



Resolution or
Notation No.

By-Laws of the Municipality of Blanc-Sablon

PROVINCE OF QUEBEC
MUNICIPALITY OF BLANC-SABLON
BY-LAW NUMBER 2026-R-005

BY-LAW 2026-R-005 ADOPTION OF THE CONTRACTUAL
MANAGEMENT MODIFYING BY-LAW 2024-R-005

WHEREAS section 8 of the Act respecting contracts of public bodies, RLRQ c. C-65.01 (hereinafter the “ACPB”), requires municipalities to adopt a by-law 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 threshold for a contract that may be awarded only following a call for tenders by open 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 May 19, 2026;

WHEREAS the General Director states that the purpose of this bylaw is to establish measures regarding 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 only be awarded following a call for tenders through an open procedure pursuant to section 29 of the LCOM, said threshold being, as of January 1, 2026, \$ 139,000, which the threshold is adjusted for inflation;

CONSEQUENTLY, it is proposed by **Jarvin Joncas**, seconded by **Jeremy Griffin**, and unanimously resolved to adopt the following bylaw:

**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.



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2. Scope of the bylaw with respect to the Municipality

The 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 binding employees to the Municipality.

Any failure to comply with this bylaw may result in the application of the penalties provided for in Section VIII of this bylaw.

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 tender document and any contract awarded by the Municipality.

Failure to comply with this bylaw by the persons referred to in this section may result in the application of the penalties provided for in Section VIII of this bylaw.

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 bidding process.

“Tender”: An open or restricted tender 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 call for tenders, all documents used in this process, including, without limiting the generality of the foregoing, any notice to the bidder, specifications, general and special conditions, bid form, addenda, 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, lease of property, or provision of a service from which a monetary obligation arises, as well as any document supplementary to the contract, including these regulations; the



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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": Refers to 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 a general director, or any other paid municipal officeholder, with the exception of a council member.

"Bidder": Any person who submits a bid during a 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 purchasing system for the acquisition of goods and services.

When such a system is in place and the circumstances warrant it, the Municipality shall prioritize this practice in the awarding of its contracts.

SECTION IV – RULES APPLICABLE TO PRIVATE CONTRACTS

6. Fair treatment

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

7. Rules applicable to contracts of \$ 25,000 or more, but below the threshold established by law

The Municipality may award a contract by mutual agreement that involves an expenditure of at least \$ 25,000, but below the threshold established by a bylaw adopted under section 29 of the LCOM.



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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 awarded 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 already 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) price competitiveness, taking into account all market conditions;
- i) whether the supplier has an establishment within the Municipality's territory;
- j) any other criterion 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 prior to awarding the contract. If there is more than one supplier within the Municipality's territory, this identification may be limited to that territory or, where applicable, the territory of the MRC or any other geographic region deemed relevant given the nature of the contract to be entered into;
- b) Once suppliers have been identified and taking into account the principles listed in section 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 likely to meet 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 suppliers appearing on this list, where applicable, shall be encouraged, subject to the provisions of paragraph (b) of this section.



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10. Measures to promote Quebec and Canadian goods and services

a. For the purposes of awarding any contract involving an expenditure below the threshold for a contract that may be awarded only following an open public tender 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 Quebec or otherwise Canadian goods and services and suppliers, insurers, and contractors that have an establishment in Quebec or elsewhere in Canada;
- Prepare a list of these identified suppliers and businesses;
- Allow any supplier and any business with an establishment in Québec to request that its name be added to the list of identified suppliers and businesses.

b. 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.

c. The term "Suppliers, insurers, and contractors with a place of business in Québec 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.

d. 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 an establishment located in Quebec or elsewhere in Canada.

11. Measures to promote sustainable development

When awarding a contract, the Municipality shall promote 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.



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12. Contract with a council member, public official, or employee

a. 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 and 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.

b. Pursuant to 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 has an interest.

c. 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 offering machinery and tools for rent.

SECTION V – RULES APPLICABLE TO SOLICITATIONS FOR BIDS

13. Availability of solicitation 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 tender documents available for sale on the government-approved Electronic Tendering System (SEAO) pursuant to the Act respecting contracts of public bodies, RLRQ c. C-65.1.

14. Appointment and composition of selection committees

The council delegates to the General Director the authority to form a selection committee as provided for in sections 55 and 69 of the LCOM in all cases where such a committee is required by law.

Every selection committee must consist of at least three members who are not members of the council.

No member of the council, officer, or employee may disclose any information that would identify a person as a member of a selection committee.



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15. Duties of selection committees

The following duties are incumbent upon selection committees:

- a) submit to the General Director a sworn statement, in the form set forth in Appendix II of these regulations, to be renewed annually and signed by each committee member, in which they solemnly affirm that they will:
 - i) maintain the confidentiality of the committee's deliberations;
 - ii) will avoid placing themselves in a situation of conflict of interest or the appearance of a conflict of interest; if they do so, they will resign from their position as a committee member and disclose the interest;
 - iii) will evaluate all submissions impartially and conduct an individual analysis of the compliant submissions received prior to the committee's evaluation;
- b) evaluate each bid 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.

Any 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

Members of the selection committee are not compensated.

However, when a member is not an employee of the Municipality, they receive compensation of \$ 250 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 regarding the reimbursement of expenses for committee members.

17. Secretary of the selection committee

For each selection committee, the General Director appoints a secretary whose role is to guide and assist the committee in analyzing the bids.

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

18. Tender coordinator

For each tender, the Municipality designates an information officer whose mandate is to respond in writing to bidders' questions regarding the tender.



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A bidder may not at any time 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 be conducted 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 only take place individually and by appointment, in the presence of the tender manager, who will record all questions asked in writing 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 attach the following declarations to their bid:

- a) a declaration certifying that neither they nor any of their representatives has communicated or attempted to communicate, for the purpose of exerting influence or obtaining information regarding a tender, with any member(s) of the selection committee;
- b) a declaration certifying that their 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 include with its bid a statement to the effect that any registration required by law in the Lobbyists' Registry has been completed;
- d) if other lobbying communications were made to municipal public officials 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 intimidation, influence peddling, or corruption;



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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 the statements

These statements must be made on the form in Appendix I of this bylaw.

They must take the form of a sworn statement made before a commissioner of oaths or any other person legally authorized to administer an oath.

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 drawn at random during a public event open to all citizens and organized by a municipality for the purpose of supporting a charitable organization or a community organization.

23. Lobbying

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

1. the drafting, 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 tenders.

Nevertheless, he may do so if the means used comply with the law, if he discloses this in the statement required under section 20 of these regulations, and if he is registered in the Lobbyists' Registry maintained under the Act respecting transparency and ethics in lobbying, RLRQ c. T-11.011.

The act of a lobbyist arranging, on behalf of a third party, a meeting with a public office holder is deemed to be a lobbying activity.



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This section does not apply to the activities referred to in sections 5 and 6 of the Lobbying Transparency and Ethics Act, nor to those not covered by that Act by virtue of a regulation adopted under it.

SECTION VII – MANAGEMENT OF CONTRACT AMENDMENTS

24. Rules applicable to the amendment of a contract

The following rules apply to the amendment of any contract entered into by mutual agreement that results in its 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 from the head of the relevant department and submitted to the General Director;
- b) the amendment must be recommended by the General Director; such a recommendation may be granted only in exceptional circumstances, if the amendment:
 - (i) does not alter the nature of the contract and is of an incidental nature;
 - (ii) was unforeseeable at the time the contract was awarded;
 - (iii) is not attributable to the fault of the bidder;
- c) the modification must have been approved by a resolution of the municipal council stating that it is incidental and unforeseeable 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 General Director 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 contract by mutual agreement

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) does not alter the nature of the contract and is of an incidental nature;
- b) if the request results in additional expenditure, it 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 the subject of a written recommendation from the head of the relevant department, approved by the General Director.

Nothing in this section shall prevent the Municipality from establishing, by contract, a more stringent procedure for granting contractual amendments.



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SECTION VIII – ADMINISTRATION OF SANCTIONS

26. Sanctions for a council member

Any council member who knowingly violates an obligation under this bylaw is liable to be disqualified for two years from serving as a council member of a municipality.

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

27. Penalties 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 and dismissal.

They are also liable to be held personally responsible 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 stipulated in the tender documents.

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

The Municipality may exclude, for a period of five years, from any private contract and any call for bids, any bidder whose bid is rejected on the grounds set forth in the second paragraph.

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 seriousness of the violation warrants it, exclude the agent or consultant from any private contract and any invitation to bid for a period of five years.

30. Penalties for a member of the selection committee

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

If the person is an employee of the Municipality, they are subject to the penalties set forth in section 27.



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31. Criminal penalties

Any person who makes a false statement under Section 20 or violates Sections 22 or 23 is liable to a fine of up to \$ 1,000 for a first offense and \$ 2,000 for a repeat offense.

If the offender is a legal person, the maximum fine is \$ 2,000 for a first offense and \$ 4,000 for a subsequent offense.

SECTION IX – TRANSITIONAL AND FINAL PROVISIONS

32. No retroactive effect

These regulations have no retroactive effect.

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

33. Replacement

This regulation replaces bylaw No. 2024-R-005.

ARTICLE 34: ENTRY INTO FORCE

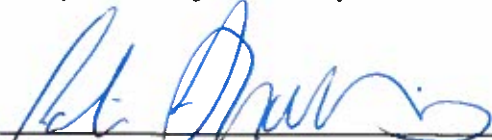
This bylaw comes into force in accordance with the law.

The notice of motion was given on: May 19th, 2026

The present project by-law was adopted on: May 19th, 2026

The present by-law was adopted on: June 16th, 2026

The present by law was published on: June 17th, 2026


Colin Shattler, Mayor


Karine Benoit, General Director



MUNICIPALITÉ DE BLANC-SABLON – MUNICIPALITY OF BLANC-SABLON
C.P. 400 – 1149, boul. Dr. Camille Marcoux, Lourdes-de-Blanc-Sablon (Québec) G0G 1W0
Téléphone / Phone : 418-461-2707 * Télécopieur / Fax : 418-461-2529

PUBLIC NOTICE

BYLAW N^o. 2026-R-005

ADOPTION OF BY-LAW NUMBER 2026-R-005 CONCERNING CONTRACTUAL MANAGEMENT

PUBLIC NOTICE is hereby given by the undersigned, Karine Benoit, General Director and Clerk-Treasurer of the Municipality of Blanc-Sablon, to the effect that:

THAT on June 16, 2026, the municipal council presented and tabled By-law No. 2026-R-005: "CONCERNING CONTRACTUAL MANAGEMENT," the purpose of which is to determine the contractual management measures applicable to the Municipality, in accordance with the provisions of section 938.1.2 of the Municipal Code of Québec.

THAT this by-law shall come into force on the day of publication of this notice, in accordance with the law.

THAT the aforementioned by-law is available for review at the municipal office, located at 1149 Dr. Camille Marcoux Blvd., during business hours.

Issued in Blanc-Sablon, this 17th of June 2026

A handwritten signature in blue ink, appearing to be 'K. Benoit', written over a horizontal line.

Karine Benoit
General Director



MUNICIPALITÉ DE BLANC-SABLON – MUNICIPALITY OF BLANC-SABLON
C.P. 400 – 1149, boul. Dr. Camille Marcoux, Lourdes-de-Blanc-Sablon (Québec) G0G 1W0
Téléphone / Phone : 418-461-2707 * Télécopieur / Fax : 418-461-2529

MUNICIPALITÉ DE BLANC-SABLON

CERTIFICAT DE PUBLICATION

Avis d'entrée en vigueur du règlement suivant :

- Règlement numéro 2026-R-005 concernant la gestion contractuelle.

Je, soussignée, directrice générale et greffière-trésorière, certifie sous mon serment d'office que j'ai affiché au bureau de la Municipalité et publié sur le site internet l'avis ci-joint, le 17 juin 2026 entre 8 h 00 et 16 h 45.

En foi de quoi, je donne ce certificat à Blanc-Sablon ce 17 juin 2026.

MUNICIPALITY OF BLANC-SABLON

CERTIFICATE OF PUBLICATION

Notice of coming into force of the following by-law:

- By-law number 2026-R-005 concerning contractual management.

I, the undersigned, Director General and Clerk-Treasurer, certify under oath of office that I have posted the attached notice at the municipal office and published it on the website, on June 17th, 2026, between 8:00 a.m. and 4:45 p.m.

In witness whereof, I give this certificate at Blanc-Sablon this June 17th, 2026.

Karine Benoit
Directrice générale et greffière-trésorière