

Regulations and other acts

Gouvernement du Québec

O.C. 418-98, 1 April 1998

An Act respecting the Société immobilière du Québec (R.S.Q., c. S-17.1)

Signing of certain documents

By-law respecting the signing of certain documents of the Société immobilière du Québec

WHEREAS section 17 of the Act respecting the Société immobilière du Québec (R.S.Q., c. S-17.1) provides, in particular, that no document is binding on the corporation unless it is signed by the president of the corporation or, in the cases determined by by-law of the corporation, a person designated by the corporation;

WHEREAS under the second paragraph of section 17 of the Act, the corporation, by by-law, may, on the conditions it determines, allow a required signature to be affixed by means of an automatic device to the documents it determines, or a facsimile of a signature to be engraved, lithographed or printed on them;

WHEREAS the Government approved the By-law respecting the signing of certain documents of the Société immobilière du Québec by Order in Council 882-95 dated 28 June 1995 and approved its amendment by Order in Council 440-96 dated 17 April 1996;

WHEREAS at the sitting of the board of directors of 12 March 1998, the Société immobilière du Québec adopted a revised text of the By-law respecting the signing of certain documents of the Société immobilière du Québec, attached to this Order in Council, the purpose of which is to update the By-law currently in force to take into account the operational needs of the Corporation;

WHEREAS it is expedient to approve the By-law;

IT IS ORDERED, therefore, upon the recommendation of the Minister for Administration and the Public Service, Chairman of the Conseil du Trésor and Minister responsible for the administration of the Act respecting the Société immobilière du Québec:

THAT the By-law respecting the signing of certain documents of the Société immobilière du Québec, attached to this Order in Council, be approved.

MICHEL CARPENTIER,
Clerk of the Conseil exécutif

By-law respecting the signing of certain documents of the Société immobilière du Québec

An Act respecting the Société immobilière du Québec (R.S.Q., c. S-17.1)

1. Every document signed, in accordance with the authorizations set forth hereinafter, by the holders of the positions or the officers responsible for the duties hereinafter designated or, where applicable, by the persons authorized on an interim basis to hold those positions or exercise those duties is binding on the Société immobilière du Québec and may be attributed to the corporation as if it had been signed by the president and chief executive officer of the corporation.

2. The vice-presidents and the corporate secretary of the Société immobilière du Québec are authorized to sign all the documents referred to in this By-law and any other deed or document including, but not limited to, cheques, drafts, orders of payment, promissory notes, bonds, bankers' acceptances, bills of exchange, bank transfers or other negotiable instruments.

3. The director of financial administration is authorized to sign cheques, drafts, orders of payment, promissory notes, bonds, bankers' acceptances, bills of exchange, bank transfers or other negotiable instruments.

4. Regional directors are authorized to sign, for their regional branch:

(1) proposals to clients and occupancy agreements and riders;

(2) leases and riders where the annual rent is less than \$500 000;

(3) contracts for construction, concessions and services contracts other than professional services contracts where the amount is less than \$500 000 and riders where the amount is less than \$50 000;

(4) deeds of receipt of a work where the amount is less than \$500 000;

(5) supply contracts where the amount is less than \$100 000 and riders where the amount is less than \$10 000;

(6) professional services contracts where the amount is less than \$25 000 and riders where the amount is less than \$2 500; and

(7) contracts for the alienation of movable or immovable property where the amount is less than \$10 000.

5. Heads of the property management service and heads of offices for services under the vice-president, space and immovable property management, are authorized to sign:

(1) proposals to clients, contracts for construction, concessions and services other than professional services contracts where the amount is less than \$100 000 and riders where the amount is less than \$10 000;

(2) professional services contracts where the amount is less than \$5 000 and riders where the amount is less than \$500;

(3) supply contracts where the amount is less than \$25 000 and riders where the amount is less than \$2 500;

(4) deeds of receipt of a work where the amount is less than \$100 000; and

(5) contracts for the alienation of movable property where the amount is less than \$5 000.

6. Foremen and immovable property technicians are authorized to sign, for their regional branch:

(1) contracts for construction and services contracts other than professional services contracts where the amount is less than \$10 000 and riders where the amount is less than \$1 000;

(2) supply contracts where the amount is less than \$5 000 and riders where the amount is less than \$500;

(3) proposals to clients where the amount is less than \$10 000; and

(4) deeds of receipt of a work where the amount is less than \$10 000.

7. Planners, negotiators, immovable property analysts and assistants to regional directors are authorized to sign, for their regional branch, proposals to clients and

occupancy agreements, and riders to such proposals and agreements where the increase in annual rent is less than \$100 000 or, where applicable, the decrease in annual rent is less than \$10 000.

8. The head of the lease evaluation and management service is authorized to sign:

(1) leases and riders where the annual rent is less than \$100 000; and

(2) professional services contracts where the amount is less than \$25 000 and riders where the amount is less than \$2 500.

9. Supervisors of stationary engineers are authorized to sign, for their regional branch, supply contracts where the amount is less than \$2 000.

10. Warehousemen are authorized to sign:

(1) supply contracts where the amount is less than \$25 000 and riders where the amount is less than \$2 500; and

(2) services contracts other than professional services contracts and contracts for the alienation of movable property where the amount is less than \$2 500.

11. Service heads and project directors under the vice-president, construction, are authorized to sign:

(1) contracts for construction where the amount is less than \$500 000 and riders where the amount is less than \$50 000;

(2) services contracts other than professional services contracts where the amount is less than \$100 000 and riders where the amount is less than \$10 000;

(3) supply contracts where the amount is less than \$100 000 and riders where the amount is less than \$10 000;

(4) professional services contracts where the amount is less than \$25 000 and riders where the amount is less than \$5 000; and

(5) deeds of receipt of a work where the amount is less than \$500 000.

12. Project managers under the vice-president, construction and negotiators under the vice-president, space and immovable property management, are authorized to sign:

(1) contracts for construction where the amount is less than \$100 000 and riders where the amount is less than \$10 000;

(2) services contracts other than professional services contracts where the amount is less than \$10 000 and riders where the amount is less than \$1 000;

(3) supply contracts where the amount is less than \$10 000 and riders where the amount is less than \$1 000;

(4) deeds of receipt of a work where the amount is less than \$100 000.

13. Project management technicians under the vice-president, construction, are authorized to sign:

(1) contracts for construction where the amount is less than \$25 000 and riders where the amount is less than \$2 500;

(2) services contracts other than professional services contracts where the amount is less than \$10 000 and riders where the amount is less than \$1 000;

(3) supply contracts where the amount is less than \$5 000 and riders where the amount is less than \$500.

14. The director of management information and office systems is authorized to sign:

(1) supply and services contracts for computer services where the amount is less than \$50 000 and riders where the amount is less than \$5 000;

(2) contracts for the alienation of movable computer property where the amount is less than \$50 000.

15. The head of the accounts payable division is authorized to sign cheques and drafts where the amount is less than \$5 000.

16. The director of strategic planning and marketing is authorized to sign communications services contracts where the amount is less than \$10 000 and riders where the amount is less than \$1 000.

17. Directors, service heads, the assistant to the president and the assistants to the regional directors are authorized to sign the supply and services contracts other than professional services contracts where the amount is less than \$1 000.

18. The signatures of the president and chief executive officer, the vice-president for administration and finance and the corporate secretary may be affixed by means of an automatic device and a facsimile of their

signatures may be engraved, lithographed or printed on the following documents:

(1) cheques for an amount of less than \$50 000;

(2) employee paycheques; and

(3) the cheques, drafts, orders of payment, promissory notes, bonds, bills of exchange or other negotiable instruments used within the scope of the corporation's financing operations.

19. This By-law replaces the By-law respecting the signing of certain documents of the Société immobilière du Québec, approved by Order in Council 882-95 dated 28 June 1995.

20. This By-law comes into force on the date of its approval by the Government.

2155

Gouvernement du Québec

O.C. 420-98, 1 April 1998

An Act respecting the Ministère des Affaires municipales (R.S.Q., c. M-22.1)

Signing of certain documents

Regulation respecting the signing of certain documents of the Ministère des Affaires municipales

WHEREAS under section 18 of the Act respecting the Ministère des Affaires municipales (R.S.Q., c. M-22.1), the Government may, by regulation, determine the cases in which the signature of a document by a public servant is binding on the Minister and may attributable to the Minister;

WHEREAS the Government made the Regulation respecting the signing of certain documents of the Ministère des Affaires municipales by Order in Council 799-90 dated 13 June 1990;

WHEREAS it is expedient to replace the Regulation;

IT IS ORDERED, therefore, upon the recommendation of the Minister of Municipal Affairs:

THAT the Regulation respecting the signing of certain documents of the Ministère des Affaires municipales, attached to this Order in Council, be made.

MICHEL CARPENTIER,
Clerk of the Conseil exécutif