

Gouvernement du Québec

O.C. 356-2004, 7 April 2004

An Act respecting the Ministère de la Sécurité publique (R.S.Q., c. M-19.3)

Terms and conditions respecting the signing of certain deeds, documents and writings of the Ministère de la Sécurité publique

WHEREAS, under section 12 of the Act respecting the Ministère de la Sécurité publique (R.S.Q., c. M-19.3), no deed, document or writing is binding on the Minister or may be attributed to the Minister unless it is signed by the Minister, by the Deputy Minister or by a member of the staff of the department and only, in the case of such a member, to the extent determined by the Government;

WHEREAS, under section 14 of the Act, any document or copy of a document emanating from the department or forming part of its records, signed or certified by a person referred to in section 12, is authentic;

WHEREAS the Terms and conditions respecting the signing of certain deeds, documents and writings of the Ministère de la Sécurité publique were made by Order in Council 1129-99 dated 29 September 1999 and it is expedient to replace them;

IT IS ORDERED, therefore, on the recommendation of the Minister of Public Security:

THAT the Terms and conditions respecting the signing of certain deeds, documents and writings of the Ministère de la Sécurité publique, attached to this Order in Council, be made;

THAT this Order in Council replace Order in Council 1129-99 dated 29 September 1999;

THAT this Order in Council come into force on the date of its publication in the *Gazette officielle du Québec*.

ANDRÉ DICAIRE,
Clerk of the Conseil exécutif

SCHEDULE

TERMS AND CONDITIONS RESPECTING THE SIGNING OF CERTAIN DEEDS, DOCUMENTS AND WRITINGS OF THE MINISTÈRE DE LA SÉCURITÉ PUBLIQUE

DIVISION I
GENERAL

1. A member of the staff of the Ministère de la Sécurité publique who holds a permanent position referred to in these Terms and conditions or who is designated on a provisional or temporary basis (ad interim) is authorized to sign alone and with the same authority as the Minister of Public Security the deeds, documents and other writings listed below, subject to the conditions set out in the Financial Administration Act (R.S.Q., c. A-6.001).

DIVISION II
DEPARTMENTAL DEEDS, DOCUMENTS AND WRITINGS

2. The associate Deputy Minister of the Direction générale des services à la gestion is authorized to sign, up to the amounts specified, where applicable,

(1) documents containing a request or commitment in respect of the Société immobilière du Québec; and

(2) supply contracts and professional or auxiliary services contracts up to \$500,000.

3. The director of information technologies and acquisitions of the Direction générale des services à la gestion is authorized to sign supply contracts and professional or auxiliary services contracts up to \$100,000.

4. The head of the Service des ressources financières of the Direction générale des services à la gestion is authorized to sign supply contracts and professional or auxiliary services contracts up to \$25,000.

5. The director of human resources of the Direction générale des services à la gestion is authorized to sign, in connection with the Programme d'aide aux personnes, professional or auxiliary services contracts up to \$25,000.

DIVISION III
SECTORIAL DEEDS, DOCUMENTS
AND WRITINGS

6. An associate deputy minister, a director general and the director of the Laboratoire des sciences judiciaires et de médecine légale are authorized to sign, for the purpose of fulfilling their mandate, up to the amounts specified, where applicable,

- (1) promises and awards of grants;
- (2) \$500,000:
 - (a) supply contracts;
 - (b) professional or auxiliary services contracts; and
- (3) \$25,000, contracts for the administration of immovables.

7. A director and an assistant director general are authorized to sign, for the purpose of fulfilling their mandate, up to the amounts specified, where applicable,

- (1) \$50,000:
 - (a) supply contracts;
 - (b) professional or auxiliary services contracts; and
- (2) \$20,000, contracts for the administration of immovables.

8. A regional director, the head of the Centre national de veille de la sécurité publique, the secretary general of the department, service heads, wardens of houses of detention, a secure custody correctional services director and an evaluation and open custody service director are authorized to sign, for the purpose of fulfilling their mandate, up to the amounts specified, where applicable,

- (1) \$25,000:
 - (a) supply contracts;
 - (b) professional or auxiliary services contracts; and
- (2) \$15,000, contracts for the administration of immovables.

9. At the Direction générale des services correctionnels, the persons holding the positions listed below are authorized to sign, for the purpose of fulfilling their

mandate, supply contracts and professional or auxiliary services contracts related to physical and mental health, wardens, catering, community resources in social rehabilitation and pastoral guidance, and contracts entered into with the funds for the benefit of confined persons, up to the amounts specified, where applicable,

- (1) the associate Deputy Minister;
- (2) \$500,000, an assistant director general and a director;
- (3) \$300,000, a regional director, a warden of a house of detention, a secure custody director and an evaluation and open custody service director.

DIVISION IV
MISCELLANEOUS

10. In an emergency situation, where the safety of persons or property is in jeopardy, the persons holding the positions mentioned in sections 6 to 8 are authorized to sign supply contracts and professional or auxiliary services contracts under paragraph 2 of section 3 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.

11. A member of the staff of the department who holds a credit card on behalf of the department is authorized, in the performance of the member's duties and for the purpose of fulfilling the mandate of the administrative unit to which the member is attached, to sign the documents concerning the acquisition of eligible goods or services within the meaning of the agreement entered into with the credit card issuer up to the maximum amount authorized for each transaction.

12. A member of the staff of the department is authorized, in the performance of the member's duties and for the purpose of fulfilling the mandate of the administrative unit to which the member is attached, to sign the documents concerning the acquisitions made through the "Catalogue d'achats publics", up to \$1,000.

13. The authorizations granted under sections 5 to 9, 11 and 12 do not apply to the signing of supply contracts and professional or auxiliary services contracts relating to capital expenditures, projects concerning immovable property and occupancy agreements entered into with the Société immobilière du Québec.