



# Baie-D'Urfé

## **Annuel report on the application of the contract management by-law for the year 2025**

**Tabled at the Council meeting held on March 10, 2026**

## **1. Introduction**

On March 12, 2019, the Town of Baie-D'Urfé adopted By-law number 1068 on contract management (the by-law). This by-law was amended on July 13, 2021, with the adoption of By-law No. 1068-1, modifying By-law No. 1068 on contract management to promote local purchasing.

In accordance with section 573.3.1.2 of the Cities and Towns Act, CQLR c. C-19, a municipality must present, at least once a year during a council meeting, a report on the application of its by-law.

## **2. Objective**

This report aims to enhance the transparency of the Town's contract management process by informing citizens about the measures outlined in the by-law and demonstrating best practices for sound municipal contract management

## **3. By-law modification**

No amendments in 2025

## **4. Contract Statistics for the Period from January 1 to December 31, 2025**

The Town may enter into contracts using three (3) main solicitation methods:

- a) by mutual agreement;
- b) following a call for tenders by invitation (this method of awarding contracts is no longer used, and has been replaced by requests for quotations);
- c) following a public call for tenders.

The provisions outlined in sections 573 and following of the *Cities and Towns Act*, RLRQ c. C-19 (the Act), are respected. The estimated expense for the contract to be awarded is used to determine the solicitation method to be used. When requesting a quotation for the award of a contract by mutual agreement, the justifications ensuring transparency and sound management of public funds must be provided, and measures must be taken to encourage competition and rotation among potential suppliers. The Town maintains an up-to-date list of contracts awarded involving an expense of \$25,000 or more. This list is published on the Quebec government's electronic tendering system (SEAO). In addition, a list of all contracts involving an expense of more than \$2,000 incurred during the last fiscal year with the same

co-contractor, when the total expense exceeds \$25,000, will soon be published on the Town's website.

Below are the contracts over \$25,000 awarded by the Town between January 1, 2025 and December 31, 2025:

Awarding method	Number of contracts	Values of contracts
Public call for tenders	4	\$1,453,721.20
Contract by mutual agreement	25	\$1,339,913.18
Group agreement	4	\$123,399.64

## **5. Measures provided by the By-law**

All the measures stipulated in the by-law were introduced into the Town's tendering process during 2025. These measures have been respected and are aimed in particular at :

- ensure compliance with any applicable anti-bid-rigging legislation;
- ensure compliance with the *Lobbying Transparency and Ethics Act*, RLRQ c. T-11.011, and the *Code of Conduct for Lobbyists*, RLRQ c.T-11.011, r.2;
- prevent acts of intimidation, influence peddling or corruption;
- prevent conflict of interest;
- prevent any other situation that could compromise the impartiality and objectivity of the tendering process and resulting contract management;
- regulate any decision-making process authorizes contract modifications.

## **6. Complaints and sanctions**

In 2025, no complaints were received and no sanctions were imposed concerning the application of the by-law.

## **7. Conclusion**

In 2025, the Town continued to apply best practices in contract management established with the adoption of the by-law, including:

- a) Verification of the Register of Enterprises Ineligible for Public Contracts before awarding a contract;

- b) Bids received are verified and analyzed for compliance. Bids that are found to be non-compliant remain documented;
- c) Cost overruns and other modifications are authorized only when they are incidental to the original contract and pertain to unforeseen element at the time of awarding. Depending on the amount of expense, they are either authorized by employees with the delegation of power to authorize expenditures in accordance with By-law number 1043 concerning delegation, control, and budget monitoring.

In conclusion, the Town remains vigilant throughout the municipal contract award process.

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Nicolas Bouchard, general director

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Date