

1. FOUNDATIONS OF THE POLICY

1.1 Background

In June 2015, the Regional Municipality of Pontiac County (MRC Pontiac) has signed an agreement regarding the Territorial Development Fund (FDT) with the Ministry of Municipal Affairs and Land Occupancy (MAMOT). By this agreement, the MAMOT recognizes the competence of Pontiac MRC in local and regional development. The Ministry requires that the MRC establishes its annual priorities of interventions and adopt a *Support Policy for development projects that improve communities*. This policy will be reviewed annually. This document is *Support Policy for development projects that improve communities* of the MRC Pontiac for 2015-2016.

1.2 Field of intervention

MRC Pontiac allocates the part of funds delegated by the Minister to the funding of any measure of local and regional development taken by the MRC Pontiac as part of the agreement. Those measures may include the following items:

- The realization of its mandates in regards with the Land Use Plan of its territory;
- Support of local municipalities in professional expertise or to share services (in social sector, cultural, tourist, environmental, technological or other sector)
- Community mobilization and support for the implementation of development projects to improve communities, particularly in social, cultural, economic and environmental sectors;
- The establishment, financing and implementation of sectoral agreements for local and regional development with ministries or agencies;
- Support for rural development within the municipal territory and the unorganized territory of the MRC Pontiac.

1.3 Objectives

The main objective of the *Support Policy for development projects that improve communities* is to create and maintain jobs in the territory of the Pontiac MRC and/or facilitate the implementation of initiatives leading to revitalization of the communities in the Pontiac. These two major elements must improve the quality of life of Pontiac citizens and meet the following principles:

- **To encourage the sharing of facilities or services and the establishment of multi-service centers** in municipalities or non-for-profit organizations;
- **To promote the multifunctional development of the territory** by establishing links with other actors, other communities and other sectors;

- **To promote the beautification of communities** by making them more attractive;
- **To encourage retention and maintenance of youth** by promoting youth employability initiatives and support initiatives for them;
- **To support a community transportation service**, ensuring that it meets the multiple needs of the community (transport for medical purposes, transit, transportation of food aid to remote or poor clientele);
- **To facilitate initiatives to attract families** by promoting incentives and initiatives that tend to improve access to quality housing;
- **To promote new technologies** to increase the competitiveness of businesses and public services and facilitate the establishment of self-employed.
- **Create supportive environments for healthy lifestyles** by developing measures to adopt better eating habits and a active lifestyle.

1.4 application Territory

This policy applies to the entire territory of the MRC.

1.5 Eligible organisations

Eligible organisations to a grant as part of this policy are:

- Municipalities;
- Band Councils of aboriginal communities;
- Cooperatives;
- non-for-profit organizations

Each eligible organisation must be legally constituted. Its headquarters must be located in the territory of the MRC Pontiac. The organisation must also be registered in the Registraire des entreprises du Québec (REQ) and its status has to be up to date.

1.6 Priority Intervention Fields

For 2015-2016, the mayors of the eighteen municipalities of Pontiac MRC have prepared and forwarded to the Minister their 27 priorities of interventions. These are available on the MRC's Website and are grouped under the following seven priority sectors:

- Agriculture
- Forestry
- Tourism
- Business and services
- Social and community
- Culture and heritage
- Other

1.7 Eligible Projects and Expenses

Projects selected under this policy are projects for creation and/or diversification of activities. The objective is primarily the creation of new wealth. Eligible expenses are intended for projects to the service of Pontiac residents.

The eligible expenses within the framework of the policy are:

- Fixed assets / capital expenditure (land, buildings, equipment, machinery, rolling stock);
- Acquisition of technologies, software or software package and patents;
- Professional fees or promotion costs related to the project;
- Salaries and benefits related strictly to the project (project coordination costs), in proportion to the time spent in the project, if the promoter or its employees assume other tasks;
- Costs deemed necessary for the implementation of the project (the promoter must specify the nature of expenses. The analysis committee reserves the right to accept or reject such expenses.)
- Implementation of sectoral agreements for local development.

Expenses must be made within the Pontiac MRC, or in the province of Québec, unless the material or professional resource (services) is not available in the MRC or province.

Any expenditure out of the Pontiac MRC is subject to an agreement with the Development Commissioner of the Pontiac MRC.

1.8 Ineligible projects and expenses

Projects not eligible under this Policy are the current projects undertaken by the promoter, projects of consolidation and projects that do not generate economic benefits in the territory. In addition, sexual projects, religious, political or related to controversial activities (dating agencies, numerology, tarot, astrology) are not eligible.

The following expenses are not eligible under this Policy:

- Debt repayment, loan repayment or a project already completed;
- Working Capital Fund;
- Operating costs such as rent, salaries and social contributions of the common organization, telecommunications expenses and website;
- Room rental, office supplies;
- Insurance;
- Bank charges and interest;
- Rent and maintenance of room;
- Depreciation of property assets;
- Entertainment expenses;

- Training costs;
- Feasibility studies;
- Costs related to a festival or event;
- Any expenditure carried out before the date of reception of the application (in case of acceptance of the project, it could, however, count in the promoter's contribution)

The same project can not be funded twice. However, several phases of the same project can be financed, on the condition that the promoter shows progress of results.

In addition, projects that create unfair competition, or that does not respect the laws and regulations in force in the province of Québec or municipal regulations, are not eligible.

1.9 Entry into force

This policy is effective upon its approval by the Council of Elected Representatives of the Pontiac MRC, on October 27th, 2015, and replaces any previously adopted policy.

2. INVESTMENT CRITERIA

The prioritized projects must participate in local and regional development.

2.1. Type of project

Projects must meet the priorities defined in Article 1.6. and meet at least one (1) of the 27 priorities presented on the MRC's website.

2.2. Innovation

Innovative projects creating new wealth will be prioritized. The nature of the project and the innovative process surrounding the project will be the subject of analysis. In some cases, the creation of new services can be considered innovative in itself.

2.3. Job creation and economic benefits

The first criteria for investment is job creation. Minimally, projects should contribute to keeping employment. If not creating jobs, projects must result in significant economic benefits, including contracting with MRC Pontiac companies.

2.4. Needs in the community and revitalization

Projects must contribute to the revitalization of communities by responding to clearly identified needs and expressed at different levels by communities or by reference to existing policies (Heritage Guide, Development Plan for Agricultural Zone, Family Policies, local Action Plan).

2.5. Experience of the promoter and investment capacity

The promoters must demonstrate knowledge and skills to carry out a development project, as well as its commitment to financially invest in the project.

3. TERMS

3.1 Application Process Analysis

The Council of Elected Representatives of the Pontiac MRC is the guarantor of the guidelines of this policy. In this sense, developing projects are predefined and prioritized by the Council based on the priority areas of intervention (art. 1.5.)

The Council decides to hold a call for projects depending on the credits available in the fund.

The proposed call for projects process is as follows:

- 1) Launch of the call for projects
- 2) Promotion of the program criteria and the application form on the MRC's website
- 3) Mandatory appointment with a Development Commissioner of MRC to apply to the fund
- 5) Receipt of applications (mail / email) and analysis of applications by the Development team
- 6) Analysis, scoring projects with the grid analysis and recommendation by the Analysis Committee of the MRC Pontiac composed by two elected, one citizen, one representative of non-for-profit organization and one representative from the regional development sector in Outaouais;
- 7) Final adoption of the projects prioritized by the Council of Elected Representatives of the Pontiac MRC;
- 8) Project monitoring by the development team;
- 9) Reception of the final report by promoters;
- 10) Final report of the program by the Development team

3.2 Project Funding

The *Support Policy for development projects that improve communities* is an integral part of the Territories Development Fund (FDT). In this sense, non-refundable investment made under this Policy is considered governmental in nature and not as part of the down payment from the promoter.

The grant can be up to 80% of the total project cost. The promoter must contribute to a minimum of 20% of the total project cost. This down payment is calculated as follows:

A minimum of 20% of the total project cost in monetary contribution.

Or

A minimum of 10% of the total project cost in monetary contribution and a maximum of 10% of the total project cost in service or voluntary contribution (calculated at a rate of \$15/hour for the coordination and supervision of the project and at a rate of \$10.55/hour for labor)

Accumulative government grants (municipal, provincial and/or federal) cannot exceed 80% of the total project cost. (a grant is considered 100% of the value, while 30% of the value applies in case of repayable investment).

If the project is not completed, the sponsor must reimburse to the MRC 100% of the amounts received for the project.

Expenditures must be carried out as described in the contract to be signed between the promoter and the MRC. The financial capacity of the promoter to carry out the project will be decisive in the allocation of a grant. A letter from the bank may be required for this purpose.

3.3 Final report

The promoter must send a final activity report including all qualitative and quantitative information related to the project. It must keep the original supporting documents and records related to the amounts granted under the agreement for a period of three years following the end of his project. The MRC is subject to the same constraints.

3.4 Availability of funds

Any financial commitment is valid only if there is a sufficient balance available in the fund to charge the expense and according to the funds made available to the MRC by the Minister as part of the Territory Development Fund.

3.5 Analysis grid and evaluation of projects

ELIGIBILITY TO THE TDF

To qualify, the four (4) following criteria must be met.

A. Is the project supported by one or more eligible organization?	Yes/ No
B. The project include eligible expenses?	
C. Is the file complete?	
D. The project does meet the priorities of interventions defined by the Council of Elected Representatives of the MRC Pontiac for 2015-2016 ?	

AREAS OF PRIORITIES

A. The project meet at least one (1) of the 27 priorities of interventions defined by the Council of the MRC Pontiac for 2015-2016.	/15
B. The project affects two (2) or more of the 27 priorities of interventions defined by the Council of the MRC Pontiac 2015-2016.	/5
SUB-TOTAL	/20

TYPE OF PROJECT

C. The project is innovative, creates new wealth and/or proposes the creation of new services.	/10
D. The project contributes to the creation of employment or maintained employment. If not creating jobs, the projects brings significant economic benefits, including contracting with Pontiac companies.	/10
E. The project contributes to the revitalization of communities by addressing, among others, identified needs expressed by the communities.	/15
F. The project refers to existing policies (Heritage Guide, Development Plan for Agricultural Zone (PDZA), family policies, local action plan etc.).	/5
SUB-TOTAL	/40

FEASIBILITY AND PROJECT FUNDING
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A. The promoter invests at least 20% (including a minimum 10% cash) to finance the project.	/
B. The promoter demonstrates that it has the ability to complete the project and ensure its sustainability (skills / strengths / strategies)	/
C. The promoter demonstrates that it has established partnerships that could lead to the success of the project (financial, technical, etc.)	/

D. The project is realistic (completion deadlines, financial structure, project objectives, results desired impacts, etc.)

SUB-TOTAL

TOTAL POINTS GRANTED

/100

REVIEW REPORT

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75-100 POINTS	60-74 POINTS	<i>0-59 POINTS</i>
Eligible Project 1st priority	Eligible Project 2 nd priority	<i>Project transfered, non selected or non eligible</i>

OTHER COMMENTS