardless of the amount involved :”

f) make decisions pursuant to the Procedure for receiving and examining complaints filed with the Town about the tendering or awarding process for contracts, when the time limits do not allow to submit this decision to the Municipal Council at a regular sitting. When absent, the Director of Finance and Treasurer may take the decisions under this procedure;

SECTION 11

The second paragraph of Section 11. is amended to read as follows :

“The power to hire an employee to fill an existing position within the Town’s organizational structure is delegated to the Director of Human Resources, who exercises this power after having consulted the Director of the department concerned and the Director General.”

SECTION 12

The first paragraph of Section 12. is amended to read as follows :

“Any application submitted for a management position shall be reviewed by a selection committee made up, among other members, of the Director General, the Director of Human Resources and the Director of the concerned department.”

SECTION 13

The first paragraph of Section 13. is amended to read as follows :

“Where the termination date applicable to the employment of a temporary employee is specified in said employee’s work contract, and where the actual termination date of said employee exceeds the date specified in the contract, all proceedings relating to the termination of said employment, shall be carried out by the Director of Human Resources after consultation with the Director General.”

SECTION 14

The second paragraph of Section 13. is amended to read as follows :

“The power to establish the date on which a temporary employee will be terminated, where no such termination date is specified in the employee’s work contract, is delegated to the Director of Human Resources, who shall exercise this power after having consulted the Director General.”

SECTION 15

Section 15. is amended to read as follows :

“15. The power to impose disciplinary actions, with the exception of a discharge or a suspension, is delegated to the Director General.”

SECTION 16

Section 17. is amended to read as follows :

“17. The Director General is authorized to settle or negotiate a grievance of a dispute, with an employee or the union, for an amount not exceeding twenty-five thousand dollars (\$25,000).”

SECTION 18

Section 17.1 is amended to read as follows :

“17. The Director of Legal Affairs and Town Clerk is authorized to intervene on the Town’s behalf with regards to applications for recognition leading to a tax exemption submitted to the Commission municipale du Québec.”

SECTION 18

The present by-law comes into force according to law.

(Michel Gibson)

Mayor

(Fabienne Gariépy)

Director of Legal Affairs and Town Clerk