(Unofficial version)
DATE: June 23, 2026
The regular meeting of the Clarendon Municipal Council was held on the above night, at the council hall located at C427 route 148 in Clarendon. Present were Cr. Younge, Cr Hannaberry, Cr. Elliott, Cr. Holmes, & Cr Smith. Also attending the meeting was Clerk Treasurer Patricia Hobbs. Cr. Hanna motivated her absence.

1. <u>OPENING THE MEETING</u>
Conflict of Interest Statement:
A conflict of interest occurs when elected officers are placed in a situation of having to choose between their personal interests, or those of their entourage, and the public interest. The conflict of interest sections of the Act respecting municipal elections and referendums are designed to ensure that the decision-making process on a municipal council is not tainted by personal consideration

Mayor Edward Walsh opened the meeting at 7 :00 p.m.

Public Participation: None

2. <u>ADOPTION OF THE AGENDA</u>
096-06-2026 Proposed by Cr. Hannaberry
Seconded by: Cr. Holmes
And unanimously resolved to adopt the agenda of June 23, 2026 with the addition of 7.6.1 Intermunicipal Fire Agreement & 7.3.3 Harvey Lane

3. ADOPTION OF THE MINUTES OF THE REGULAR MEETING OF June 9, 2026
097-06-2026 Proposed by: Cr. Elliott
Seconded by: Cr. Smith
And is resolved to adopt the minutes of the meeting of June 9, 2026
Carried

4. MAYOR'S REPORT

Mayor Ed Walsh gave a general report on the meetings at the MRC

5. CORRESPONDENCE AND INFORMATION

6. FINANCIAL REPORT &/OR ACCOUNTS PAYABLE

Accounts Payable in the amount of $ 160,042.60 were presented

AUTHORITY OF PAYMENT OF THE LIST OF BILLS

Certificate of availability of credits

I, the undersigned, Patricia Hobbs, Director General of the Municipality of Clarendon certify that there are sufficient credits available to carry out the expenditure mentioned above

In witness whereof, this certificate is given in Clarendon this day of June 9, 2026

_____*Patricia Hobbs*_____

Patricia Hobbs – Clerk Treasure

098-06-2026 **Proposed by Cr. Elliott**

Seconded by: Cr Hannaberry

And is resolved to pay the bills in the amount of $ 167,042.60

Carried

7. COMMITTEE MEETINGS AND REPORTS

7.1 PERSONNEL COMMITTEE

7.2 LUP COMMITTEE

7.3 TRANSPORTATION COMMITTEE

7.3.1 Quotes for Salt Shed

Two quotes were received for the building of the Salt shed

Morin & Fils Inc	134,180.00 plus taxes
Josh Pasch Construction	84,920.00 plus taxes

099-06-2026 Moved by: Cr. Younge

Seconded by: Cr. Ellott

And unanimously agreed to accept the lower quote from Josh Pasch Construction.

Carried

7.3.2 – Sale of Plow Truck

100-06-2026 Moved by: Cr. Smith
Seconded by: Cr. Holmes
To place the oldest plow truck up for sale.
Carried

7.3.3 Harvey Lane Repairs – Tabled & Discussed

7.4 LIBRARY COMMITTEE

7.5 FINANCE COMMITTEE
7.5.1 – The Clerk Treasurer presented a comparative income statement for the first 6 monthe of 2026

7.6 FIRE COMMITTEE

7.7 WASTE COMMITTEE

7.8 COTTAGE ASSOCIATION COMMITTEE
7.8.1 – Dock Discussion

7.9 CHAMBER OF COMMERCE COMMITTEE

7.10 - Recreation Committee
7.10.1 Arena Discussion

101-06-2026 Moved by: Cr. Holmes
Seconded by: Cr. Younge
The following…
Whereas, the Municipality of Clarendon wishes to contribute to the arena and to lend support to the Municipality of Shawville ; the following letter of intent will be sent to the Municipality of Shawville.

Council of the Municipality of Shawville

Re: Letter of Intent – Continued Financial Support for the Shawville Arena

Dear Mayor and Members of Council,

The Municipality of Clarendon wishes to reaffirm its commitment to supporting the Shawville Arena and the important recreational services it provides to residents of both our municipalities.

Clarendon intends to continue its financial support of the arena and, for the 2026 fiscal year, commits to maintaining its annual contribution of **$55,000**.

As we work toward establishing a sustainable long-term funding model, Clarendon agrees to our proposed one-year collaborative period during which Shawville will provide our Director General with access to the financial records and operational details pertaining to the arena. During this time, our Director General will assist with the bookkeeping and financial administration of the arena. This collaborative approach will allow both municipalities to gain a clearer understanding of the arena's actual operating costs and financial position.

At the conclusion of this one-year period, Clarendon anticipates having the information necessary to determine a more accurate and equitable financial contribution (i.e. one third) for future years.

While Clarendon does not wish to enter into a legally binding long-term funding agreement at this time, we want to assure the Municipality of Shawville that we remain committed to the continued operation of this valuable community asset. Should a major infrastructure failure or unforeseen capital issue threaten the arena's ability to operate, Clarendon is prepared to work with Shawville to provide its fair share of the financial support necessary to keep the facility operational.

The Municipality of Clarendon sincerely appreciates the significant time, effort, and resources that the Municipality of Shawville dedicates to maintaining recreational infrastructure and delivering quality programming for our communities. We value our longstanding partnership and look forward to continuing—and strengthening—our collaborative relationship for the benefit of all residents.

We appreciate your continued cooperation and look forward to working together over the coming year.

Sincerely,

Council of the Municipality of Clarendon

A vote was taken
4 in favor
1 against
The Motion carried.

8. Miscellaneous and Discussion

8.1 – Notice of Motion and Tabling of Draft Bylaw
Contract Management Bylaw 2026-266

Notice of Motion given by Cr. Elliott

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF CLARENDON

BYLAW NUMBER 2026-266 ON CONTRACT MANAGEMENT

WHEREAS section 7 of the *Act respecting contracts of municipal bodies*, RLRQ c. C-65.01 (hereinafter the "ACMB") requires municipalities to adopt a bylaw on contract management;

WHEREAS the Municipality wishes, as permitted by Section 9 of the LCOM, to establish rules for the award of contracts involving an expenditure of at least $25,000 but less than the expenditure threshold for a contract that may be awarded only following a call for bids through an open tender procedure pursuant to Section 29 of the LCOM;

WHEREAS, consequently, sections 30 and 80 of the LCOM no longer apply to these contracts as of the effective date of this bylaw;

WHEREAS this bylaw serves the objectives of transparency and sound management of public funds;

WHEREAS a notice of motion was given and a draft bylaw was tabled at the meeting of June 23, 2026

WHEREAS The Clerk Treasurer states that the purpose of this bylaw is to establish measures relating to contract management for any contract to be entered into by the Municipality, including certain contracting rules for contracts involving an expenditure of at least $25,000, but below the expenditure threshold for a contract that may be awarded only following a call for bids through an

open tender process pursuant to section 29 of the LCOM, said threshold being, as of January[1], 2026, $139,000, which threshold is adjusted for inflation;

THEREFORE it is

Proposed by: Cr.

Seconded by: Cr.

SECTION I – APPLICATION AND SCOPE OF THE BYLAW; TYPES OF CONTRACTS COVERED

1. Purpose of the Bylaw

This bylaw applies to all contracts awarded by the municipality, regardless of the method of award or their cost.

2. Scope of the Bylaw with Respect to the Municipality

This bylaw is binding on the municipality, its council, its council members, and its employees, who must comply with it in the performance of their duties.

It is deemed to form part of the employment contract between employees and the municipality.

3. Scope with Respect to Bidders, Agents, Successful Bidders, and Consultants

All bidders, whether or not selected by the municipality, as well as agents, successful bidders, and consultants selected by the municipality, must comply with this bylaw.

It is deemed to form part of any request for proposals and any contract awarded by the municipality.

SECTION II – DEFINITIONS

4. Definitions

Unless the context indicates otherwise, the words and expressions used in this bylaw have the following meanings:

"*Contractor*": Any bidder who has been awarded a contract following a competitive bidding process.

"*Bidding Process*":	An open or restricted tender process required by sections 29 or 30 of the LCOM. The term "tender" does not include requests for quotations made when no tender is required by law or by these regulations.
"*Contract*":	In the context of a bidding process, all documents used in that process, including, without limiting the generality of the foregoing, any notice to bidders, specifications, general and special conditions, bid forms, addenda, the council resolution awarding the contract, and these regulations. In the context of a private contract, any written agreement describing the terms binding a supplier to the municipality regarding the purchase or lease of property or the provision of a service that gives rise to a monetary o obligation, as well as any document supplementary to the contract, including these regulations; the contract may take the form of a purchase order.
"*Private contract*":	A contract entered into other than through a competitive bidding process.
"Cost overrun":	Any cost in excess of the initial contract cost submitted by a bidder or supplier.
"*Sustainable development*":	Means development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable development is based on a long-term vision that takes into account the inseparable nature of the environmental, social, and economic dimensions of development activities.
"*Employee*":	Any person bound by an employment contract with the municipality, including an executive, chief administrative officer, or any other paid municipal officeholder, with the exception of a council member.

"Bidder": Any person who submits a bid during a competitive bidding process.

SECTION III – GENERAL CONSIDERATIONS IN THE AWARD OF CONTRACTS

5. Consolidated Purchasing

The municipality may collaborate with other municipalities to establish a consolidated procurement system for the acquisition of goods and services.

When such a system is in place and circumstances permit, the municipality shall prioritize this practice when awarding contracts.

SECTION IV – RULES APPLICABLE TO PRIVATE CONTRACTS

6. Fair Treatment

With regard to negotiated contracts, municipal employees must ensure fair treatment of all suppliers.

7. Rules Applicable to Contracts of $25,000 or More, but Below the Threshold Set by Law

The municipality may award a contract by mutual agreement involving an expenditure of at least $25,000 but less than the threshold established by a bylaw adopted under section 29 of the LCOM.

8. Measures to Promote Rotation Among Contractors – Principles

The Municipality shall, where possible, promote rotation among potential suppliers with respect to contracts that may be entered into by mutual agreement under Section 7. In making decisions in this regard, the Municipality shall consider, in particular, the following principles:

a) the level of expertise required;

b) the quality of the work, services, or materials previously provided or delivered to the Municipality;

c) the timeframes involved in performing the work, supplying the equipment or materials, or providing the services;

d) the quality of the goods, services, or work sought;

e) the terms of delivery;

f) maintenance services;

g) the required experience and financial capacity;

h) the competitiveness of the price, taking into account all market conditions;

i) whether the supplier has an establishment within the municipality's territory;

j) any other criteria directly related to the contract.

9. Measures to promote rotation among contractors – measures

To ensure the implementation of the rotation provided for in Article 8, the Municipality shall, to the extent possible and barring special circumstances, apply the following measures:

a) potential suppliers are identified before the contract is awarded. If there is more than one supplier within the Municipality's territory, this identification may be limited to that territory or, where applicable, to the territory of the RCM or any other geographic region deemed relevant given the nature of the contract to be awarded;

b) once suppliers have been identified and taking into account the principles listed in Article 8, rotation among them must be encouraged, unless there are reasons related to sound administration;

c) The Municipality may issue a call for expressions of interest to identify suppliers capable of meeting its needs;

d) Unless there are special circumstances, the person in charge of contract management shall, to the extent possible, complete the analysis form found in Appendix III;

e) For the categories of contracts it determines, for the purpose of identifying potential suppliers, the Municipality may also compile a list of suppliers. Rotation among the supplier s appearing on this list, where applicable, must be encouraged, subject to the provisions of paragraph (b) of this

section.

10. Measures to Promote Quebec and Canadian Goods and Services

10.1. For the purposes of awarding any contract involving an expenditure below the expenditure threshold for a contract that may be awarded only following an open public bidding process, the municipality shall give preference to Quebec or otherwise Canadian goods and services and to suppliers, insurers, and contractors that have an establishment in Quebec or elsewhere in Canada.

To that end, when awarding such a contract, the municipality shall:

- To the extent possible, identify goods and services from Québec or elsewhere in Canada, as well as suppliers, insurers, and contractors that have an establishment in Québec or elsewhere in Canada;
- Prepare a list of these identified suppliers and businesses;
- Allow any supplier or business with an establishment in Quebec to request that its name be added to the list of identified suppliers and businesses.

10.2. When awarding a contract covered by this section, the municipality shall give preference to awarding the contract to Quebec or Canadian suppliers, as well as to businesses that have an establishment in Quebec or elsewhere in Canada, even if this entails an additional cost, provided that such cost remains reasonable in light of market prices.

10.3. The term “Suppliers, insurers, and contractors with an establishment in Quebec or elsewhere in Canada” is defined as a location where a supplier, insurer, or contractor conducts business on a permanent basis, which is clearly identified by name and accessible during normal business hours.

10.4. The term “Quebec goods and services” means goods and services for which the majority of the design, manufacture, assembly, or production is carried out

primarily from a place of business located in Quebec or elsewhere in Canada.

11. Measures to Promote Sustainable Development

When awarding a contract, the municipality promotes the responsible procurement of goods and services by taking into account the principles set forth in section 6 of the *Sustainable Development Act,* RLRQ c. D-8.1.1.

12. Contract with a Council Member, Public Official, or Employee

12.1. In accordance with section 305.0.1 of the *Act respecting elections and referendums in municipalities,* RLRQ c. E-2.2, and subject to compliance with the conditions set forth in that section, the Municipality reserves the right to enter into a contract for the purchase or lease of goods from a business in which a council member has an interest, or a contract for the provision of certain manual services by a council member or by a business in which the council member has an interest.

12.2. In accordance with section 269.1 of the Municipal Code of Québec and subject to compliance with the conditions set forth in said section, the Municipality reserves the right to enter into a contract for the acquisition or lease of property from a business in which a municipal official or employee holds an interest.

12.3. For the purposes of sections 12.1 and 12.2, the types of businesses from which property may be acquired or leased are as follows:

a) Food and restaurant businesses;

b) Gas stations;

c) Pharmacies;

d) Hardware stores;

e) Businesses selling mechanical parts;

f) Businesses that rent out machinery and tools.

SECTION V – RULES GOVERNING BIDDING PROCESSES

13. Availability of Bidding Documents

For all contracts involving an expenditure equal to or greater than the threshold established by a bylaw adopted pursuant to the first paragraph of section 29 of the LCOM, the municipality shall make its bidding documents available on the government-approved Electronic Bidding System (SEAO) pursuant to the *Act respecting contracts of public bodies*, RLRQ c. C-65.1.

14. Appointment and Composition of Selection Committees

The board delegates to the executive director the authority to form a selection committee as provided for in sections 55 and 69 of the Public Contracts Act in all cases where such a committee is required by law.

Any selection committee must consist of at least three members, other than members of the board.

A board member, public official, or employee may not disclose any information that would identify a person as a member of a selection committee.

15. Duties of Selection Committees

Selection committees are responsible for the following duties:

a) submit to the Executive Director a sworn statement, in the form set forth in Schedule II of these regulations, to be renewed annually and signed by each committee member, in which they solemnly affirm that they will:
   i) will maintain the confidentiality of the committee's deliberations;
   ii) shall avoid placing themselves in a situation involving a conflict of interest or the appearance of a conflict of interest; if they fail to do so, they shall resign from their position as a committee member and disclose the interest;
   iii) will evaluate all bids impartially and conduct an individual review of the compliant bids received prior to the committee's evaluation;
b) evaluate each submission independently of the others, without knowing the price and without comparing them to one another;
c) assign a number of points to each bid for each weighting criterion;
d) sign the committee's evaluation after deliberation and reaching a consensus.

Every selection committee must also conduct its evaluation in compliance with all applicable provisions of the LCOM and the principle of equality among bidders.

16. Compensation for External Members

Selection committee members are not compensated.

However, when a member is not an employee of the municipality, they receive compensation of $ per term.

When such a member is not an employee of the municipality, they are entitled to reimbursement of their expenses as provided for in the Bylaw on the Reimbursement of Expenses for Committee Members.

17. Secretary of the Selection Committee

For each selection committee, the Executive Director appoints a secretary whose role is to guide and assist the committee in reviewing submissions.

The secretary attends the committee's deliberations but does not have voting rights.

18. Tender Coordinator

For each call for bids, the municipality designates an information officer whose mandate is to respond in writing to bidders' questions regarding the call for bids.

A bidder may not, under any circumstances, contact anyone other than this contact person.

The contact person ensures that all bidders have the same information and acts in a neutral, consistent, and impartial manner, without showing favoritism.

19. Site Visit

No site visit will take place unless the project involves the renovation of an existing structure and such a visit is necessary to allow potential bidders to obtain information that cannot be conveyed in the tender documents.

Such a visit may take place only on an individual basis and by appointment, in the presence of the tender manager, who will record in writing all questions asked and provide the answers to all bidders in the form of an addendum.

SECTION VI – REQUIREMENTS FOR BIDDERS

20. Bidder's Declaration

Each bidder must include the following declarations with its bid:

a) a statement certifying that neither the bidder nor any of its representatives has communicated or attempted to communicate with any member(s) of the selection committee for the purpose of exerting influence or obtaining information regarding a call for bids;

b) a declaration certifying that the bid was prepared and submitted without any collusion, communication, agreement, or arrangement with any other bidder or person to agree on the prices to be submitted or to influence the prices submitted;

c) a statement certifying that neither the bidder nor any of its representatives or employees has engaged in lobbying for the purpose of obtaining the contract, or, if such lobbying has taken place, to attach to its bid a statement to the effect that any registration required by law in the Lobbyists' Registry has been completed;

d) if other communications intended to influence public officials of the municipality

have taken place within the six (6) months preceding the contract award process, a statement disclosing the purpose of such communications;

e) a statement certifying that neither the bidder nor any of its representatives or employees has engaged in acts of intimidation, influence peddling, or corruption;

f) A statement indicating whether the bidder has, personally or through its directors, officers, shareholders, or partners, any family, financial, or other ties with a member of the municipal council or an employee that could create the appearance of a conflict of interest.

21. Form of Declarations

These declarations must be made on the form set forth in Appendix I of this bylaw.

22. Prohibition on Gifts, Hospitality, Compensation and Benefits

A bidder or successful bidder is prohibited from offering or providing any gift, hospitality, compensation, or other benefit to a council member, a municipal employee, or a member of the selection committee.

This prohibition does not apply to gifts offered to all participants or awarded by random drawing at a public event open to all citizens and organized by the municipality for the purpose of supporting a charitableorganization or a community organization.

23. Lobbying

A bidder or successful bidder is prohibited from communicating, either orally orin writing with a public official for the purpose of influencing – or that may reasonably be consifered by the person initiating such communication as likely to influence – decision – making regarding :

1. The development, presentation, amendment, or rejection of a regulatory proposal, resolution, policy, program, or action plan;

2. The selection of the method for awarding a contract and the development of that method

3. The award of a contract, other than through a public call for bids

However, a lobbyist may do so if the means used complies with the law, if the lobbyist discloses this in the statement required under section 20 of these regulations, and if the lobbyist is registered in the Lobbyists' Registry maintained under the Act Respecting Transparency and Ethics in lobbying, RLRQ c.T=11.011

When a lobbyist arranges a meeting on behalf of a third party with a public office holder, this is considered a lobbying activity

This section does not apply to the activities referred to in sections 5 and 6 of the Act respecting transparency and ethics in lobbying, or to those activities that are not covered by that Act by virtue of a regulation adopted under it.

SECTION VII – MANAGEMENT OF CONTRACT AMENDMENTS

24. Rules Governing Contract Amendments

The following rules apply to the amendment of any contract entered into by mutual agreement that results in the contract's value exceeding $25,000, as well as to any amendment to a contract valued at more than $25,000:

a) the amendment must be the subject of a written request justifying it, submitted by the head of the relevant department and forwarded to the Executive Director;

b) the amendment must be recommended by the Executive Director; this recommendation may be granted only in exceptional circumstances, if the amendment:

   i) does not alter the nature of the contract and is of an ancillary nature;

   ii) was unforeseeable at the time the contract was awarded;

   iii) is not attributable to the bidder's fault;

c) the modification must have been approved by a resolution of the municipal council stating that it is of a minor and unforeseeable nature and that it is not attributable to the fault of the bidder;

d) if it is impossible to obtain authorization from the municipal council in a timely manner due to the nature of the conditions at a construction site, the director general may, upon receipt of a request submitted pursuant to subparagraph (a), authorize the head of the relevant department to approve the modification with the contractor.

25. AMENDMENT TO A PRIVATE CONTRACT

Any request to amend a contract may be granted by the person who originally entered into the contract, to the extent permitted by their spending authority, or by the council, but only if it meets the following conditions:

a) it does not alter the nature of the contract and is of an ancillary nature;

b) if the request results in additional expenditure, such expenditure was

unforeseeable at the time the contract was awarded;

c) is not attributable to the fault of the bidder;

d) if the request must be authorized by the council, it must be accompanied by a written recommendation from the head of the relevant department, approved by the chief executive.

This section does not prevent the municipality from establishing, by contract, a more stringent procedure for granting contract amendments.

SECTION VIII – MANAGEMENT OF SANCTIONS

26. Penalties for a Council Member

Any council member who knowingly violates an obligation under these by-laws may be disqualified from serving as a municipal council member for two years.

Such a member is also liable to be held personally responsible for any damages caused by their actions.

27. Sanctions for an Employee

Any employee who violates these regulations is subject to disciplinary sanctions commensurate with the severity of their actions, which may include suspension without pay or termination.

They may also be held personally liable for any damages caused by their actions.

28. Penalties for a Bidder

Any bidder who fails to complete the declaration in Appendix I hereto may have their bid rejected, unless otherwise specified in the bidding documents.

The same applies to any bidder who violates, directly or indirectly, the obligations of these regulations if the violation is serious enough to warrant such a sanction.

The municipality may exclude, for a period of five years, any bidder whose bid is rejected on the grounds set forth in the second paragraph from all negotiated contracts and all invitations to bid.

29. Penalties for an Agent or Consultant

The contract binding any consultant or agent to the municipality who violates this bylaw may be terminated.

Furthermore, the municipality may, if the severity of the violation warrants it, exclude the agent or consultant from any negotiated contract and any invitation to bid for a

period of five years.

30. Penalties for a Selection Committee Member

Any member of a selection committee who violates this bylaw shall be removed from the list of candidates for the selection committee.

If the member is a municipal employee, they are subject to the penalties set forth in Section 27.

SECTION IX – TRANSITIONAL AND FINAL PROVISIONS

31. No Retroactive Effect

This regulation has no retroactive effect.

However, its provisions apply to contract award processes in progress at the time of its entry into force.

32. Replacement

This regulation replaces Regulation No 2018-266

33. Effective Date

This regulation takes effect on the date of its publication.

Mayor (male or female)	City Clerk-Treasurer

Notice of Motion : June 23, 2026
Presentation and Filing of Draft Bylaw : June 23, 2026
Adoption of the bylaw:
Effective Date:

APPENDIX I

DECLARATION BY THE BIDDER

I, the undersigned, hereby submit the attached bid or offer (hereinafter the "bid") to

_____

(Name of the recipient of the bid)

In response to Request for Proposals No.: _____

Issued by:

_____

(Name of the municipality)

hereby declare the following and certify that these statements are true and complete in all respects.

I hereby declare on behalf of _____

(Name of the bidder; hereinafter referred to as "the bidder")

That:

1. I have read and understand the contents of this declaration;
2. I understand that the attached bid may be disqualified if the statements contained in this declaration are not true or complete in all respects;
3. I understand that the contract, if awarded to me, may be terminated if the statements contained in this declaration are not true or complete in all respects;
4. All persons whose names appear on the attached bid have been authorized by the bidder to establish the terms and conditions set forth therein and to sign the bid on the bidder's behalf;
5. Neither the bidder nor any of its representatives or employees has communicated or attempted to communicate with any member(s) of the selection committee for the purpose of exerting influence or obtaining information regarding a call for bids;
6. Its bid was prepared and submitted without any collusion, communication, agreement, or arrangement with any other bidder or person to agree on the prices to be submitted or to influence the prices submitted;

7. Neither the bidder nor any of its representatives or employees has engaged in any communication intended to influence the award of the contract ☐ **Check**

   OR

7. That the bidder has made all registrations required by law with the Lobbyists' Registry; ☐ **Check**

8. That the following communications intended to influence public officials were made by the bidder, its representatives, or employees to municipal public officials within the six ( ) (6) months preceding the contract award process:

   ☐ **No**

   ☐ **Yes**

   If you checked "Yes," provide details regarding the communications intended to influence:

9. Neither the bidder nor any of its representatives or employees has engaged in intimidation, influence peddling, or corruption;

10. That the bidder has no family, financial, or other ties—either personally or through its directors, officers, shareholders, or partners—with any member of the municipal council or any municipal employee that could create the appearance of a conflict of interest; ☐ **Check**

    OR

10. The bidder has the following ties with a member of the municipal council or an employee of the municipality:

Name	**Relationship**

Date

Name

Signature

APPENDIX II

DECLARATION BY A MEMBER OF A SELECTION COMMITTEE

I, the undersigned, a member of the selection committee for Request for Proposals No. _____, solemnly declare that I undertake to:

i) maintain the confidentiality of the committee's deliberations;

ii) avoid placing myself in a situation of conflict of interest or the appearance of a conflict of interest; if I do so, I will resign from my position as a committee member and disclose my interest;

iii) evaluate all bids impartially and conduct an individual analysis of the compliant bids received prior to the committee's evaluation.

AND I HAVE SIGNED:

APPENDIX III

ANALYSIS FORM FOR SELECTING A PROCUREMENT METHOD

MUNICIPALITY'S NEED	
Purpose of the Contract	
Specific Objectives (Desired Savings, Quality, Environment, etc.)	
Estimated Value of the Expenditure (including renewal options)	Contract Duration
TARGET MARKET	
Target region	Number of known companies
Is the participation of all known companies desirable?	Yes ☐ No ☐
If not, please explain	
Estimated cost of preparing a bid	
Other relevant information	
SELECTED PROCUREMENT METHOD	
Negotiated ☐	Invitation-Only Bidding ☐
Request for Quotation ☐	Open procedure ☐
In the case of a contract awarded by mutual agreement, were the measures in the Contract Management Regulations designed to promote rotation taken into account?	Yes ☐ No ☐
If yes, which measures are involved?	
If not, why is rotation not feasible?	
SIGNATURE OF THE PERSON IN CHARGE	
First name, last name	Signature / Date

9. ADJOURNMENT

102-06-2026 Motion by Cr. Holmes to adjourn the meeting of June 23, 2026 at 8:30 p.m.

_____ _____

Mayor Edward Walsh Clerk Treasurer – Patricia Hobbs