



NORMATIVE FRAMEWORK

MUNICIPAL SUPPORT PROGRAM

INTÉGRATION DE L'ADAPTATION AUX CHANGEMENTS CLIMATIQUES À LA PLANIFICATION MUNICIPALE (PIACC)

(INTEGRATION OF CLIMATE CHANGE
ADAPTATION INTO MUNICIPAL PLANNING)

Translated from the original French



This document was produced by the Direction des mandats stratégiques et de l’habitation (DMSH) (strategic mandates and housing branch) of the ministère des Affaires municipales et de l’Habitation (MAMH).
An electronic version is available at: www.mamh.gouv.qc.ca

This normative framework was authorized by the Conseil du trésor on July 17th, 2018.

Information

For further information, please contact the Direction régionale du MAMH in your territory.
Website: www.mamh.gouv.qc.ca

Cover photos

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ISBN: 978-2-550-84518-8 (PDF)

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Context

As part of the 2013-2020 Climate Change Action Plan (hereinafter referred to as “2013-2020 CCAP”), the government wishes to put in place a set of tools to help achieve Québec’s objectives regarding adaptation to the impacts of climate change. These tools are funded through the Green Fund, whose revenue comes mainly from the cap-and-trade system for greenhouse gas emission allowances.

The ministère des Affaires municipales et de l’Occupation du territoire (MAMOT) and the ministère de la Sécurité publique (MSP) are tasked with implementing measure 2.3, « Soutien à l’intégration de l’adaptation aux changements climatiques à la planification municipale » (support for the integration of climate change adaptation into municipal planning), of the 2013-2020 CCAP in connection with priority 2, “Support municipal and community initiatives to reduce GHG, adapt to climate change, and engage in sustainable land-use planning.” The main objective of measure 2.3 is to increase the resilience of the municipal sector faced with the impacts of climate change and to seize the opportunities which may result from them. Measure 2.3 has two components: a first component to provide the necessary training and support for the municipal sector to carry out activities in connection with the second component of the measure. This second component corresponds to the financial assistance program (hereinafter referred to as the “program”) presented in this normative framework.

Specific objectives

The program has as its specific objectives to

- Support climate-change-related risk assessment.
- Support climate-change-related opportunity analysis.
- Increase the integration of climate change adaptation measures into municipal planning.

Program management

The MAMOT is tasked with managing the program. The analysis of eligible applications is carried out jointly by the MAMOT and the MSP and can include, if needed, the collaboration of representatives from other ministries.

Duration of the program

The program is to come into effect following a favourable decision by the Conseil du trésor and is open to eligible organizations following an announcement in this regard by the minister. It ends on December 31, 2020.

Eligibility criteria

Eligible organizations

- Regional county municipalities (RCMs).¹
- Metropolitan communities (MCs).
- Local municipalities.²

¹ RCMs can be municipalities and central municipalities, when acting on behalf of the agglomeration council, exercising certain powers of RCMs, as well as the Kativik Regional Government.

² Local municipalities may be defined as local municipalities incorporated under the *régimes municipaux généraux* (general municipal systems), the 14 local municipalities governed by the Act respecting Northern villages and the Kativik Regional Government, as well as the Eeyou Istchee James Bay Regional Government.

Eligible projects

Eligible projects within the framework of this program are the following:

- Climate-change-related risk or opportunity assessment initiatives based on anticipated impacts of climate change derived from future climate projections on the territory of the eligible organization. Initiatives may include
 - An assessment of all risks or opportunities on the territory.
 - A risk or opportunity assessment related to a particular problem or issue.

Organizations wishing to assess risks will have to follow the steps recommended by the MSP and the ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques. Risk assessment initiatives for sectors having been the subject of government mapping and of a request for modification of municipal planning under section 53.14 of the Act Respecting Land Use Planning and Development must be complementary to results already obtained for these sectors.

- Initiatives for identifying climate change adaptation measures.
- Initiatives for including climate change in municipal planning adaptation.

In the case of initiatives for identifying climate change adaptation and inclusion measures in municipal planning, the municipal body must demonstrate that it has based its proposal on disaster compilation, risk inclusion, and a use of future climate projections.

The projects at the RCM and metropolitan community levels must not be similar to projects carried out by the components of these municipal organizations.

Filing an application

A municipal body wishing to file an application for the program must provide the MAMOT with

- A completed, signed, and dated application form.
- The council resolution authorizing the application for financial assistance and which appoints the person responsible within the municipal body. (If the project covers a number of municipalities that do not form an RCM, the resolutions of each municipal council must be provided.) The resolution must specify that the municipal body commits to paying its share of the costs.

The MAMOT may require any other document needed to complete the application for financial assistance. Only complete financial assistance application files will be reviewed.

Filing an application does not entail any guarantee of funding or any obligation on the part of the minister.

Filing applications for financial assistance

Applications for financial assistance are admissible at all times and processed by date of receipt at the MAMOT. When the limit of the annual budget is reached, remaining applications for financial assistance are processed the following year, always by order of date of receipt. The MAMOT reserves the right to limit the number of projects accepted so as to respect the budget and the amounts available in the Green Fund.

The analysis of eligible applications is completed jointly by the MAMOT and the MSP and may include the collaboration of representatives from other ministries, if needed. The analysis will serve to assess whether

- The application meets the eligibility criteria outlined in the normative framework.
- The applicant has the capacity to manage and monitor the project, in collaboration with the resources made available by municipal associations.

A notice will be issued regarding the overall quality of the project along with a recommendation regarding its funding.

Eligible expenses

Eligible expenses by the municipal body within the framework of the program include

- The gross salary and social benefits of the resource(s) allocated to the project.
- The cost of the professional services contract(s) required to complete the project. Enterprises listed in the Registraire des entreprises (enterprise register) ineligible for public contracts are excluded.
- Transportation costs in Québec, related to the project, of the resource(s) allocated to the project.
- Release of the final deliverable(s).

Non-eligible expenses

Non-eligible expenses include

- Operations-related costs incurred by the organization (rent, electricity, furniture, computer and telephony equipment, office supplies, and equipment supply contracts).
- Accommodation and meal expenses.
- Training expenses.
- Investments in municipal infrastructure projects or the acquisition of rolling stock, land, or capital assets.
- Direct and indirect expenses incurred before the signing date of the financial assistance agreement.
- The refundable portion of taxes.
- Loan repayment.
- The salary of an employee not assigned to the project (technical and administrative support).
- Cost overruns.

Financial assistance and terms of payment

Financial assistance is determined according to the following table.³

Economic vitality index ⁴	RCM/MC		Local Municipality	
	% of maximum eligible expenses	Maximum amount of financial assistance	% of maximum eligible expenses	Maximum amount of financial assistance
0 and more	50	\$150,000	50	\$50,000
From -0.0001 to -2.4999	55	\$165,000	55	\$55,000
From -2.5 to -3.9999	60	\$180,000	60	\$60,000
From -4 to -6.4999	65	\$195,000	65	\$65,000
From -6.5 to -9.9999	70	\$210,000	70	\$70,000
-10 and less	75	\$225,000	75	\$75,000

Financial assistance cannot be combined with other financial assistance from the Green Fund.

³ Modulation of the financial assistance corresponds to the objectives of the [Strategy to ensure the occupancy and vitality of territories](#).
⁴ Index designed and produced by the Institut de la Statistique du Québec, available on its website. The economic vitality index in force at the time the application was filed will be considered.

The total amount of financial assistance cannot exceed 80% of maximum eligible expenses (90% in the case of an eligible organization whose economic vitality index is negative at the time the application for financial assistance is filed). Calculation of the total amount from all sources of financial assistance includes assistance from government ministries or agencies (federal and provincial), their Crown corporations, and other municipal entities.⁵ It excludes the contribution from project beneficiaries, which can take the form of financial, human, or material resources.

The terms of payment of financial assistance are the following:

- 50% upon signing the financial assistance agreement.
- 25% upon receipt and acceptance of the project progress report (only for projects lasting more than 20 months). The report briefly presents the progress of the project, the total sums committed as well as their breakdown, and a timeline of steps to take by the end of the project.
- 25% upon receipt and acceptance of the final project report and financial statement including supporting documentation (50% in the case of projects lasting less than 20 months). For projects integrating climate change adaptation into municipal planning, updated planning tools are also among the deliverables.

The MAMOT reserves the right to reduce or cancel payment of financial assistance or, if applicable, to demand repayment of sums paid in the event of non-compliance with program conditions.

Financial assistance agreement

A financial assistance agreement is to be concluded between the eligible organization and the MAMOT. This agreement specifies the conditions for assistance payment (dates and deliverables expected), the duration of the project, and the obligations to be respected.

Accountability

The project must be completed within a timeframe not exceeding 36 months following the date of entry into force of the financial assistance agreement.

The final report and financial statement must be filed with the MAMOT by the beneficiary organization no later than 60 days after the end date of the project. The MAMOT reserves the right to disseminate any information stemming from applications for financial assistance and resulting projects, excluding personal information.

The beneficiary organization must keep supporting documents for a period of three years following the end of the project so that the use of the financial assistance can be verified.

Specific conditions

Recipients of financial assistance must commit to respecting the acts and regulations in force and obtain the required authorizations before carrying out their project.

In case of compliance failure by the beneficiary, the minister can, after having given the latter the opportunity to rectify said failure, review the level of financial assistance, suspend payments, or require full or partial repayment of the financial assistance for which payments have been made. The minister can also terminate or cancel the financial assistance agreement and recover from the beneficiary, at the latter's expense, all guarantees and securities required to ensure repayment of the amounts stipulated in the financial assistance agreement.

⁵ The term "municipal entities" here includes municipalities, RCMs, MCs, and Indigenous agglomerations and communities as well as any legally constituted body of which at least half the members are appointed or belong to one of these organizations.

