

Stations de nettoyage d'embarcations Program

Normative Framework 2023-2028

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1. PROGRAM DESCRIPTION

The mission of the Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs (MELCCFP) is to oversee the conservation and development of natural resources, including wildlife and habitats, from a standpoint of sustainable development and integrated management, and to manage, develop, monitor and protect parks.

The Stations de nettoyage d'embarcations program contributes to the fight against aquatic invasive species (AIS) and pathogenic organisms in aquatic fauna by encouraging the installation or refurbishment of boat cleaning stations that aim to prevent the introduction and spread of these undesirable species. This helps to reduce the negative impact of AIS and pathogenic organisms in aquatic fauna.

On July 20, 2023, the Gouvernement du Québec announced the continuation and enhancement of the Stations de nettoyage d'embarcations program. An amount of nearly \$7 million has been earmarked for the fight against AIS from now until 2027-2028 under this program.

2. PROGRAM OBJECTIVES AND DURATION

The program objective is to install or improve fixed or mobile boat cleaning stations to fight against AIS and pathogenic organisms in aquatic fauna.

The program will run from its launch date until the budget envelope is exhausted, or until March 31, 2028 at the latest.

3. TYPES OF BOAT CLEANING STATIONS ELIGIBLE FOR THE GRANT

To be eligible for the grant, boat cleaning stations must mandatorily be equipped with a hot-water cleaning system (between 50°C and 60°C at the point of contact) capable of operating at low pressure (unpressurized flow, i.e. the flow rate of a garden hose) and at high pressure (2,600 psi minimum, 3,000 psi maximum); otherwise, the project will not be eligible.

3.1 Mobile boat cleaning stations

Mobile boat cleaning stations are generally self-sufficient in terms of their water and energy supply, and include a trailer to carry all the equipment. As a result, they can be relocated to cover a large geographical area and raise awareness among users.

3.2 Fixed boat cleaning stations

Fixed (permanent) boat cleaning stations can be installed near a busy body of water or in a strategic location near several water access points.

3.3 Hybrid boat cleaning stations

A hybrid boat cleaning station is a transportable structure that can remain on a site for an extended period, while still being movable as needed. It may be self-sufficient or not in terms of energy and water, and it offers services similar to those of a fixed station.

Please note that if a hybrid boat cleaning station project involves a lease on lands in the domain of the State and ground work (e.g., a gravel bed, a polishing field), an authorization from the MELCCFP may be required (section 107 of the Act respecting the conservation and development of wildlife).

4. ELIGIBLE ORGANIZATIONS

The following organizations are eligible for a grant for mobile, fixed and hybrid boat cleaning stations:

- Local municipalities or regional county municipalities;
- Private and for-profit enterprises and organizations that have an establishment in Québec and that are dedicated to the conservation and development of wildlife and the practice of recreational activities. These enterprises and organizations must be registered with the Registraire des entreprises (REQ);
- Non-profit organizations (NPOs) registered with the Registraire des entreprises (REQ) and dedicated to wildlife conservation, development or use and recreational activities. Examples include watershed organizations, organizations that manage community wildlife areas, organizations that manage wildlife reserves (excluding Sépaq) and lake and watercourse protection associations;
- An Indigenous nation represented by all the band councils of the communities making up that nation, an Indigenous community represented by its band council or by the council of a northern village, a group of communities so represented or any other Indigenous group.

ZEC management organizations will only be eligible for a grant for mobile and hybrid boat cleaning station projects.

5. INELIGIBLE ORGANIZATIONS

The following organizations are not eligible for a grant for mobile, fixed and hybrid boat cleaning stations:

- State-owned enterprises such as Sépaq and its entities;
- Enterprises controlled directly or indirectly by a government (provincial or federal);

- Companies that are majority-owned by a state-owned enterprise;
- Organizations in bankruptcy;
- Organizations listed in the enterprise register that are ineligible for public contracts;
- Organizations that already have an ongoing project under this program;
- Organizations that have failed to comply with their obligations under a grant agreement with the Minister during the two years preceding the grant application, after receiving formal warning to remedy their non-compliance.

6. APPLICATION ELIGIBILITY AND DEADLINES FOR PROJECT COMPLETION

To be considered eligible, the organization must ensure that the project complies with all the laws and regulations in force in Québec, including section 128.7 of the Act respecting the conservation and development of wildlife (CQLR, c. C-61.1) and section 22 of the Environment Quality Act (CQLR, c. Q-2), if applicable.

All grant applications must be submitted to the Minister no later than July 31, 2027. Subsidized projects must be completed no later than one (1) year after the date on which the parties signed the grant agreement.

Notwithstanding the above, organizations receiving a grant on February 1, 2027 or later will have until January 31, 2028 to complete their project (see section 13).

To submit a project, you must express your interest by completing the electronic form [Expression of interest in submitting a grant application under the Stations de nettoyage d'embarcations program 2023–2028](#) (French) before July 31, 2027 at noon. You will then receive a personalized link by email to the application form. You must complete the electronic grant application form, upload the required documents and send the complete package no later than July 31, 2027 at 11:59 p.m.

In addition, all applications must include the following:

- A resolution of the municipal council, the board of directors of the organization or the Indigenous party, supporting the grant application and project and designating the person authorized to act and sign the grant agreement;
- All the elements needed to evaluate the project (quotes, maps, plans, technical studies, photographs, sketches, etc.);
- A duly completed financing package for the project, using the template provided in Excel format;
- A document attesting to the ownership of the land, an emphyteutic lease or a lease on public land, or a lease in favour of the applicant allowing the applicant to install fixed equipment on the land concerned. If the organizations have a lease on the land concerned, it must be valid at least on the date the financial assistance agreement is signed and for a period of ten (10) years following the project end date.

7. ELIGIBLE PROJECTS

Only projects to refurbish or install a fixed, mobile or hybrid boat cleaning station are eligible for the program.

In addition, to be eligible, the project must:

- Contribute to the fight against aquatic invasive species (AIS) or pathogenic organisms in aquatic fauna;
- Guarantee access for the target clientele to the subsidized infrastructure, in accordance with the access plan submitted by the organization, for a period of ten (10) years following the project end date;
- Maximize the number of users and frequency of use of the boat cleaning station;
- Follow the recommendations in the document “Best practices for the design and use of a boat cleaning station ” presented on the Gouvernement du Québec website (Quebec.ca);
- Include the use of awareness-raising materials on aquatic invasive species (AIS) or pathogenic organisms in aquatic fauna that have been provided or approved by the MELCCFP;
- Comply with the legislation and regulations in force and be authorized before it is carried out;
- Ensure that any user fees do not exceed the actual maintenance and operating costs of the station.

8. INELIGIBLE PROJECTS

The following projects are not eligible for the program:

- Projects that have received funding under another MELCCFP program;
- Projects that do not primarily involve the installation or refurbishment of a boat cleaning station;
- Projects stemming from a legal requirement to carry out compensatory work following the loss of wildlife habitat;
- Projects by an organization that already has an ongoing project under this program.

9. ELIGIBLE EXPENSES

Expenses that are directly related to carrying out the project are eligible under the program, such as:

- Fees paid to professionals, technical staff, consultants and contractors hired to carry out the project;

- The cost of architectural plans and engineering work;
- Communication, promotion and marketing expenses related to project visibility;
- The cost of acquiring materials and leasing tools, light equipment and machinery required to carry out the project;
- Salary costs and other regular benefits attributable solely to carrying out the project, including a maximum of 12.21% of salaries for the employer's share for the 2026–2027 fiscal year. For subsequent fiscal years, this rate will be adjusted in accordance with the directives of the Secrétariat du Conseil du trésor;
- Equipment and installation costs related to the project.

Expenses that are eligible under the program may be incurred from the date the parties signed the grant agreement until no later than one (1) year following that date, subject to the third paragraph of section 6 of this normative framework.

An organization that incurs expenses before the grant agreement is signed assumes sole responsibility for such expenses.

All expenses deemed eligible for potential reimbursement under the program must be accounted for in accordance with generally accepted accounting principles and may be subject to an accounting audit by the MELCCFP. Expenses must be reasonable considering the project and its nature and must be directly linked to carrying out the project. In addition, the fee rates for professional services provided in connection with the project may not exceed the maximums referred to in the Act respecting contracting by public bodies (c. C-65.1) and its corresponding regulations.

10. INELIGIBLE EXPENSES

The following expenses are not eligible under the program:

- Expenses incurred by the recipient prior to the date the parties signed the grant agreement;
- Expenses incurred by the recipient one (1) year after the date the parties signed the grant agreement or after January 31, 2028;
- Ongoing running and operational costs and costs related to improving the recipient's internal management;
- Expenses related to acquiring or leasing land;
- Microcomputer and office equipment costs;
- The cost of indoor or outdoor furniture (picnic table, swing, fish cleaning table, desk, chair, etc.);
- Recurring costs (e.g. rent, maintenance, electricity) or general administrative expenses indirectly associated with the project;
- Expenses related to carrying out a project to compensate for habitat loss;
- Legal fees;

- Application fees for permits, authorizations or transfers of ownership;
- Taxes, such as GST and QST, for which the recipient is eligible for a rebate and all other expenses eligible for rebates;
- Volunteering and other contributions in kind;
- Accommodation expenses;
- The cost of security systems, access control and cameras;
- Any other expenses that are not directly related to the project.

11. CONDITIONS

To take part in the program, the organization and the Minister must sign a grant agreement that includes the following in particular:

- The description of the project;
- The duration of the project;
- The financing package for the project;
- The maximum amount granted for the project;
- The terms of payment of the grant;
- The content of the final report;
- The access plan for the infrastructure being funded;
- The obligations of the recipient, particularly:
 - Maintaining the infrastructure and equipment referred to in the project for the entire term of the grant agreement and for ten (10) years following the project end date;
 - Ensuring access to the infrastructure and bodies of water referred to in the project for the period set out in the access plan and refraining from taking any action likely to restrict or prevent the right of access from being exercised, such as charging rates not included in the access plan, for the entire term of the agreement and for ten (10) years following the project end date;
 - Adequately publicizing, for ten (10) years, access to the infrastructure and bodies of water referred to in the project by posting a sign clearly specifying the terms of access;
 - Installing and maintaining a sign on the project site or on the mobile cleaning station stating that the project was carried out with the assistance of the Gouvernement du Québec. Please note that projects that receive grants under the program will receive, from the MELCCFP on request, a sign with the installation hardware;
 - Authorizing the Minister to conduct random checks of funded infrastructure and, if applicable, providing the Minister with the documents requested to ensure compliance with the grant agreement, for the entire term of the agreement and for ten (10) years following the project end date.

12. EXPECTED OUTCOMES

The information submitted concerning a project must demonstrate the impact it will have on the fight against AIS and pathogenic organisms in aquatic fauna in accordance with the following model:

Refurbishment of boat cleaning stations

Expected	Indicator	Target
Improved quality of infrastructure	Condition of infrastructure and equipment	Condition of infrastructure improved to a higher index

Installation of boat cleaning stations

Expected	Indicator	Target
Increased number of stations in the area under the organization's responsibility ¹	Number of stations in the area under the organization's responsibility ¹	% increase in the number of stations installed by the organization

13. SELECTION OF APPLICATIONS

Grant applications will be accepted on an ongoing basis between the program launch date and July 31, 2027 or until the budget envelope is exhausted.

Each grant application will be analyzed by a selection committee, if deemed eligible. If need be, the committee may seek advice from an internal or external consultant.

14. GRANT AMOUNT, AWARD AND PAYMENT

14.1 Grant amount

For all eligible organizations, except for-profit organizations, the maximum amount of the grant cannot exceed 80% of total eligible expenses, with a maximum of \$30,000 per project.

For for-profit organizations, the maximum amount of the grant cannot exceed 50% of total eligible expenses, with a maximum of \$30,000 per project.

Under no circumstances may the amount of the grant be increased to compensate for a cost overrun in a project.

The grant being awarded to the recipient is conditional on the availability of funds under the program.

¹ Non-profit organization (NPO), for-profit organization or private enterprise.

14.2 Limit on the number of projects

An organization that already has an ongoing project under the program in the territory covered by the application may not submit a new grant application for a new project under the same program.

14.3 Grant stacking

In determining the maximum amount of the grant, the MELCCFP will consider financial contributions from ministries and agencies of the Gouvernement du Québec and the Government of Canada and state-owned enterprises, as well as from municipal entities that are not grant recipients. The recipient and its partners must assume a minimum of 20% of the total eligible expenses of the project submitted, meaning that the cumulative amount received in grants from provincial and federal governments and state-owned enterprises, as well as from municipal entities that are not grant recipients, cannot exceed 80% of eligible expenses.

For the purposes of grant stacking rules, the term “municipal entities” includes municipal bodies within the meaning of section 5 of the Act respecting Access to documents held by public bodies and the Protection of personal information (CQLR, c. A-2.1).

14.4 Terms and conditions of the grant payment

For projects funded under this program, the grant will be paid in the following instalments:

- an initial instalment equivalent to a maximum of 70% of the grant, following the signature of an agreement between the recipient and the Minister and submission to the Minister of proof that an authorization has been obtained under section 128.7 of the Act respecting the conservation and development of wildlife (CQLR, c. C-61.1) and proof that an authorization has been obtained under section 22 of the Environment Quality Act (CQLR, c. Q-2), if applicable;
- a final instalment equivalent to a maximum of 30% of the grant, following production of a final report by the recipient and its approval by the Minister, as described in section 15, “Accountability.”

15. ACCOUNTABILITY

The organization must submit a final report on the project to the MELCCFP, signed by the person designated to act on behalf of the recipient. In particular, it will attest to compliance with current laws, regulations and standards applicable under the agreement signed between the parties. By signing it, the signatory will be confirming that the costs claimed have been paid for the work covered by the agreement and that the original supporting documents relating to these costs remain available for verification purposes.

The recipient must submit the final project report to the Minister no later than three (3) weeks after the project end date.

The final report must be produced using a template provided by the Minister. In particular, it will include:

- A financial statement of project expenses prepared in accordance with accounting rules in force in Québec;
- Photographs of the steps involved in completing the project and of the final project;
- Copies of invoices for eligible expenses and proof of payment of these expenses, if required by the program representative;
- A measurement of the outcome obtained in relation to the expected outcome;
- Project start and end dates.

For help in submitting an application or for any additional information, you can contact the program representatives by email at stationseae@environnement.gouv.qc.ca, providing your contact information and questions. Someone will contact you as soon as possible.



**Environnement,
Lutte contre
les changements
climatiques,
Faune et Parcs**

Québec 