

Regulations and other acts

Gouvernement du Québec

O.C. 1150-2006, 18 December 2006

An Act respecting the Ministère du Conseil exécutif
(R.S.Q., c. M-30)

Signing of certain documents

Regulation respecting the signing of certain documents of the Ministère du Conseil exécutif

WHEREAS, under the first paragraph of section 2 of the Act respecting the Ministère du Conseil exécutif (R.S.Q., c. M-30), no deed, document or writing shall bind the Department or be attributed to the Premier in his capacity as Chair of the Department unless it is signed by him, by the Deputy Minister or by a public servant, and only, as regards the latter, to the extent determined by regulation of the Government published in the *Gazette officielle du Québec*;

WHEREAS it is expedient to replace the Regulation respecting the signing of certain documents of the Ministère du Conseil exécutif, made by Order in Council 717-2000 dated 15 June 2000;

IT IS ORDERED, therefore, on the recommendation of the Premier:

THAT the Regulation respecting the signing of certain documents of the Ministère du Conseil exécutif, attached to this Order in Council, be made.

GÉRARD BIBEAU,
Clerk of the Conseil exécutif

Regulation respecting the signing of certain documents of the Ministère du Conseil exécutif

An Act respecting the Ministère du Conseil exécutif
(R.S.Q., c. M-30, ss. 2, 1st par., and 3)

DIVISION I GENERAL

1. An associate secretary general, an assistant secretary or any other member of the personnel of the Ministère du Conseil exécutif who, on a permanent or provisional

basis, by interim or temporary designation, holds a position mentioned in this Regulation is authorized to sign the deeds, documents or writings listed after the designation.

2. The Associate Secretary General to the Secretary General is authorized to sign in lieu of the Premier and with the same effect, any deed, document or writing respecting the administration of all the programs of the Ministère du Conseil exécutif.

DIVISION II SECTORIAL DEEDS, DOCUMENTS OR WRITINGS

3. Associate secretaries general are authorized to sign, in the performance of their respective duties,

- (1) promises or grants of subsidies;
- (2) supply contracts;
- (3) services contracts;
- (4) sponsorship contracts; and
- (5) construction contracts.

4. Assistant secretaries are authorized to sign, in the performance of their respective duties,

- (1) promises or grants of subsidies for \$100,000 or less;
- (2) supply contracts for \$100,000 or less; and
- (3) services contracts for \$100,000 or less.

5. Directors general, assistant directors general and directors are authorized to sign, in the performance of their respective duties,

- (1) supply contracts for \$25,000 or less; and
- (2) services contracts for \$25,000 or less.

6. The heads of post of Québec offices in Canada and administrative officers are authorized to sign, in the performance of their respective duties,

- (1) supply contracts for \$10,000 or less; and
- (2) services contracts for \$10,000 or less.

7. Members of the personnel of the Ministère du Conseil exécutif who hold a credit card issued on behalf of the Department are authorized to sign, in the performance of their respective duties within their administrative unit, documents relating to the acquisition of eligible goods or services within the meaning of the agreement concluded with the card issuer, up to the maximum amount authorized for each transaction.

8. Despite sections 4 to 7, the holder of a position listed therein is not authorized to sign construction or services contracts or occupancy agreements entered into with the Société immobilière du Québec.

DIVISION III MINISTERIAL DEEDS, DOCUMENTS OR WRITINGS

9. The Director General for Administration is authorized to sign, in the performance of his or her duties,

- (1) supply contracts for \$100,000 or less;
- (2) services contracts for \$100,000 or less;
- (3) construction contracts for \$500,000 or less;
- (4) contracts relating to capital assets and telecommunications, immovable projects and occupancy agreements entered into with the Société immobilière du Québec for \$500,000 or less; and
- (5) deeds or contracts to dispose of excess movable property made in accordance with the Règlement sur la disposition des biens meubles excédentaires (T.B. 186095 dated 6 September 1994).

10. The Director of Human, Financial and Material Resources is authorized to sign

- (1) supply contracts for \$25,000 or less;
- (2) services contracts for \$25,000 or less; and
- (3) deeds or contracts to dispose of excess movable property made in accordance with the Règlement sur la disposition des biens meubles excédentaires.

11. The Director of Data Processing and Records Management is authorized to sign

- (1) supply contracts for \$25,000 or less; and
- (2) services contracts for \$25,000 or less.

12. The heads of management services are authorized to sign

- (1) supply contracts for \$10,000 or less;
- (2) services contracts for \$10,000 or less; and
- (3) deeds or contracts to dispose of excess movable property made in accordance with the Règlement sur la disposition des biens meubles excédentaires.

DIVISION IV MISCELLANEOUS

13. The Associate Secretary General, the Assistant Secretary or the person responsible for the office of the Associate Secretary General for Canadian Intergovernmental Affairs is authorized to certify as true copies of documents held under Division II of the Act respecting the Ministère du Conseil exécutif (R.S.Q., c. M-30).

14. The Associate Secretary General, the Assistant Secretary or the person responsible for the registry of agreements relating to Native affairs at the Secrétariat aux affaires autochtones is authorized to certify as true copies of documents kept under Division III.2 of that Act.

15. The Associate Secretary General to the Secretary General and the Assistant Clerk of the Conseil exécutif are authorized to sign any document certifying that an Order in Council has been made, amended or revoked and to certify as true a copy of an Order in Council. The same applies to any advisor acting with the Assistant Clerk, for as long as he or she performs duties in that capacity.

16. This Regulation replaces the the Regulation respecting the signing of certain documents of the Ministère du Conseil exécutif, made by Order in Council 717-2000 dated 15 June 2000.

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