

*Ministère des  
Ressources naturelles  
et de la Faune*

**Québec** 



## **Financial Aid Program for the Consolidation of Northern Quebec Outfitters**

**Ministry of Natural Resources and Wildlife**

**Quebec Outfitters Federation**

**February 2010**

## 1. GOAL OF THE PROGRAM

The objective of the program for Consolidation of Northern Quebec Outfitters is to improve the quality of support and lodging facilities for both Quebec residents and non-residents, within the context of sustainable development as stipulated by the Quebec government's "Northern Plan".

This program, sponsored jointly by the Ministry of Natural Resources and Wildlife (MRNF) and the applicant, aims to assist outfitters in developing and consolidating their industry, leading to the improvement of support and lodging facilities. It concerns outfitters operating north of the 49<sup>th</sup> parallel.

## 2. ADMISSIBLE ORGANIZATIONS

These include all outfitters with or without exclusive rights, possessing valid operating licenses, and who have fulfilled their obligations with respect to the *Wild-life Conservation Act*. Their activities must take place within the territorial jurisdiction specified by the program and must respect the program requirements established by the MRNF.

- The outfitter must own the buildings identified in the project description;
- All construction or renovation of buildings or infrastructures must conform to existing codes and regulations;
- Outfitters without exclusive rights must possess the required occupation rights (a lease for recreational and tourism purposes) for the land occupied by the buildings or infrastructures.

### Exclusions

Outfitters in the Gaspesia-Magdalen Islands and Anticosti Island regions.

Outfitter infrastructures situated within existing or planned national park land.

Government agencies and government workers.

### **3. ADMISSIBLE PROJECTS**

The project must involve the improvement of the quality of accommodation facilities for guests. Designated buildings must already be listed in the outfitter license.

The project may involve the improvement, enlargement or construction (other than for lodging purposes) of buildings or installations devoted to the comfort and security of the clientele (example : registration centres).

#### Exclusion

Investments in mobile campsites, whether to install new units or to enlarge existing units in order to increase lodging capacity, are not admissible.

### **4. FINANCIAL AID**

Expenses incurred (actual costs) are reimbursed as follows:

- 50 % of the total cost of the project;
- A maximum of \$ 125 000 for an outfitter camp accessible by road;
- A maximum of \$ 250 000 for an outfitter camp not accessible by road.

The combined financial aid from the provincial and federal governments may not exceed 80% of the total cost of the project. The MRNF will take into account all financial aid already received from other provincial or federal agencies to determine the level of its financial support.

### **5. ADMISSIBLE EXPENSES AND EXCLUSIONS**

#### Admissible expenses

- Capital expenditures, excluding roads and bridges;
- Costs of labor, including meal and lodging expenses, as well as the employer's contribution (a maximum of 12% of salaries paid for the employer's contribution to social benefits);
- Machinery user expenses;
- Fees paid to a contractor for work carried out;
- Fees relating to plans, specifications and worksite inspections, necessary to carry out the work .

## Exclusions

- Acquisition costs relating to equipment and rolling stock;
- Costs relating to the preparation of the request for financial aid;
- Legal fees;
- Expenses for acquisition of land or other interests in a property, as well as related fees;
- Taxes (such as PST and GST) for which the beneficiary is eligible for a refund.

## **6. SELECTION COMMITTEE**

Admissible projects will be evaluated by a selection committee presided by the MRNF and composed mainly of MRNF representatives (central and regional) and a representative from the Ministry of Tourism. The Quebec Outfitters Federation (QOF) will attend these meetings, and will serve as technical advisors without voting rights.

## **7. EVALUATION CRITERIA**

The applicant must demonstrate:

### The quality of the project

- The project's relevance to one or more objectives of the program;
- The project's unique quality and its impact on hunting, fishing and outdoor activities offered by the outfitter (example : increase in number of visits, increase in average length of stay);
- The realistic nature of the project, with a description of work activities and a work plan;
- The project's contribution to assuring the safety and comfort of the clientele.

### A guarantee of the project's success

- The financial ability to successfully complete the project.

### The expected economic benefits

- An increase in revenue ;
- An increase in resident and non-resident clientele;
- An increase in outfitting jobs and their duration.

## 8. AWARDING OF BUILDING CONTRACTS

For contracts of \$100 000 or more, where the outfitter does not act as general contractor or owner-builder, article 4 c) of the *Regulation respecting the promise and awarding of grants* requires an open tender process. For outfitters that are not accessible by road, the \$100 000 amount will be calculated minus transport costs, lodging expenses and remote bonus payments.

## 9. FINANCIAL AID PAYMENTS

Once accepted, individual projects will receive financial support as described below:

Financial aid less than \$ 50 000:

- The first 50% of the amount awarded will be paid upon receipt of supporting documents attesting to the work completed, along with invoices, proofs of payment and a **progress report** approved by the MRNF;
- The remaining 50% will be paid upon receipt of supporting documents attesting to the work completed, along with invoices, proofs of payment and a **final report** approved by the MRNF.

Financial aid of \$ 50 000 or more:

- 40% of the amount awarded will be paid upon receipt of supporting documents attesting to the work completed, along with invoices, proofs of payment and a **first progress report** approved by the MRNF;
- A further 40 % of the amount awarded will be paid upon receipt of supporting documents attesting to the work completed, along with invoices, proofs of payment and a **second progress report** approved by the MRNF;
- The remaining 20 % will be paid at the end of the project, upon receipt of all invoices, proofs of payment and a **final report** approved by the MRNF.

## 10. PROJECT SUBMISSION DEADLINES

For the fiscal year ending March 31 2011, two deadlines have been set:

- April 15 2010
- November 15 2010 (According to budget)

The QOF will evaluate the requests and verify that all necessary information is provided, after which admissible requests will be forwarded to the MRNF.

## **11. ACCOUNTABILITY**

Both the progress report and the final report must contain a project expense report, an indication of the number and types of jobs created, a summary of economic benefits generated (in relation to the initial objectives of the project, and to added value given to the business) and photographs of the various stages of the project with their dates of completion.

The MRNF reserves the right to refuse, totally or in part, work that is not in accordance with the requirements of this program, or is unsatisfactory, or in which errors, omissions or anomalies have been identified. The MRNF will require that the work be redone to its entire satisfaction, at the applicant's expense.

The MRNF reserves the right to verify aid requests for which amounts have already been awarded, or to undertake any other verification deemed necessary to ensure the integrity of the program.

The project initiator agrees to avoid any situation with the potential to create a conflict of interest with the MRNF.

The MINISTER may terminate the program at any time.

## **12. TERMS OF THE PROGRAM**

A project may extend beyond a one-year period. However, financial support may not continue beyond the length of the program. All projects are subject to availability of funding, which totals \$2.2 million for the program's duration.

The MRNF will oversee the implementation of the program, while program management will be under the responsibility of a QOF-MRNF partnership.

The outfitter must apply for financial aid directly to the QOF. To be admissible for consideration, requests must include:

- the completed request form for financial aid;
- the required documents, notably a business plan.

A request may include several projects, submitted on individual application forms.

### **13. DURATION OF THE PROGRAM**

The duration of the program is three years.

### **14. PROGRAM MANAGEMENT**

The management of the *Consolidation of Northern Quebec Outfitters* program is a joint effort of the QOF and the MRNF.

Requests for information regarding this program should be addressed to:

Bruno Dumont  
Quebec Outfitters Federation  
5237, boulevard Hamel Ouest, office 270  
Quebec (Quebec) G2E 2H2  
Telephone : 1-800-567-9009, extension 222  
Fax : 418-877-6638  
E-mail : [bdumont@fpq.com](mailto:bdumont@fpq.com)

Project descriptions must be sent by post to the Quebec Outfitters Federation according to the deadlines stipulated in section 10, page 4.

