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# Support program for remote communities

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Waste management in remote communities presents challenges that are often more complex than those encountered in regions located closer to urban areas and developed infrastructure. The Québec government, in its 2019-2020 and 2020-2021 budgets, and the Société du Plan Nord, in its 2020-2023 Northern Action Plan (NAP), earmarked funds for investments to support remote communities that have specific waste management needs or issues. The *Support program for remote communities* (hereinafter the “Program”) is one of the measures stemming from those budgets. This Program applies to more than 150 municipal or Indigenous entities.

The Program, administered by RECYC-QUÉBEC, has a budget of \$4.51 million. Applications will be accepted until the funding runs out or until March 31, 2023. The Program is intended to improve waste management in remote communities, making it possible to reduce the amount of waste generated and to divert the largest possible volume from disposal.

A minimum of \$2.71 million will be set aside for projects that are deemed eligible under the Program and that have been submitted by applicants located north of the 49th parallel as well as north of the St. Lawrence River and the Gulf of St. Lawrence, i.e., on territory covered by the Société du Plan Nord, in accordance with Action 4.2.1.2 of the [2020-2023 Northern Action Plan](#).

The Program is part of Action 23 of the [2019-2024 Action Plan](#) of the [Québec Waste Management Policy](#), intended to support communities with specific needs or issues by providing them with tools and resources adapted to their reality and circumstances. It is also consistent with Action 4.2.1.2 of the [2020-2023 Northern Action Plan](#) intended to optimize waste management in northern communities. Furthermore, since not all of the incentives provided for in the [Organic Materials Reclamation Strategy](#) meet the needs of most remote or northern communities and since such communities are not subject to the [Regulation respecting the charges payable for the disposal of residual materials](#), a complementary approach will be implemented to recommend specific measures and types of financial support. This Program is part of such a complementary approach designed to provide remote or northern communities with the support they need to improve waste management in ways that are better suited to their reality.

RECYC-QUÉBEC works with the [16 principles of sustainable development](#) defined in the *Sustainable Development Act* (CQLR, c. chapter D-8.1.1). The principles relevant to the provisions of this Program are referenced in footnotes throughout this normative framework document.

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# 1. DEFINITIONS AND ACRONYMS

For the purposes of this document, the following definitions and acronyms are used:

**4R:** Waste management hierarchy that involves the following steps, in this order: **R**eduction at the source, **R**euse, **R**ecycling, and **R**ecovery.

**Conditioning:** Preparation of sorted waste, particularly by changing its form (e.g., shredding) so that it can later be transformed in a recycling process.

**Covering:** The act of placing soil or other materials authorized under the regulations over waste spread and compacted in a landfill with the goal of covering such waste temporarily or permanently, daily or occasionally (daily cover, final cover).

**CRD:** Construction, renovation, and demolition.

**Disposal:** Any operation involving the ultimate placement or release of waste in or into the environment, particularly through dumping, storage or incineration, including operations that involve processing or transferring waste for the purposes of disposal.<sup>1</sup>

**Engineered landfill:** As described in the [Regulation respecting the landfilling and incineration of residual materials](#).

**ICI:** Industrial, commercial, and institutional.

**In-trench disposal site:** As described in the [Regulation respecting the landfilling and incineration of residual materials](#).

**MELCC:** Minister of the Environment and the Fight against Climate Change.

**Northern landfill:** As described in the [Regulation respecting the landfilling and incineration of residual materials](#).

**Pilot project:** A project that is intended to validate a concept or theory and is carried out over a set period of time. This type of project, which may be experimental, is intended to advance general knowledge in remote communities for improved waste management.

**Proponent:** The applicant whose project is accepted by RECYC-QUÉBEC and whose status is formalized through a funding agreement signed by the parties involved.

**Remote landfill:** As described in the [Regulation respecting the landfilling and incineration of residual materials](#).

**Waste recovery:** Any operation intended to obtain either usable products or energy from waste through reuse, recycling, biotreatment (including composting and biomethanization), land application, and regeneration or through any other action that does not constitute disposal. Under this Program, the use of waste as cover material or for other purposes in engineered landfills is not considered recovery.

**Waste-to-energy:** Under this Program, waste-to-energy means the use of waste in a thermal treatment facility to produce energy in the form of heat or fuel.

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<sup>1</sup> *Environment Quality Act* (CQLR c Q-2, r.22)

## 2. ELIGIBILITY

The following section describes the objectives and requirements that applicants and projects must meet to be eligible.

### 2.1 Objectives

The Program is intended to help reduce the amounts of waste generated, divert as much waste as possible from disposal, and increase the overall proportion of recovered materials in remote communities.

**Under this Program**, any entity located on one of the following territories is considered a remote community:

- Any municipal or Indigenous entity located north of the 49th parallel, and north of the St. Lawrence River and the Gulf of St. Lawrence, which is the territory covered by the Société du Plan Nord. Furthermore, specific funding (see section 3.1) is allocated for the following entities that are difficult to access:
  - The territory located north of the 55th parallel, including Category I and II lands of the Cree village of Whapmagoostui.
  - The territory of the regional county municipality (RCM) of the Gulf of St. Lawrence including the Innu communities of Unamen Shipu (La Romaine) and Pakuashipi.
  - The territory of the RCM of the Caniapiscau including Category I and II lands of the Naskapis Nation of Kawawachikamach as well as the Innu Nation of Matimekosh-Lac John.
- Any Indigenous entity located on the territory of the administrative regions of the Mauricie (04), the Outaouais (07), Abitibi-Témiscamingue (08) and Lanaudière (14).
- Any entity located on the territory of the city of La Tuque and served by an in-trench disposal site.
- Any entity located on the territory of the Iles-de-la-Madeleine or Ile-d'Anticosti.

Projects receiving funding should include initiatives in one of the following components, while meeting at least one of the Program objectives.

- **Component 1 - Studies:** Make it possible to conduct different types of waste management studies. Under Component 1, funding may be provided for case studies, feasibility studies (technical or financial), characterization studies, management system optimization studies, etc.
- **Component 2 - Pilot projects:** Make it possible to carry out a small-scale or short-duration project to validate the design parameters of a project (feasibility, time, cost, risks, deliverables) prior to the large-scale or permanent implementation of a similar project.
- **Component 3 - Implementation of waste management measures:** Support the implementation of measures making it possible to improve waste management in the territories concerned, by reducing either the amount of waste generated or the amount of waste disposed of.

### 2.2 General requirements (for all applications)

To be eligible for funding, applications must meet all the requirements described in this section. If an application is deemed ineligible, it will be declined and RECYC-QUÉBEC will so inform the applicant.

### *2.2.1. Administrative requirements*

Any project for which funding is being requested must:

- Involve eligible expenses. Project expenses are considered eligible only as of the date RECYC-QUÉBEC acknowledges receipt of the funding application (an ongoing project may be submitted, but only future stages and expenses are eligible for funding).
- Be carried out in the timeframe established for the component under which the application is submitted, excluding the submission of the final report. This timeframe begins on the later of the following two dates:
  - The date the agreement is signed by the applicant and RECYC-QUÉBEC
  - The date all required project authorizations are obtained
- Include all the required completed documents and supporting documents (listed in Section 4, *Submitting an application*).

To be eligible, applicants must apply under one of the three components. A single applicant may submit more than one application as long as each application is for a separate project and there are no shared expenses.

### *2.2.2 Applicant requirements*

The following are eligible applicants, subject to the limitations listed below:

- Municipalities, regional county municipalities (RCM)<sup>2</sup> and municipal organizations
- Band councils and Indigenous communities
- Northern village corporations, northern villages, and Inuit land corporations
- Not for profit organizations (NPO) and incorporated organizations

Applicants must have a place of business in Québec. The project must also be carried out in whole in Québec.

Organizations that have already received funding under programs or requests for proposals administered by RECYC-QUÉBEC may receive funding under this Program as well, but for a different project.

The following applicants are not eligible:

- Applicants, their partners (including members of a group of companies), their subcontractors and their affiliated companies (subsidiaries, companies belonging to the same group, etc.), as applicable, listed in the [Registre des entreprises non-admissibles aux contrats publics \(RENA - registry of companies ineligible](#)

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<sup>2</sup> In this text, the term RCM also includes the Administration régionale Baie-James, the Kativik Regional Government, the Cree Nation Government, and the Eeyou Istchee James Bay Regional Government.

[for public contracts – in French only](#)). RECYC-QUÉBEC will determine, at its discretion, what it considers to be a partner or affiliated company.

- Applicants that have received funding under a RECYC-QUÉBEC program, but whose agreements were cancelled in the two years preceding the funding application submitted under this Program.
- Companies protected by the *Companies' Creditors Arrangement Act* or the *Bankruptcy and Insolvency Act*.
- Applicants who fail to fulfill their obligations toward any ministry or public body within the meaning of the *Act respecting Access to documents held by public bodies and the Protection of personal information*, particularly in the event of non-compliance with environmental regulations.
- Government ministries and government agencies. Such entities, however, may act as technical or financial partners in projects carried out by eligible applicants.<sup>3</sup>

### 2.2.3 Project requirements

To be eligible, a project must:

- o Meet the Program objectives.
- o Be carried out in whole in Québec.
- o Deal with waste entirely generated in Québec.
- o Maintain at the same level or improve the handling of materials covered by the project, according to the 4R hierarchy.<sup>4</sup>
- o If the project is already underway: the applicant must provide an overview of the current situation when submitting the application and clearly indicate what objectives will be pursued as part of the project for which funding is being requested.

The following projects are **not** eligible:

- Projects that have already been supported, in whole or in part, under a funding program or call for proposals administered by RECYC-QUÉBEC. To determine if a project falls into this category, RECYC-QUÉBEC will consider the following, without limitation: completion of the proposed project shortly after a previously funded project, interdependent projects, etc.
- Projects that are being supported through an action, a funding program or a cross-sector fund administered by the Société du Plan Nord.
- Projects considered, at the sole discretion of RECYC-QUÉBEC, to be too similar, in direct competition or too unrelated to a project already supported under one of its funding programs, including this Program.
- Projects that are not carried out in the territories concerned.
- Projects involving materials excluded from the scope of Québec's Residual Materials Management Policy.

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<sup>3</sup> Sustainable development principle: partnership and cooperation

<sup>4</sup> Sustainable development principles: protection of the environment, responsible production and consumption, respect for the carrying capacity of ecosystems.

- Projects that involve establishing or managing a disposal site or facility or bringing such a site or facility up to regulatory standards.
- Projects that are not primarily intended to reduce the amount of waste generated or disposed of.

## 2.3 Specific requirements by component

### 2.3.1 Component 1 – Studies

For example, under Component 1 of the Program, funding is provided for the following types of projects:

- Analysis (e.g., analysis of the regional context and waste streams)
- Assessment of issues and problems that a territory is facing and of proposed solutions
- Feasibility study
- Opportunity studies

**Studies** must be conducted by an outside consultant or an in-house resource dedicated to conducting the study. Projects funded under Component 1 must be completed **by March 31, 2024**.

### 2.3.2 Component 2 – Pilot projects

Under Component 2 of the Program, funding is provided for the following types of projects:

- Small-scale or short-duration projects aimed at validating design parameters (e.g., feasibility, time, cost, risks, and deliverables) prior to the large-scale or permanent implementation of similar projects (see examples of eligible projects in Section 2.3.3).

For **pilot projects**, applicants must include the following in their applications: expected deliverables, the potential impacts of scaling the process or facility, and the replicability potential of the pilot project, as applicable, once the pilot project is finished. Projects funded under Component 2 must be completed **by March 31, 2024**.

### 2.3.3 Component 3 – Implementation of waste management measures

Under Component 3 of the Program, funding is provided for the following types of projects:

- Projects making it possible to improve waste management in the territories concerned, either by reducing the amount of waste generated or by increasing the amount of waste diverted from disposal.

Such **measure implementation** projects may focus on facilities or equipment, the implementation of a recovery system (including collection, on-site management projects, etc.), source reduction or reuse (including training employees and educating households), ICI, and CRD.

Projects funded under Component 3 must be completed **by March 31, 2024**.



Examples of eligible projects under Component 2 and Component 3:

- Implementing measures making it possible to reduce the amount of waste sent to the remote areas concerned
- Setting up a reuse shop or initiative
- Reusing waste by following a circular economy approach
- Building weather-protected facilities that can hold reusable materials
- Collecting or storing materials covered by one or more extended producer responsibility (EPR) programs
- Implementing a program for dismantling materials, such as out-of-use vehicles and bulky items so as to recover various components
- Transporting recoverable materials to processing facilities as needed in partnership with a shipping company or a waste management company
- Purchasing equipment for the conditioning of materials such as fibres, wood, etc.
- Aggregating materials in partnership with ICI, such as mining or construction, renovation, and demolition companies

## 2.4 Spinoffs and deliverables

Projects submitted under Component 2 or 3, **must** be designed to achieve one or more of the objectives below. The objectives must be specified in the appropriate section of application form:<sup>5</sup>

- Reduce the amount of waste generated
- Reduce the amount of waste disposed of
- Increase the overall proportion of recovered materials

Applicants must also list and describe the methodologies they intend to use to measure and track deliverables. Where applicable, a “pre-project” and “post-project” quantified measure of the objective will be requested. During the review phase, RECYC-QUÉBEC will favour projects with ambitious but realistic objectives.

## 3. NATURE OF THE FINANCIAL ASSISTANCE

### 3.1. Overview

The following tables list project funding limits per component and type of territory.

Where the eligible project expenses are less than the costs estimated in the application, the level of funding provided by RECYC-QUÉBEC will be adjusted downwards.

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<sup>5</sup> Sustainable development principle: subsidiarity, in the sense that responsibility for project deliverables lies with the applicants.

## Funding available for remote communities:

Component	Maximum funding provided by RECYC-QUÉBEC for each project located in a remote community*	Maximum funding provided by RECYC-QUÉBEC for each project located in a remote community that is difficult to access (see Section 2.1)**
Component 1 – Studies	\$50,000	\$80,000
Component 2 – Pilot projects	\$100,000	\$160,000
Component 3 – Implementation of waste management measures	\$600,000	\$960,000

\*The funding provided will cover up to 70% of eligible expenses. Total funding from government sources (federal or provincial) or from public sources may cover as much as 100% of eligible expenses.

\*\* As described in Section 2.1, for the purposes of this Program, remote communities that are difficult to access include:

- The territory located north of the 55th parallel, including Category I and II lands of the Cree village of Whapmagoostui.
- The territory of the regional county municipality (RCM) of the Gulf of St. Lawrence including the Innu communities of Unamen Shipu (La Romaine) and Pakuashipi.
- The territory of the RCM of the Caniapiscau including Category I and II lands of the Naskapis Nation of Kawawachikamach as well as the Innu Nation of Matimekossh-Lac John.

Funding provided for projects located in remote communities that are difficult to access may cover as much as the full amount (100%) of eligible expenses. Applicants and their partners are therefore not required to contribute financially to such projects. Total funding from government sources (federal or provincial) or from public sources may also cover as much as 100% of eligible expenses.

### 3.2. Eligible and ineligible expenses

#### 3.2.1 For studies (Component 1):

The following expenses are eligible:

- external professional fees
- direct costs related to conducting the assessment, the analysis or the entire study

#### 3.2.2. For pilot projects (Component 2) and projects (Component 3):

Types of expenses	Eligible (provided that they meet Program objectives, requirements, conditions and criteria)	Ineligible (non-exhaustive list)
Salaries	Salaries for the proponent's employees who are directly involved in the project (project planning and implementation)	Salaries for employees whose work is not directly related to the project or was performed before the date of the acknowledgement of receipt
Professional fees	Payments to specialized subcontractors directly involved in the project (e.g., conducting studies related to the project, installing project-related equipment, etc.)	Fees for preparing the funding application
Equipment	<p>Purchase of recovery equipment.</p> <p>Equipment delivery fees.</p> <p>Purchase of supplies, equipment or premises required for project delivery, including the establishment of storage facilities, other than buildings, for the residual materials covered by the project.</p> <p>Purchase or rental of pre-treatment or in situ treatment equipment for the recycling of residual materials covered by the project.</p> <p>Purchase or rental of rolling stock (transportation) if directly related to the project.</p> <p><b>Specifically, purchase or rental costs cannot exceed 30% of the total eligible expenses. Furthermore, rental fees are eligible for the duration of the project or for a maximum period of 12 months.</b></p>	
Building (modification)	Modifications to a building where waste management facilities are located.	
Building (construction, purchase)	<b>COMPONENT 3 ONLY:</b> Construction or purchase of a building directly related to the project	
Other	<p>Communications (graphic design, promotional material, etc.)</p> <p>Any expense that RECYC-QUÉBEC deems relevant to project delivery.</p> <p>Portions of non-refundable taxes (GST and QST).</p>	<ul style="list-style-type: none"> <li>Expenses incurred before RECYC-QUÉBEC acknowledges receipt of the project, based on the invoice date</li> <li>Purchase of land and related expenses (e.g., notary fees)</li> <li>Fees for activities not related to the project</li> <li>Regular office, secretarial and administrative expenses</li> <li>Expenses related to regular activities or operations</li> <li>Telecommunications expenses (telephone, Internet, etc.)</li> <li>Legal and accounting fees</li> </ul>

Types of expenses	Eligible (provided that they meet Program objectives, requirements, conditions and criteria)	Ineligible (non-exhaustive list)
		<ul style="list-style-type: none"> <li>• Debt servicing, future loan repayments, losses or replacement of capital, payments and amounts on account of capital</li> <li>• Reimbursed expenses eligible for another type of reimbursement (e.g., tax refunds)</li> <li>• Expenses related to activities performed outside Québec</li> <li>• Fees for obtaining licences or certifications for processes, products or facilities, including HERE WE RECYCLE! certifications</li> <li>• Contributions in kind</li> <li>• In general, all expenses related to activities deemed ineligible by RECYC-QUÉBEC</li> </ul>

Contributions in kind do not result in disbursements for applicants or their partners (when groups are involved). Such contributions include loans (e.g., of space, equipment, or personnel) or donations where there is no monetary transaction and where the party that provides the contribution in kind does not expect to receive a share of the funding for itself. These contributions should be considered neither in the calculation, nor in the project expenses or in the financing package.

The financing package will be reviewed in whole in order to understand the relevance of each expense based on the explanations provided by applicants.

In general, only the expenses actually incurred by applicants for their projects will be considered eligible. Thus, except for situations where an accounting audit is required, accepted proof of expenses will include invoices, proof of payment, and pay slips. No surcharge may be submitted as an eligible expense to RECYC-QUÉBEC (e.g., a margin added to salary costs to reflect the fees that the applicant may bill for the hours worked by a person contributing to the project submitted to RECYC-QUÉBEC).

## 4. SUBMITTING AN APPLICATION

All applications must be submitted using the forms provided for this purpose. The forms are available on [the RECYC-QUÉBEC website](#). Applicants must make sure they submit their applications under the appropriate component to avoid a rejection or reclassification by RECYC-QUÉBEC, as well as delays in review.

To be considered, applications must include the following documents:

1. The duly completed application **form**, dated and signed by the applicant's authorized representative
2. **Compliance with the francization process.\*** Applicants who have been employing 50 people or more for at least six (6) months must provide one of the following documents:
  - i) a certificate of registration issued within the past 24 months
  - ii) an attestation of implementation of a francization program

iii) a compliant certificate of francization

3. [Disclosure of lobbying activities](#) involving RECYC-QUÉBEC\* (in French only)

Furthermore, for Component 1 applications involving a study, applicants must provide:

4. The **bid from an outside consultant** describing the nature of the work, the timeline, and the skills and experience of the team tasked with completing the project.

For all other applications (Components 2 and 3):

5. The **funding calculation** listing all the estimated project expenses that the applicant deems eligible.
6. For **environmental compliance**<sup>6</sup> purposes (requirements vary for each applicant based on the applicant's project and facilities):
  - **Ministerial authorization** required for project delivery, or any document confirming that the process is underway (e.g., acknowledgement of receipt of application from MELCC) **or**
  - Acknowledgement of receipt from MELCC confirming the submission of a **statement of compliance** for your facilities including the project **or**
  - In the case of an **exemption**, a reference to the section of the *Regulation respecting the regulatory scheme applying to activities on the basis of their environmental impact or any other regulation specific to the territory concerned* that exempts the activity along with an explanation and a written confirmation from MELCC if such a confirmation has been obtained.

Prior to submitting their applications, applicants must contact their MELCC regional office (either directly or by completing the [information request form](#) [in French only]) to check what regulatory scheme applies to their projects and determine whether their projects require authorization.

Environmental compliance – reference websites:

- [MELCC website](#) (in French only) for the *Regulation respecting the regulatory scheme applying to activities on the basis of their environmental impact*
  - [Regulation respecting the regulatory scheme applying to activities on the basis of their environmental impact](#)
7. If applicable, any **other relevant communication from MELCC** regarding the project or the applicant (including notices of non-compliance and administrative monetary penalties).
  8. **Résumés** of the project lead and the main members of the dedicated project team.
  9. If applicable, a copy of any **analysis** demonstrating how the proposed project meets the operational, commercial and/or financial needs of the applicant (e.g., a report prepared by a consultant).
  10. If applicable, any project-related call for tender document in the process of being released.
  11. The applicant's **financial statements** (audited or under review) for the past two (2) years.\* RECYC-QUÉBEC may, as part of the subsequent review of the application, require other financial information such as older financial statements.

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<sup>6</sup> Sustainable development principle: environmental protection

12. Any other information that RECYC-QUÉBEC may expressly require from the applicant.

***\* Municipal organizations, band councils, Indigenous communities, northern village corporations, northern villages, and Inuit land corporations are not subject to requirements 2, 3 and 11.***

Regarding the justification of project costs, applicants are encouraged to provide the following information when they submit their applications (Component 2 or 3), for all expenses of fifty thousand dollars (\$50,000) and more:

- Two eligible bids and a note explaining the reasons for selecting the successful bid
- Where a single bid is submitted, applicants must indicate the reasons for submitting only one bid

If the bids are not submitted along with the funding application, they may be provided at the time of the in-depth review of the application, as applicable. Applications that include such information will be given a more favourable assessment, as they show that the applicants have taken steps to realistically assess the budget required to implement their projects.

If the bids are not provided during the review, but the application is accepted, the relevant project-related bids or ongoing calls for tender must be provided before any funds are advanced.

If applicable, applicants are invited to provide a **letter of intent** signed by each partner involved in the project, confirming the partnership and describing the nature of the partnership (e.g., collection, procurement, prospecting, and sale agreements). Applications that contain such documents will be given a more favourable assessment. The documents can also be required as a condition to advance the funds.

All required documents must be provided in separate emails to

[CI@recyc-quebec.gouv.qc.ca](mailto:CI@recyc-quebec.gouv.qc.ca).

## 5. SELECTION PROCESS

### 5.1 Eligibility

The eligibility phase begins when the applications are received. Projects will be reviewed in the order in which they are submitted. If one of the documents that is listed in Section 4, *Submitting an application*, and applies to the applicant is missing, the applicant will be informed and will have 10 business days to submit the missing document. Once that deadline has passed, RECYC-QUÉBEC will inform the applicant of its intention to reject the application unless it is complete, and will indicate a deadline. However, if upon reviewing the form, RECYC-QUÉBEC decides that the project does not meet the Program objectives and requirements, the proponent will be so informed immediately.

The eligibility assessment will be conducted for complete applications in the order in which the applications are received. Only complete applications will be considered and ranked. RECYC-QUÉBEC will contact applicants within twenty (20) business days of the date on which the applications are complete to let them know if their projects are eligible or not. RECYC-QUÉBEC will ensure the confidentiality of the information provided as part of the application process. Only projects that meet the eligibility criteria will be reviewed by the committee created for that purpose.

## 5.2 Review

Projects deemed eligible will proceed to the review stage. All the documents submitted and, if applicable, the applicant's answers to questions asked by RECYC-QUÉBEC will be taken into account when reviewing the application. RECYC-QUÉBEC may also set up a meeting or telephone call with the applicant to obtain additional information. The meeting or telephone call is intended solely to provide clarification on issues singled out by RECYC-QUÉBEC and will under no circumstances serve as an opportunity to boost an application. Should RECYC-QUÉBEC request information from the applicant during the review, such information must be provided within a reasonable timeframe specified in RECYC-QUÉBEC's request. After the deadline has passed, RECYC-QUÉBEC may ignore that information during the review.

Projects will be assessed based on their alignment with Program and component objectives and the review criteria listed. Projects will be accepted subject to available funding.

An assessment committee will make its recommendations to the authorized bodies of RECYC-QUÉBEC. Under no circumstances will the names of the committee members or bodies tasked with assessing the applications be disclosed to applicants. Any attempt by an applicant to influence the decisions to be made with regard to the Program will result in the applicant's project being rejected.

RECYC-QUÉBEC will check with MELCC, or any other organization or ministry that it deems relevant, to determine whether the applicant complies with environmental<sup>7</sup> and regulatory requirements. RECYC-QUÉBEC reserves the right to reject a funding application if it deems that the information received shows significant non-compliance with regulations or contractual obligations.

RECYC-QUÉBEC will contact applicants within four (4) months of the application deadline to inform them whether their applications have been approved.

RECYC-QUÉBEC reserves the right to overlook any minor or incidental irregularity that does not impact any fundamental Program requirements and does not have the effect of unfairly favouring one proponent<sup>8</sup> over another.

RECYC-QUÉBEC is not bound to accept a specific number of projects or even any of the projects if it deems that the quality of the applications submitted or the relevance of the projects is not consistent with this Program and does not support the objectives of said Program to its satisfaction. RECYC-QUÉBEC will not contribute financially to any projects beyond the maximum amount of funds available and reserves the right to refuse any project.

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<sup>7</sup> Sustainable development principles: protection of the environment, polluter pays, respect for the carrying capacity of ecosystems, preservation of biodiversity, social equity and solidarity (social acceptability of projects, which may be related to complaints filed with MELCC for odours or noise, for example), internalization of costs, partnership and intergovernmental cooperation.

<sup>8</sup> The applicant whose project is accepted by RECYC-QUÉBEC and whose status is formalized through a funding agreement signed by the parties involved becomes a "proponent."

### 5.3 Review criteria

For information purposes, **projects will be assessed based on the following criteria:**

#### **Component 1 - Studies:**

- Project alignment with Program objectives and relevance based on the applicant's territory
- Quality of the consultant's bid considering the work to be performed (demonstrated expertise; suitable methodology, schedule and costs)

#### **For Component 2 and Component 3 applications:**

- Project alignment with Program and component objectives and goals
- The extent to which the proposed solutions address the issues identified
- Project objectives: how ambitious and innovative they are given the territory concerned
- Amount of waste diverted from disposal
- The project team's expertise in carrying out the project
- Project quality (schedule, risks identified and proposed mitigation measures,<sup>9</sup> maturity, etc.)
- Proposed methods for providing oversight and measuring project objectives and deliverables
- If applicable (NPO only), the applicant's financial viability<sup>10</sup>
- An explanation of project costs and reasons why they are warranted

#### **Other factors considered when assessing applications:**

- For applicants who have received funding under other RECYC-QUÉBEC programs: an assessment of how well those previous projects were implemented and how well the applicants fulfilled their obligations under the funding agreement.
- Any other factor that RECYC-QUÉBEC deems relevant to meet the objectives of this normative framework (e.g., the fact that the applicant is a provider who has been blacklisted by a public, broader-public or municipal agency).

## 6. FUNDING AGREEMENT

When a project is selected by RECYC-QUÉBEC under this Program, a **funding agreement (Components 2 and 3) or a letter of commitment (Component 1)** is signed between the proponent and RECYC-QUÉBEC. The commitments and rights of each party are specified therein, particularly the situations in which RECYC-QUÉBEC reserves the right to withhold or cancel a payment or request that amounts received be repaid; for example, if project deliverables are not deemed satisfactory.

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<sup>9</sup> Sustainable development principle: prevention.

<sup>10</sup> Sustainable development principle: economic efficiency.



In the funding agreement, the proponent undertakes to provide any **report prepared or study conducted** as part of the project subsidized by RECYC-QUÉBEC,<sup>11</sup> and to obtain all the **authorizations** (particularly environmental authorizations) required to make sure the project is fully compliant and meets all legal requirements. Should the proponent fail to obtain all required authorizations **within 12 months** of the date the agreement is signed, RECYC-QUÉBEC reserves the right to terminate the agreement. The proponent also undertakes to comply with all the laws and regulations in effect.

RECYC-QUÉBEC may **use some of the information provided** by the proponent to promote better waste management and to replicate successes.<sup>12</sup> RECYC-QUÉBEC may enter into an agreement with the proponent to that end, as applicable.

By participating in this Program, the proponent agrees that RECYC-QUÉBEC may share some information with MELCC and the Société du Plan Nord. Should such sharing occur, no confidential or identifiable data or information shall be released or otherwise made public by MELCC or the Société du Plan Nord.

Beyond this potential sharing, RECYC-QUÉBEC also reserves the right to use the information provided for any purpose that it deems relevant with the understanding that it will not communicate or release identifiable information, but may share aggregated or non-identifiable data.

## 6.1 Payment methods for Component 1 projects

**For assessments, analyses, and studies**, funding will be provided in two (2) installments:

- The first installment, which is 50% of the funding amount, will be paid after:
  - The letter of commitment or funding agreement has been signed.
  - The proponent has provided written confirmation of other sources of funding used for the project.
  - The proponent has signed and submitted the selected consultant's service offer.
  - RECYC-QUÉBEC has received any other documents it deems relevant.
- The second installment (50%) will be paid after:
  - RECYC-QUÉBEC has received and approved the consultant's report.
  - The project statement of account, along with the consultant's invoice and proof of payment thereof, has been submitted.
  - The proponent has obtained at least one WE RECYCLE HERE! Implementation-level certification from RECYC-QUÉBEC, as applicable.
  - RECYC-QUÉBEC has received any other documents it deems relevant.

## 6.2 Payment methods for Component 2 and 3 projects

Funding will be provided in three (3) installments:

- The first installment, which is 50% of the funding amount, will be paid after:
  - The funding agreement has been signed.

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<sup>11</sup> Sustainable development principle: access to knowledge.

<sup>12</sup> Sustainable development principle: access to knowledge.

- The information return has been signed.
  - The proponent has submitted proof that all required authorizations, including environmental authorizations, have been obtained.
  - The proponent has provided written confirmation of funding sources for the project.
  - Any missing bids for expenses of \$50,000 and more have been received, if applicable.
  - The project timeline has been updated, if applicable.
  - Any specific conditions listed in the agreement have been satisfied, as applicable.
  - RECYC-QUÉBEC has received any other documents it deems relevant.
- The second installment (25%) will be paid following receipt and approval by RECYC-QUÉBEC of the following:
    - The mid-project report.
    - Supporting documentation for expenses (invoices and proof of payment for expenses of \$5,000 and more).
      - Once the eligibility percentage is applied to submitted expenses, an explanation must be provided for the amounts paid in the first and second installments.
      - A list of expenses of less than \$5,000 must be submitted (nature of the expense, amount, invoice number, date). Expenses must be broken down into the same cost categories as those appearing in the calculator.
    - Any other documents deemed relevant by RECYC-QUÉBEC.
- The third and final payment (25%) will be paid after:
    - The proponent has obtained at least one WE RECYCLE HERE! Implementation-level certification from RECYC-QUÉBEC, as applicable.
    - RECYC-QUÉBEC has received and approved the final report.
    - Proof of expenditures has been submitted:
      - If the amount of funding is \$100,000 or more, the proponent must submit a detailed report accounting for all eligible project costs incurred. The report must be audited by an outside accounting firm selected by the proponent (review mandate). Costs must be broken down into the same categories as those appearing in the calculator.
      - If the amount of funding is less than \$100,000, the proponent must submit a table listing major eligible project expenses that have been paid, along with invoices and proof of payment for expenses of \$5,000 and more.
    - RECYC-QUÉBEC has received any other documents it deems relevant.

RECYC-QUÉBEC may, if warranted, add specific conditions for one or more installments to be paid under the funding agreement.

## 6.3 Accountability

### 6.3.1 Component 1 projects – Studies

The **report prepared by the outside consultant** must include at least the following:

- Assessment of the issues and problems that the territory concerned is facing.
- Background and description of the proposed project.
- Waste volumes (amounts, origin). Applicants must indicate how the materials are currently processed to the best of their knowledge.
- Analysis of potential opportunities for the materials.
- Analysis of anticipated risks and description of mitigation measures.
- Investments required and implementation schedule.

### 6.3.2 Component 2 *pilot projects* and Component 3 projects

The **mid-project report**, which will contain:

- Progress updates, including a timeline (activities completed and yet to be completed), issues encountered, and solutions developed.
- Methodologies used to measure the achievement of objectives defined at the outset of the project.
- A first estimate of project deliverables, based on the objectives.
- Post-project projections (for example, permanence of the project, opportunities from diverted materials, etc.)
- A revision of project expenses, if applicable; or any other information deemed relevant by RECYC-QUÉBEC

The **final report**, which will contain:

- Progress updates, including completed project stages and actual timelines.
- The methodologies used to measure the achievement of objectives defined at the outset of the project.
- Measures of project deliverables and spinoffs, based on the objectives, including tonnes of waste diverted from disposal following project implementation, if applicable.
- A record of hours worked for each person involved in the project, as applicable.
- A final statement of account for the project along with final sources of funding.
- For a pilot project, the actions planned to carry out the final project, as applicable.
- Any other information deemed relevant by RECYC-QUÉBEC.

## 7. CERTIFICATIONS TO BE OBTAINED

The Program is tied to an eco-condition.<sup>13</sup> Proponents who receive funding under this Program must obtain the following from RECYC-QUÉBEC:

For all proponents: at least one [WE RECYCLE HERE!](#) Implementation-level certification.

Payment of the final installment will be conditional on obtaining the above certification, as applicable. Notwithstanding the foregoing, RECYC-QUÉBEC reserves the right to exempt a proponent from the eco-condition when it deems that the condition does not apply to the proponent or that it would be unreasonable to require it.

## 8. PROGRAM ASSESSMENT

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<sup>13</sup>Sustainable development principle: responsible production and consumption.

The following indicators will be used to assess the Program and prepare an accountability report. RECYC-QUÉBEC may release any non-confidential information in this report (e.g., non-identifiable information and information that cannot be used to identify a particular sorting centre).<sup>14</sup>

This section is for information purposes only. The indicators below will be calculated by RECYC-QUÉBEC.

Type of indicator		Indicator	Target	Frequency of measurement
1	Input	Number of applications submitted	N.A.	At the end of the Program
2	Output	Number of applications accepted	N.A.	At the end of the Program
3	Output	Acceptance rate	N.A.	At the end of the Program
4	Output	Number of different municipal or community organizations having received support	N.A.	At the end of the Program
5	Output	Number of Plan Nord area communities having received support	At least 5	At the end of the Program
6	Output	Amounts paid	N.A.	At the end of the Program
7	Output	Overall funding provided to Plan Nord area communities	At least \$2.73M	At the end of the Program
8	Output	Number of source reduction or reuse projects supported	At least 2	At the end of the Program
9	Output	Tonnes of waste diverted from disposal after the implementation of projects not involving source reduction or reuse	At least 2,000 tonnes	At the end of the Program
10	Effectiveness (objective/resources ratio)	Percentage of management fees	Up to 10%	At the end of the Program

## 9. REMINDER - IMPORTANT DATES FOR MORE INFORMATION

Here are the various stages of the funding program, along with deadlines and timelines.

This is simply a reminder and does not exempt any applicant from carefully reading the entire Program and all related documentation.

Stages	Dates or periods
Program launch	May 2022

<sup>14</sup> Sustainable development principle: access to knowledge.

Deadline for submitting applications (subject to availability of funds)	March 31, 2023
Acknowledgement of receipt sent to applicants and start of eligibility review	Within five (5) business days of the date the application is received
Notice of eligibility	Within twenty (20) business days of the date the application is complete
Project review	Within four (4) months of the application deadline, in the order the applications are received
Signing of funding agreements with applicants whose projects are selected	Within two (2) months of the date project acceptance is confirmed
Project implementation	Projects funded under Components 1, 2 and 3 must be completed <b>by March 31, 2024.</b>
Final report submitted	Within three (3) months of project completion

## 10. FOR MORE INFORMATION

RECYC-QUÉBEC will add an FAQ section to the Program's webpage. Applicants are encouraged to refer to it for the most up-to-date information and clarifications on the interpretation of certain aspects of the Program.

Email: [CI@recyc-quebec.gouv.qc.ca](mailto:CI@recyc-quebec.gouv.qc.ca)  
[Program website.](#)

To obtain this document in an accessible format, contact us via:

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