

**3.07.02.** A social worker who grants a request referred to in section 3.07.01 shall allow his client access to documents, free of charge, in his presence or in the presence of a person he has authorized. However, a social worker who receives a request referred to in paragraph 2 of section 3.07.01 may charge reasonable fees not exceeding the cost for reproducing or transcribing documents or the cost for forwarding a copy.

A social worker charging such fees shall, before proceeding with the reproduction, transcription or forwarding of the information, inform his client of the approximate amount he will have to pay. The social worker has a right to withhold documents until the fees are paid.

**3.07.03.** A social worker who, pursuant to the second paragraph of section 60.5 of the Professional Code, refuses to allow his client access to the information contained in a record established in his respect shall specify to the client, in writing, the reasons for his refusal.

**3.07.04.** In addition to the particular rules prescribed by law, a social worker shall promptly follow up, no later than 30 days after its receipt, on any request made by his client whose purpose is:

(1) to cause to be corrected any information that is inaccurate, incomplete or ambiguous with regard to the purpose for which it was collected, contained in a document concerning him in any record established in his respect;

(2) to cause to be deleted any information that is outdated or not justified by the object of the record established in his respect;

(3) to file in the record established in his respect the written comments that he prepared.

**3.07.05.** A social worker who grants a request referred to in section 3.07.04 shall issue to his client, free of charge, a copy of the document or part of the document so that his client may see for himself that the information was corrected or deleted or, as the case may be, an attestation that the written comments prepared by his client were filed in the record.

Upon written request from his client, a social worker shall forward free of charge a copy of that information or, as the case may be, of that attestation to any person from whom the social worker received the information and to any person to whom the information was provided.

**3.07.06.** A social worker shall promptly follow up on any written request made by his client, whose purpose is to take back a document or object entrusted to him by his client.

A social worker shall indicate in his client's record, where applicable, the reasons in support of his client's request.

**3.07.07.** A social worker may require that a request referred to in section 3.07.01, 3.07.04 or 3.07.06 be made at his place of business during his regular working hours.”.

2. Section 4.01.01 is amended by substituting the following for that part preceding paragraph a:

“In addition to those referred to in sections 59 and 59.1 of the Professional Code and what may be determined pursuant to subparagraph 1 of the second paragraph of section 152 of the Code, the following acts are derogatory to the honour and dignity of the profession:”.

3. This Regulation comes into force on the fifteenth day following the date of its publication in the *Gazette officielle du Québec*.

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Gouvernement du Québec

### **O.C. 1073-2000, 5 September 2000**

An Act respecting the Ministère des Ressources naturelles  
(R.S.Q., c. M-25.2)

#### **Signing of certain deeds, documents and writings — Amendments**

Regulation to amend the Regulation respecting the signing of certain deeds, documents and writings of the Ministère des Ressources naturelles

WHEREAS under section 8 of the Act respecting the Ministère des Ressources naturelles (R.S.Q., c. M-25.2), the Government may determine by regulation published in the *Gazette officielle du Québec* the deeds, documents or writings that bind the department or may be attributed to the Minister, once they have been signed by members of the personnel of the department;

WHEREAS under the same section, the Government may, upon the conditions it fixes, allow the required signature to be affixed by means of an automatic device to such documents as it determines;

WHEREAS by Order in Council 1455-95 dated 8 November 1995, the Government made the Regulation respecting the signing of certain deeds, documents and writings of the Ministère des Ressources naturelles;

WHEREAS an internal reorganization within the Lands Sector of the Ministère des Ressources naturelles assigns new designations to the holders of the positions;

WHEREAS it is expedient to amend the Regulation accordingly in order to authorize the holders of those positions to sign deeds, writings and other documents that will bind the Ministère des Ressources naturelles and may be attributed to the Minister;

IT IS ORDERED, therefore, upon the recommendation of the Minister of Natural Resources:

THAT the Regulation to amend the Regulation respecting the signing of certain deeds, documents and writings of the Ministère des Ressources naturelles, attached to this Order in Council, be made.

MICHEL NOËL DE TILLY,  
*Clerk of the Conseil exécutif*

### **Regulation to amend the Regulation respecting the signing of certain deeds, documents and writings of the Ministère des Ressources naturelles\***

An Act respecting the Ministère des Ressources naturelles  
(R.S.Q., c. M-25.2, s. 8)

1. Section 2 of the Regulation respecting the signing of certain deeds, documents and writings of the Ministère des Ressources naturelles is amended by substituting the words "Territory Sector" for the words "Lands Sector" in paragraph 3.

2. The following is substituted for Division III:

#### **"DIVISION III TERRITORY SECTOR**

35. In this Division, unless otherwise indicated by the context, "Act" means the Act respecting the lands in the domain of the State (R.S.Q., c. T-8.1; 1999, c. 40; 1999, c. 43).

36. The director of the Direction générale de l'information géographique, the head of the Service de la géodésie or a land surveyor within that Service is authorized to certify as true any data kept by the Direction générale and pertaining to the official geodesic networks.

37. The director of the Direction générale de l'information géographique or the head of the Service de la cartographie is authorized to certify as true the topographical, thematic and administrative maps, and aerial photographs kept by the Direction générale.

38. The director general of the Direction générale de la gestion du territoire public, the director of the Direction générale de l'informatique or the director of the Direction des politiques territoriales is authorized to sign

(1) agreements concerning rights to use and distribute computer files produced by the Sector;

(2) agreements concerning the right to use software produced by the Sector; and

(3) any deed, document or writing respecting the agreements provided for in paragraphs 1 and 2.

39. The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to sign letters patent as well as an amendment thereto or a rectification or cancellation thereof.

40. The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to sign

(1) certificates of conditional sale and notices of revocation of sale and of transfer;

\* The Regulation respecting the signing of certain deeds, documents and writings of the Ministère des Ressources naturelles, made by Order in Council 1455-95 dated 8 November 1995 (1995, G.O. 2, 3135), was amended by the Regulation made by Order in Council 937-98 dated 8 July 1998 (1998, G.O. 2, 3042).

(2) notarial deeds or private writings concerning the acquisition or transfer of movable and immovable rights and property;

(3) orders to demolish a building or improvement that is surplus or confiscated, in accordance with section 7 of the Regulation respecting the disposition of certain surplus or confiscated properties, made by Order in Council 234-89 dated 22 February 1989;

(4) agreements for making sites available;

(5) any deed, document or writing pertaining to

(a) certificates, deeds of acquisition or transfer, acquittances and discharges, orders and agreements for making sites available referred to in paragraphs 1 to 4;

(b) expropriation of immovable rights and property authorized by the Government under section 5 of the Act;

(6) invitations to tender in respect of the sale or lease of movable or immovable property forming part of the domain of the State;

(7) leases, as well as transfers and cancellations thereof;

(8) offers of sale, of gratuitous transfer and of lease, as well as any offer pertaining to immovable real rights;

(9) acquittances and discharges from any real or personal right other than those provided for in article 3068 of the Civil Code;

(10) a declaration stating that a parcel of land forms part of the domain of the State, as provided for in section 19 of the Act;

(11) a notice of the intention to carry out a cadastral operation, as provided for in section 20 of the Act;

(12) an amendment to or the waiving of a restrictive clause, pursuant to section 35.1 of the Act; and

(13) any deed, document or writing pertaining to

(a) calls for tenders, leases, offers, acquittances and discharges, declarations, notices and amendments or waivers referred to in paragraphs 6 to 12;

(b) authorization to erect or maintain a building, an installation or a work on a parcel of land, as provided for in section 54 of the Act;

(c) authorization to construct a road other than a forest road or a mining road, as provided for in section 55 of the Act;

(d) the restriction or prohibition, for reasons of public interest, of access to a road, as provided for in section 58 of the Act; and

(e) calls for tenders in respect of the demolition of a building or improvement that is surplus or confiscated, pursuant to the regulation made under subparagraph 3 of the first paragraph of section 71 of the Act.

**41.** The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to sign

(1) attestations of written information concerning a right registered in the Terrier;

(2) extracts from the Terrier, for certification as true copies; and

(3) any deed, document or writing pertaining to the attestations and true copies of extracts from the Terrier referred to in paragraphs 1 and 2.

**42.** The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to sign a notice of taking of possession provided for in section 62 of the Act, as well as any deed, document or writing pertaining to such possession.

**43.** The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to sign occupation licences, stop-over permits and cancellations thereof, as well as any deed, document or writing pertaining to such licences, permits and cancellations.

**44.** The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to sign the approval pertaining to the issue of leases for lands in the domain of the State for the purposes of the development, operation and maintenance, by a private producer, of a hydroelectric power plant generating 50 MW or less.

**45.** The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to sign notices of the transfer of authority for and administration of lands and buildings, movables and improvements situated thereon, as well as any deed, document or writing pertaining to such notices.

**46.** The regional director of the public territory management of the national capital is authorized to sign, for all the regions of Québec, the deeds, documents or writings referred to in sections 39 to 41, 44 and 45.

**47.** The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to sign the authorization, provided for in section 40.1 of the Act, to register the name of the occupant of land as the owner thereof for the purposes of a cadastral renovation, as well as any deed, document or writing pertaining to such authorization.

**48.** The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public or a regional director is authorized to sign, within the framework of programs or agreements, delegations in respect of the management of lands in the domain of the State and of the buildings, improvements and movables situated thereon, as well as any deed, document or writing pertaining to such delegations.

**49.** The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public or a regional director is authorized to sign documents subjecting lands, movables or immovables to the application of the Act or exempting them therefrom.

**50.** The director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to sign the minutes of boundary determination of land in the domain of the State under the Minister's authority.

**51.** The associate deputy minister for the Territory Sector, the director general of the Direction générale de la gestion du territoire public, a regional director or a person assigned to operations connected with land transactions is authorized to affix the signature of the owner on documents relating to cadastral operations in respect of land in the domain of the State under the Minister's authority.

**52.** The signature of any person referred to in sections 41 and 50 may be affixed on any of the documents referred to in those sections by means of an automatic device.

### **DIVISION III.I** **DIRECTION GÉNÉRALE DU FONCIER**

**53.** The director general of the Direction générale du foncier, the director of the Direction de la rénovation cadastrale, the director of the Direction de l'enregistrement cadastral, the director of the Direction de l'information foncière sur le territoire public or the head of a service or division within one of those branches is authorized to sign requests to a land surveyor for certified copies of plans or minutes of a survey, pursuant to section 67 of the Land Surveyors Act (R.S.Q., c. A-23).

**54.** The director general of the Direction générale du foncier, the director of the Direction de l'information foncière sur le territoire public, the head of the Division de l'arpentage foncier, the head of the Division de l'exploitation des données or the head of the Service de l'enregistrement des droits d'intervention is authorized to sign

(1) proceedings pertaining to the judicial determination of boundaries or the determination of boundaries by agreement;

(2) the minutes of boundary determination;

(3) the certificate ordering payment of land survey expenses, pursuant to sections 18 to 21 of the Act respecting land survey (R.S.Q., c. A-22); and

(4) any deed, document or writing pertaining to

(a) the proceedings, minutes and certificates referred to in paragraphs 1 to 3;

(b) agreements for boundary determination;

(c) authorization for land surveys, as provided for in section 17 of the Act respecting the lands in the domain of the State;

(d) authorization to reestablish outside or central lines of townships, as provided for in section 5 of the Act respecting land survey; and

(e) authorization for land survey work carried out pursuant to sections 15 and 19 of the Act respecting land survey or pursuant to paragraphs 2 and 10 of section 12 of the Act respecting the Ministère des Ressources naturelles.

**55.** The director general of the Direction générale du foncier, the director of the Direction de l'information foncière sur le territoire public, the head of the Division de l'arpentage foncier, the head of the Division de l'exploitation des données, the head of the Service de l'enregistrement des droits d'intervention or a land surveyor from the Direction de l'information foncière sur le territoire public is authorized to sign

(1) the territorial description contained in an Order in Council or notice published in the *Gazette officielle du Québec*, referred to in sections 67, 108, 163, 187, 207, 210.2, 210.38 and 281 of the Act respecting municipal territorial organization (R.S.Q., c. O-9); and

(2) any deed, document or writing pertaining to

(a) a territorial description referred to in paragraph 1;

(b) instructions given in relation to land surveys, as provided for in section 17 of the Act respecting the lands in the domain of the State;

(c) instructions given for the reestablishment of outside or central lines of townships, as provided for in section 5 of the Act respecting land survey;

(d) instructions given for land survey work pursuant to sections 15 and 19 of the Act respecting land survey;

(e) instructions given for land survey work pursuant to paragraphs 2, 8.1 and 10 of section 12 of the Act respecting the Ministère des Ressources naturelles; and

(f) approval of a plan drawn up by a land surveyor, pursuant to sections 68, 109, 163 and 206 of the Act respecting municipal territorial organization.

**56.** The director general of the Direction générale du foncier, the director of the Direction de l'information foncière sur le territoire public, the head of the Division de l'arpentage foncier, the head of the Division de l'exploitation des données, the head of the Service de l'enregistrement des droits d'intervention or a land surveyor from the Direction de l'information foncière sur le territoire public is authorized to certify as true copies or extracts of copies of deeds, documents or writings kept in the archives of the Direction de l'information foncière sur le territoire public.

**57.** The director general of the Direction générale du foncier, the director of the Direction de l'information foncière sur le territoire public, the head of the Service de l'enregistrement des droits d'intervention or a land surveyor from the Service de l'enregistrement des droits d'intervention is authorized to sign

(1) attestations of written information concerning a right registered in the Terrier;

(2) extracts from the Terrier, for certification as true copies; and

(3) any deed, document or writing pertaining to the attestations and true copies of extracts from the Terrier referred to in paragraphs 1 and 2.

**58.** The director general of the Direction générale du foncier, the director of the Direction de la rénovation cadastrale or the director of the Direction de l'enregistrement cadastral is authorized to sign the notices fixing the period during which alienation is prohibited in the case of cadastral renewal, as provided for in section 15 of the Act to promote the reform of the cadastre in Québec (R.S.Q., c. R-3.1), as well as any deed, document or writing pertaining to such notices.

**59.** The director general of the Direction générale du foncier, the director of the Direction de l'enregistrement cadastral or the head of a service within the Direction de l'enregistrement cadastral is authorized to sign

(1) originals and, for the purposes of certification as true, copies of certificates of ownership issued under section 4 of the Act respecting land titles in certain electoral districts (R.S.Q., c. T-11);

(2) an attestation of the list of lots and of the names of the occupants to be sent to the registrar, pursuant to section 7 of the Act respecting land titles in certain electoral districts; and

(3) any deed, document or writing pertaining to the certificates of ownerships and the attestations referred to in paragraphs 1 and 2.

**59.1** The director general of the Direction générale du foncier, the director of the Direction de l'enregistrement cadastral, the head of a service within the Direction de l'enregistrement cadastral or a land surveyor from the Direction de l'enregistrement cadastral is authorized to sign renewed cadastral documents, originals, reconstitutions, reproductions and authentic copies of the plans and books of reference of the cadastre, and certificates and notices of correction, regularization, coming into force and modification of the plans and books of reference, as well as any deed, document or writing pertaining to the plans and books of reference of the cadastre and those certificates and notices.

**59.2** The director of the Direction de l'enregistrement cadastral, the head of the Service de l'analyse et de l'officialisation or an office technician or clerk from that

service, the director of the Direction des systèmes d'information et de la diffusion, the person in charge of the Division des archives cadastrales et de la diffusion or an office technician or clerk from that Division is authorized to sign authentic copies of the plans and books of reference of the cadastre.

**59.3** The director general of the Direction générale du foncier, the director of the Direction des systèmes d'information et de la diffusion or the head of the Division des archives cadastrales et de la diffusion is authorized to sign

(1) agreements concerning rights to use and distribute computer files and cadastral data produced by the Direction générale;

(2) agreements concerning the right to use software produced by the Direction générale; and

(3) any deed, document or writing respecting the agreements provided for in paragraphs 1 and 2.

**59.4** The signature of any person referred to in sections 59 and 59.2 may be affixed on any of the documents referred to in those sections by means of an automatic device.”.

**3.** This Regulation comes into force on the date of its publication in the *Gazette officielle du Québec*.