

Translated from the original French

NORMATIVE FRAMEWORK

Municipal Support Program

**IMPLEMENTATION OF SUSTAINABLE RAINWATER
MANAGEMENT INFRASTRUCTURES AT THE SOURCE**

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'Occupation du territoire (MAMOT).
An electronic version is available at: www.mamot.gouv.qc.ca

In the event of any discrepancies between this document and the program's request for proposals, the Normative Framework for the Municipal Support Program for the Implementation of Sustainable Rainwater Management Infrastructures at the Source will take precedence.
The request for proposals document is available on the MAMOT's website.

Information

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1 Background

There is growing recognition for the role that sustainable rainwater management infrastructures can play in communities' efforts to adapt to the effects of climate change. Since the frequency and intensity of precipitation is likely to increase in this scenario, this infrastructure will help mitigate various impacts, including increasing levels of runoff water. The revegetation of sustainable rainwater management infrastructures can also help mitigate urban heat islands and increase biodiversity.

Sustainable rainwater management accounts for natural hydrological conditions by adopting methods that most accurately reproduce these conditions. This helps reduce the volume, flow rate and pollutant load in runoff water, thereby reducing the pressure on traditional infrastructures.

The Municipal Support Program for the Implementation of Sustainable Rainwater Management Infrastructures at the Source (hereinafter referred to as the "Program") is funded by the Fonds vert (Green Fund). It is part of the gouvernement du Québec's 2013-2020 Climate Change Action Plan (2013-2020 CCAP). The Plan contributes to attaining the objectives set by the gouvernement du Québec to reduce greenhouse gas (GHG) emissions and adapt to climate change.

Sustainable rainwater management is part of Priority 2 – Support municipalities' and communities' initiatives to reduce GHG emissions, adapt to climate change and promote sustainable land use – as set out in the 2013-2020 CCAP. With this priority, the Government is aiming to promote the targeted adaptation of urban drainage systems to control source rainwater inflow in various environments.

2 Program Objectives

2.1 General Objectives

The main objective of the Program is to improve rainwater drainage in municipal settings using sustainable management practices.

2.2 Specific Objectives

The Program supports local municipalities in their sustainable rainwater management initiatives in an effort to:

- Promote the implementation of sustainable rainwater management infrastructures at the source to reduce the volume, rate of flow and/or pollutant load in runoff water;
- Encourage the sharing of best practices.

3 Program Duration

The Program will come into effect following the approval of the Conseil du trésor (the treasury board) and will conclude on December 31, 2020.

The Minister reserves the right to terminate the Program prior to December 31, 2020.

4 Eligibility

4.1 Eligible Organizations

Local municipalities, including northern villages, are eligible for the Program.

4.2 Eligible Projects

The projects eligible under this Program include all municipal infrastructure projects that involve sustainable rainwater management infrastructures at the source aimed at reducing the volume, rate of flow and/or pollutant load in runoff water. Examples of these types of infrastructures can be found in the ministère des Affaires municipales et de l'Occupation du territoire's (MAMOT)

guide entitled *La gestion durable des eaux de pluie*¹ and the ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques's and the MAMOT's handbook entitled *Guide de gestion des eaux pluviales*².

The project can combine several sustainable rainwater management infrastructures at the source.

Eligible projects must address rainwater issues in relation to climate change.

5 Applying

An application to the Program must be carried out via a request for proposals.

Eligible organizations that wish to apply to the Program must submit a completed Financial Assistance Application Form to the MAMOT.

Eligible organizations must include a resolution with this form, indicating that the submitted application was authorized by its municipal council and that the council has agreed to pay its share of the costs. The MAMOT may require any other documentation to complete the Financial Assistance Application.

Only completed Financial Assistance Applications will be analyzed.

6 Project Selection

Submitted projects are analyzed by a selection committee that makes recommendations to the Minister on the following assessment criteria:

- The significance of the rainwater issue regarding climate change;
- The project's ability to mitigate rainwater management issues;
- The ability to measure how project objectives are being achieved (monitoring);
- The magnitude of the project's expected impact;
- Communicating information with citizens concerning the project completion;
- Project feasibility (financing, steps, human resources).

7 Determining Eligible Assistance

7.1 Eligible Expenses

Eligible expenses include:

- The costs for carrying out preliminary studies, including those for financial assistance applications and for hiring an engineer, landscape architect or any other professional whose expertise is required to design structures and prepare work plans and specifications for the project. Only successful projects will be reimbursed for any eligible expenses incurred for the application for financial assistance;
- The cost of contracts awarded to companies for the construction of the sustainable rainwater management infrastructure at the source. Businesses registered under the *Registre des entreprises non admissibles aux contrats publics* (register of enterprises ineligible for public contracts) are not eligible;
- The costs for developing guides and training employees on infrastructure maintenance;
- The costs related to designing infrastructure monitoring systems and related equipment;
- The costs of communicating and sharing information on good business practices that are directly related to the project;
- The salaries and benefits of municipal employees assigned to the project, in keeping with the portion of their time dedicated to the project.

¹ https://www.mamot.gouv.qc.ca/fileadmin/publications/amenagement_territoire/urbanisme/guide_gestion_eaux_pluie_complet.pdf (only in French)

² <http://www.mddelcc.gouv.qc.ca/eau/pluviales/guide-gestion-eaux-pluviales.pdf> (only in French)

7.2 Ineligible Expenses

Ineligible expenses include:

- The wages of municipal employees not assigned to the project;
- Municipal administrative and operating costs (rent, electricity, computers, furniture, telephones, office supplies, software and equipment supply contracts);
- Travel expenses;
- Direct and indirect expenses incurred by eligible projects prior to the date that the Financial Aid Agreement was signed, except for expenses incurred to conduct preliminary studies;
- Infrastructure maintenance expenses other than eligible expenses;
- The refundable portion of taxes;
- Training expenses other than those provided for as part of eligible expenses;
- Excess costs.

7.3 Amount of Financial Assistance

Program funding represents:

- 50% of the maximum eligible project expenses for eligible organizations with a positive economic vitality index;
- 60% of the maximum eligible project expenses for eligible organizations whose economic vitality index is between -0,0001 and -4,9999;
- 75% of the maximum eligible project expenses for eligible organizations whose economic vitality index is -5 or lower;

Financial assistance is limited to \$500,000 per project.

Eligible organizations may only receive one cycle of financial assistance per request for proposals, with the exception of eligible organizations operating in more than one borough, who may receive a maximum of one instalment of financial assistance per request for proposals.

No project may receive more than one round of funding under this Program.

Financial assistance may not be combined with any other funding from the Fonds vert.

Cumulative financial assistance must not exceed 80% of maximum eligible expenditures. The computation of accumulated financial assistance includes assistance from government departments and agencies (federal and provincial), Crown corporations and municipal entities and excludes contributions from project recipients, which may be in the form of financial, human or material resources. In this calculation, non-repayable assistance is tallied at 100% of its value, while repayable assistance (including loans, loan guarantees, and share capital stakes) is tallied at 50% of its value.

For the purposes of cumulative financial assistance rules, the term “municipal entities” includes municipalities, regional county municipalities, metropolitan communities, agglomerations and Aboriginal communities, along with any legally incorporated organizations with at least half of their members appointed by or assigned to one of these organizations.

7.4 Duration of the Financial Assistance

Funding is provided for the duration of the project, which cannot exceed two years following the signing of the Financial Assistance Agreement.

8. Terms and Conditions of the Financial Assistance and Accountability

All authorized projects are subject to a Financial Assistance Agreement between the recipient and the Minister. The agreement sets out the obligations that must be met by the recipient.

The agreement also establishes the terms and conditions for depositing funds, which are coordinated with the completion of key project milestones and the submission of supporting documentation:

- 25% upon receipt and acceptance of preliminary studies;
- 25% upon receipt and acceptance of a detailed engineering report (100% completion of plans and estimates);
- 50% upon receipt and acceptance of the financial statement and summary sheet for the project.

Financial assistance is paid in three instalments under the terms of the Financial Assistance Agreement and upon submission of the required supporting documents.

The recipient must commit to providing the Minister with the results from monitoring the performance of the sustainable rainwater management infrastructure.

The recipient must agree to keep all financial assistance documents for a period of three years following the expiry of the Financial Assistance Agreement, to allow access to one of the Minister's representatives and to allow this representative to make a copy.

9. Special Conditions

Recipients of financial assistance must comply with applicable laws and regulations and obtain the required authorizations before carrying out their project.

In the event of the recipient defaulting, the Minister may, upon providing the recipient with an opportunity to remedy the failure, revise the level of financial assistance, suspend payments or require the full or partial repayment of disbursed financial assistance. The Minister may also terminate or cancel the Financial Assistance Agreement and require the recipient to provide all the guarantees and collateral necessary to ensure repayment of the amounts set out in the Financial Assistance Agreement.

The Minister reserves the right to limit the number of projects accepted in order to meet the budget envelope and the amounts available under the Fonds vert.