

Regulations and other acts

Gouvernement du Québec

O.C. 1210-2000, 18 October 2000

Public Administration Act
(2000, c. 8)

Secretariat of the Conseil du trésor — Signing of certain acts, documents or writings

Signing of certain acts, documents or writings emanating from the secretariat of the Conseil du trésor

WHEREAS under the second paragraph of section 88 of the Public Administration Act (2000, c. 8), an act, document or writing is binding on or may be attributed to the chair of the Conseil du trésor only if it is signed by the chair, the secretary, the clerk, a member of the personnel of the secretariat or the holder of a position, and in the latter two cases, only to the extent determined by the Government;

WHEREAS it is expedient that the Government determine the acts, documents or writings which, when signed by certain members of the personnel of the secretariat or by certain position holders, are binding on or may be attributed to the chair;

IT IS ORDERED, therefore, on the recommendation of the Minister for Public Administration and the Public Service, Chairman of the Conseil du trésor:

THAT the Terms and conditions governing the signing of certain acts, documents or writings emanating from the secretariat of the Conseil du trésor, attached to this Order in Council, be made.

MICHEL NOËL DE TILLY,
Clerk of the Conseil exécutif

Terms and conditions governing the signing of certain acts, documents or writings emanating from the secretariat of the Conseil du trésor

Public Administration Act
(R.S.Q., c. 8, s. 88)

1. The personnel of the secretariat of the Conseil du trésor and holders of position who perform duties, on a permanent or temporary basis, are authorized to sign,

alone and with the same authority as the chairman of the Conseil du trésor, the acts, documents or other writings listed for their respective positions, provided that they do so in the performance of their duties.

2. Associate secretaries, the assistant secretary for the co-ordination of negotiations and the person assigned to information highways and information resources are authorized to sign, for their respective sector of activity,

(1) supply contracts;

(2) contracts for services;

(3) agreements on the terms and conditions governing the payment and use of subsidies;

(4) attestations related to the commitment to implement or maintain an affirmative action program, given to a profit-oriented organization having more than 100 employees, pursuant to section 4.1 of the Directive concernant certaines modalités d'application du Règlement concernant la promesse et l'octroi de subventions, C.T. 131500 dated 3 February 1981; and

(5) discharges from any personal right, and any act, document or writing related thereto.

3. The director general for administration is authorized to sign, for all the secretariat's activities,

(1) supply contracts;

(2) contracts for services;

(3) construction contracts;

(4) contracts for the supply of personnel;

(5) discharges from any personal right, and any act, document or writing related thereto;

(6) acts or contracts for the disposal of surplus property, subject to the Act respecting the Service des achats du Gouvernement (R.S.Q., c. S-4) and the Règlement sur la disposition des biens meubles excédentaires, C.T. 186095 dated 6 September 1994, as amended; and

(7) documents related to the management of a special fund created under an Act.

4. The director of financial resources is authorized to sign, for all the secretariat's activities,

- (1) supply contracts;
- (2) contracts for services; and
- (3) documents related to the management of a special fund created under an Act.

5. The director of material resources is authorized to sign, for all the secretariat's activities,

- (1) supply contracts;
- (2) contracts for services;
- (3) construction contracts; and
- (4) acts or contracts for the disposal of surplus property, subject to the Act respecting the Service des achats du Gouvernement (R.S.Q., c. S-4) and the Règlement sur la disposition des biens meubles excédentaires.

6. The director of human resources is authorized to sign, for all the secretariat's activities, any declaration required when salaries and wages are seized by garnishment under the Code of Civil Procedure (R.S.Q., c. C-25) or any other Act.

7. Directors and assistant directors are authorized to sign, for their sectors of activity,

- (1) supply contracts;
- (2) contracts for services;
- (3) agreements on the terms and conditions governing the payment and use of subsidies; and
- (4) attestations related to the commitment to implement or maintain an equal opportunity program, given to a non-profit organization having more than 100 employees, pursuant to section 4.1 of the Directive concernant certaines modalités d'application du Règlement concernant la promesse et l'octroi de subventions.

8. Service heads are authorized to sign, for their sectors of activity,

- (1) supply contracts; and
- (2) service contracts.

9. The person responsible for supplies is authorized to sign, for all the secretariat's activities, acts or contracts for the disposal of surplus property, subject to the

Act respecting the Service des achats du Gouvernement (R.S.Q., c. S-4) and the Règlement sur la disposition des biens meubles excédentaires.

10. The associate secretary for public service personnel, the director and staffing advisors of the Direction de la dotation et du soutien à la gestion, the head of the Service des activités régionales and the persons in charge in the regions, the head of the Service de la dotation et de la mobilité and the head of the Service des moyens d'évaluation et de la formation are authorized to sign

(1) re-examinations and certifications of qualifications done under the Public Service Act (R.S.Q., c. F-3.1.1); and

(2) opinions on a classification and the duties of the classification or of a new classification prepared in accordance with that Act and various Acts giving certain persons the right to return to the public service.

11. The associate secretary for public service personnel, the director of the Direction de la dotation et du soutien à la gestion and the head of the Service des moyens d'évaluation et de la formation are authorized to sign the applications for assessment and certification made to the Commission de la fonction publique pursuant to the last paragraph of section 115 of the Public Service Act.

12. The associate secretary for public contracts is authorized to sign attestations issued to the secretary of a selection committee responsible for evaluating tenders for services, as prescribed by section 68 of the Regulation respecting supply contracts, construction contracts and service contracts of government departments and public bodies, made by Order in Council 961-2000 dated 16 August 2000.

13. The associate secretary for public contracts and the head of the Service du fichier des fournisseurs are authorized to sign attestations related to the commitment to implement an equal opportunity program, issued to a Québec contractor or a subcontractor, pursuant to section 5 of the Regulation respecting supply contracts, construction contracts and service contracts of government departments and public bodies.

14. The head of the Service du fichier des fournisseurs is authorized to sign any decision made under section 176 of the Regulation respecting supply contracts, construction contracts and service contracts of government departments and public bodies, related to the upholding or cancellation of a penalty imposed on a Québec supplier.